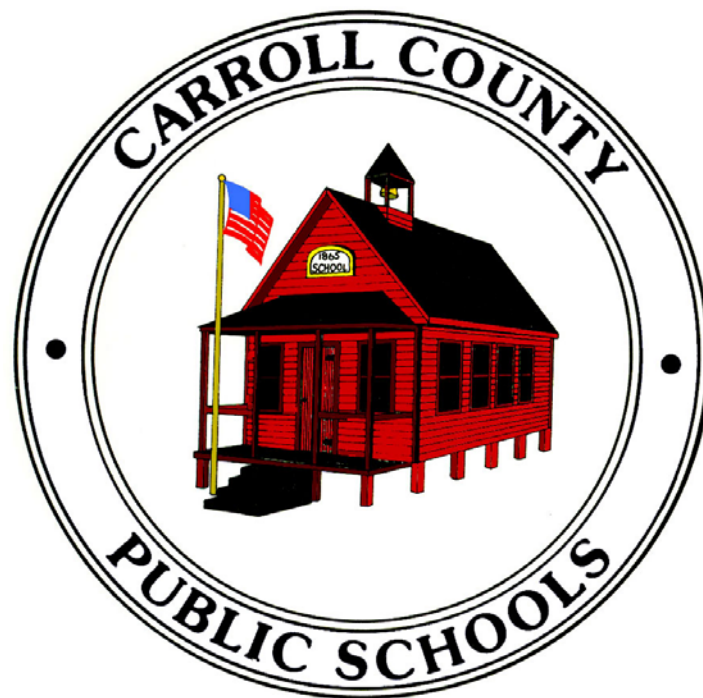

Carroll County Public Schools

Westminster, Maryland 21157

Approved Operating Budget 2011-12



Here are some of the many accomplishments that took place in our school system during the past year . . .

- Carroll County's Parents As Teachers initiative received the National Association of Counties 2010 Achievement Award for innovative programming and collaboration.
- The Auto Service Technology program at the Carroll County Career and Technology Center was one of four regional finalists in the nation for the 2010 School of the Year Award presented by *Tomorrow's Technician*, Chicago Pneumatic, and WIX Filters.
- Century, Liberty, and Winters Mill High Schools have been recognized on *Newsweek's* list of "America's Best High Schools." The list is based upon the Challenge Index developed by the *Washington Post*.
- The Arts Education in Maryland Schools Alliance, in conjunction with The Kennedy Center Alliance for Arts Education Network, presented the John F. Kennedy Center for the Performing Arts Schools of Excellence in Arts Education Award to Century High School for outstanding achievement in arts education.
- Cranberry Station Elementary School was selected as the Maryland State Exemplary Reading Program Award winner for the 2009-2010 school year by the State of Maryland International Reading Association.
- East Middle, Hampstead Elementary, and Parr's Ridge Elementary Schools received certification as Maryland Green Schools. Mt. Airy Elementary School earned recertification as a Maryland Green School.
- North Carroll High School received the Outstanding Secondary School Agricultural Education Program Award from the National Association of Agricultural Educators.
- Parr's Ridge Elementary School received the Distinguished Honor Award as part of the 2010 Blue Apple Health Education Award Program sponsored by the American Association for Health Education.
- Piney Ridge Elementary School was selected as a Maryland State School of Character. Eldersburg Elementary School received Honorable Mention.
- The West Middle School Student Government Association (SGA) received the Felix Simon Award for Leadership and Service for 2009-2010 from the Maryland Association of Student Councils.
- Sharon Adedeji, English Department Chair at Century High School, was named Carroll County's 2010 Teacher of the Year.
- William Eckles, assistant principal at the Carroll County Career and Technology Center, was named Assistant Principal of the Year by the Maryland Association of Secondary School Principals.
- DeAndre Ingram, a health education teacher at Century High School, was named the 2009-2010 Health Educator of the Year by the Maryland Association for Health, Physical Education, Recreation and Dance.
- Dorothy Louks, a teacher at Century High School, received a Certificate of Merit Award from the American Association of Teachers of German and the Goethe-Institut.
- Seniors Ransom Leland Baldwin VII from Westminster High School, Anthony B. Cole from South Carroll High School, and Alexandra Winter from Winters Mill High School have been selected as Finalists in the National Merit Scholarship Program sponsored by the College Board.
- Nine students from the Carroll County Career and Technology Center won medals at the Maryland SkillsUSA Championships.
- Artwork by Mary Murdock, a fifth grade student at Eldersburg Elementary School, was selected by the Maryland Council on Economic Education (MCEE) to be featured in the 2009-2010 Economic Concepts Calendar.
- Josie Grant, a ninth grade student at Francis Scott Key High School, was named a Distinguished Finalist in the 2010 Prudential Spirit of Community Awards in Maryland.
- Liberty High School drama students received fourteen awards out of eighteen nominations at the Cappies Critics and Awards Program gala event.
- Sarah Coyle, a junior at South Carroll High School, was appointed to serve as a Page in the U.S. House of Representatives.
- Kelly Smith, a sixth grade student at West Middle School, received the 2010 Environmental Awareness Award presented by the Carroll County Commissioners and the Carroll County Environmental Advisory Council for her efforts to increase recycling at the school.
- Jordan Ratti, a member of the Class of 2011 at Westminster High School, was named Youth Entrepreneur of the Year for the Maryland Region by Ernst & Young and Junior Achievement of Central Maryland.

***BOARD OF EDUCATION
APPROVED OPERATING BUDGET***

*FOR THE FISCAL YEAR ENDING
JUNE 30, 2012*

*BOARD OF EDUCATION OF CARROLL COUNTY
Westminster, Maryland*

*Jennifer A. Seidel
President*

*Barbara J. Shreeve
Vice-President*

Gary W. Bauer

Cynthia L. Foley

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*Doug Howard
County Commissioner
Ex-Officio Member*

*Samson A. Fowler
Student Representative*

*Stephen H. Guthrie
Superintendent of Schools*

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CARROLL COUNTY PUBLIC SCHOOLS

125 N. Court Street • Westminster, MD 21157

410-751-3000

TTY 410-751-3034

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STEPHEN H. GUTHRIE
Superintendent

To the Carroll County Community:

Creating an operating budget that meets the needs of our school system while revenue is declining has been our challenge for the last several years. The budget for this fiscal year was no exception.

To further compound this economic reality, student enrollment continued to decline. As state funding is driven by the number of students in our school system, state foundation revenue also decreased again this year.

During the past four fiscal years, we have reduced our budget by \$16.6 million. These reductions included the elimination of 109 positions (32 positions from central office), reduction of maintenance projects, elimination of the after-school community learning center program, and freezing employee salaries for three years.

Knowing that over the next several years we will again face significant fiscal challenges, input was gathered from community groups, parents, employees, and concerned citizens to help develop budget priorities. As a result of that input, the following budget objectives were formed:

- Preserve the integrity of instructional programs
- Preserve employee benefits/salary
- Eliminate the structural deficit by reducing the system's size.

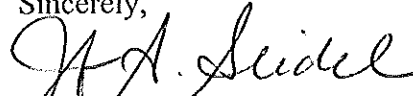
The school system's operating budget for FY 2012 totals \$331.0 million. Due to reduced local revenues and annual inflationary expenditure increases, we needed to reduce our budget by more than \$4.1 million dollars. The details of these reductions are located on page 19. Not reflected on that list is the fact that our staff will be forgoing any cost-of-living or longevity increases for the third consecutive year. It is important to note that even with these reductions:

- Our current teacher/student ratio improved slightly, and
- No instructional programs were eliminated or reduced.

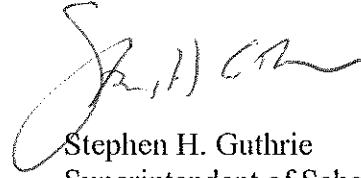
The economic challenges facing the state and the county are unprecedented. We worked with our state delegation and our county commissioners to gain as much financial assistance as possible. Even with these efforts, our revenue did not support the current size of our organization.

Despite economic setbacks, our goal and mission remain unchanged. We exist to provide educational opportunities for students that are designed to enrich their lives so that they may contribute to the success of our society.

Sincerely,



Jennifer A. Seidel
President, Board of Education



Stephen H. Guthrie
Superintendent of Schools

INTRODUCTION

The Board of Education Approved 2011-12 Budget is presented in five sections:

Section I provides an overview of the budget and includes comparisons of the approved budget with the current approved budget and actual expenditures from the previous fiscal year. This section also includes education goals/philosophy, financial charts/tables and staffing requests.

Section II provides summaries that identify the appropriations made to each object/sub-object of expenditures within the various major categories of the operating budget.

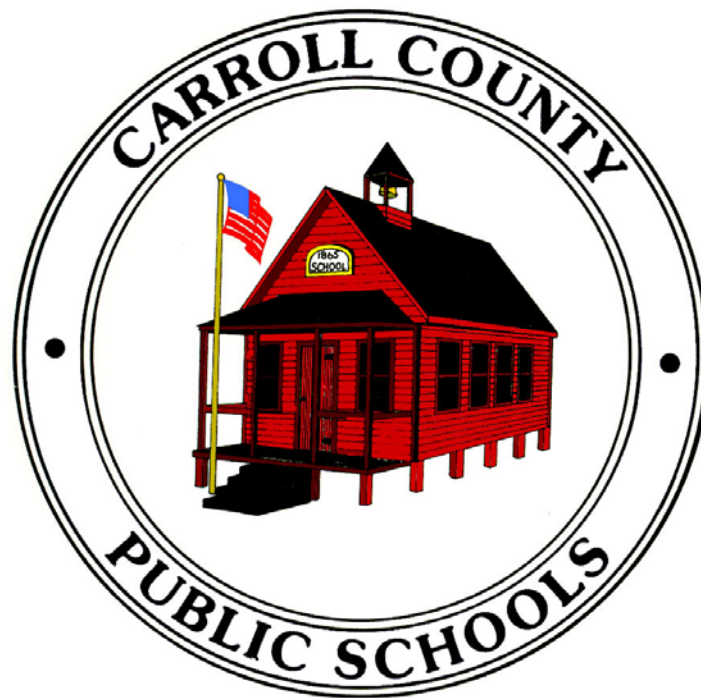
Section III contains statistical data pertinent to the approved Debt Service and Food Service Funds.

Section IV provides grant summaries, Individuals with Disabilities Education Act (IDEA) funding information, and relevant data for Carroll County Public Schools.

Section V provides data pertinent to the Capital Improvement Program for Fiscal Years 2012-2017.

Carroll County Public Schools

Westminster, Maryland 21157



Section I

General Comments & Summary Tables

CARROLL COUNTY PUBLIC SCHOOLS

MISSION

The mission of Carroll County Public Schools is to ensure that every student can thrive as a responsible citizen in a changing world by providing rigorous and challenging curriculum in partnership with quality staff, caring families, and supportive community members.

CORE VALUES

- Always strive for the maximum potential in our pursuit of excellence.
- All students will learn and succeed.
- All students and staff are entitled to a safe and orderly learning environment.
- Everyone's participation is paramount to our success.
- Treat everyone in an open, fair, honest, and respectful manner.

VISION STATEMENT

The Carroll County Public School System plays a foundational role in the success of the community. Through a network of resources and supports, students participate in learning guided by rigorous, stimulating curricula which are augmented through a variety of educational opportunities for extended learning and success.

Our employees are at the heart of our educational efforts, and accordingly, they benefit from competitive salaries and a multitude of staff development opportunities for professional growth as educational leaders.

In an atmosphere of mutual trust and respect and an environment which is safe and orderly, students and staff learn, work, and grow together as individuals with shared goals. As participants in the system's success, each student is valued by staff and encouraged to share their unique ideas, talents, and abilities. Staff collectively strive to create a learning environment which challenges students to reach their maximum potential.

Graduates are effectively prepared to achieve their personal goals through higher education or as part of the business community. The community views students as its greatest resource and welcomes them as productive, caring, respectful, and responsible citizens. Individuals desiring to answer the call to serve in public education choose to do so in Carroll County Public Schools, where they can become an integral part of a diverse learning community which values and supports their efforts.

The community and its families support their schools and students. Members of the business community are willing participants in providing the support central to the system's success and are eager to celebrate student achievement. As responsible stewards of both human and fiscal resources, the Board of Education and staff acknowledge and appreciate the community's many contributions.

The Carroll County Public School System is proud to maintain an environment in which students, staff, families, and other community members participate in and contribute to the system's ongoing pursuit of excellence.

CARROLL COUNTY PUBLIC SCHOOLS
GOALS

GOAL I. IMPROVE STUDENT ACHIEVEMENT:

All students will achieve at or above grade level through a rigorous, articulated, and aligned instructional program, and all students will be provided the skills necessary to meet the challenges of the 21ST Century global community.

GOAL II. OPTIMIZE RESOURCES:

Carroll County Public Schools will make maximum, effective, and efficient use of fiscal, human, and facility resources, which align with and support student achievement.

GOAL III. PROVIDE A SAFE AND ORDERLY ENVIRONMENT:

All schools will provide a safe and orderly environment for all students and staff.

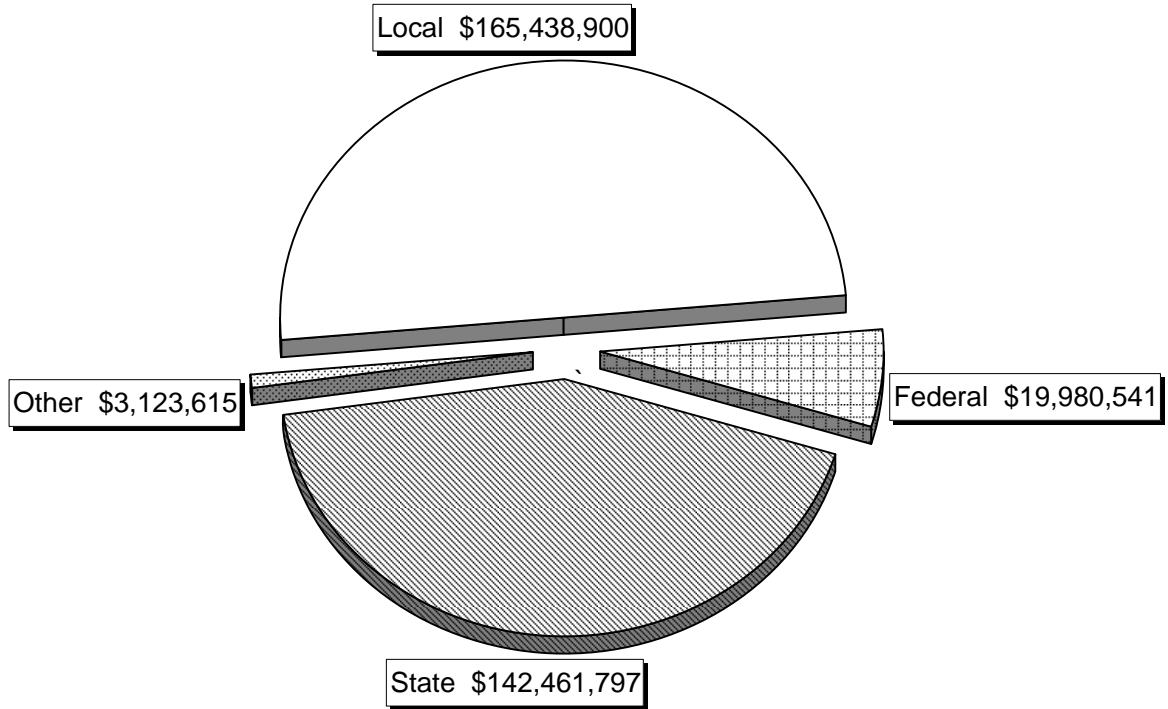
GOAL IV. STRENGTHEN COMMUNICATION AND UNDERSTANDING:

Carroll County Public Schools will communicate openly and honestly to foster a trusting and supportive relationship with parents, community members, business and public officials, and to foster mutual appreciation and respect for the diversity and commonality of our students, staff, and community.

GOAL V. ENGAGE IN A PROCESS OF SCHOOL IMPROVEMENT:

Carroll County Public Schools will align all school and system actions with the Objectives and Indicators of the CCPS Comprehensive Master Plan, while continuing to measure performance and ensuring all actions and decisions are contributing to the attainment of the Objectives and Indicators.

**Combined Non-Restricted and Restricted Revenue
2011-2012 Board of Education Approved Operating Budget**

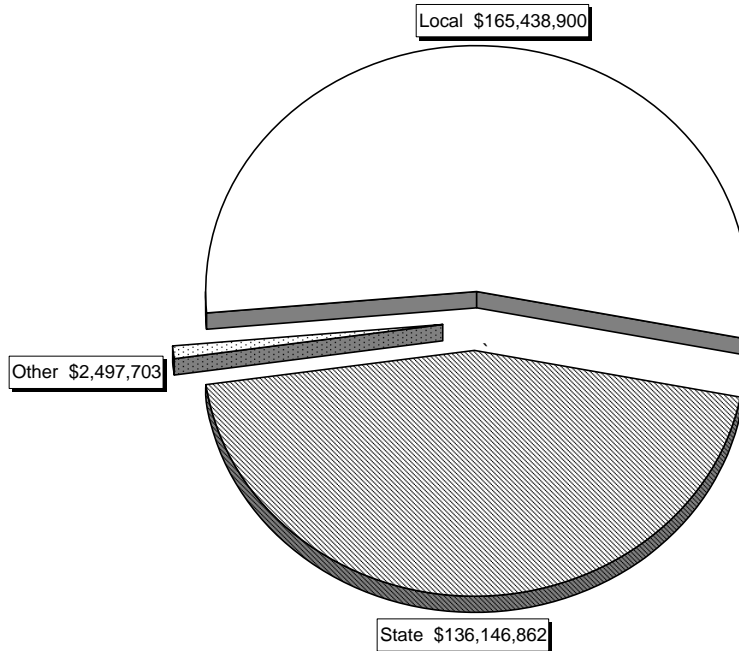


Total Combined Revenue = \$331,004,853

	Approved Budget 2010-11	% of Total	Approved Budget 2011-12	% of Total	(Decrease) Increase Over Previous Year	% Increase (Decrease)
Local Revenue ¹	\$ 167,498,614	51.1%	\$ 165,438,900	50.0%	\$ (2,059,714)	(1.23%)
State Revenue	138,695,634	42.3%	142,461,797	43.0%	3,766,163	2.72%
Federal Revenue	18,657,822	5.7%	19,980,541	6.0%	1,322,719	7.09%
Other Revenue	3,050,541	0.9%	3,123,615	1.0%	73,074	2.40%
Total Operating Budget	\$ 327,902,611	00.0%	\$ 331,004,853	00.0%	\$ 3,102,242	0.95%

¹ Includes In-Kind Revenue for usage of County owned buildings and property [2010-11: \$1,978,900; 2011-12: \$1,978,900]

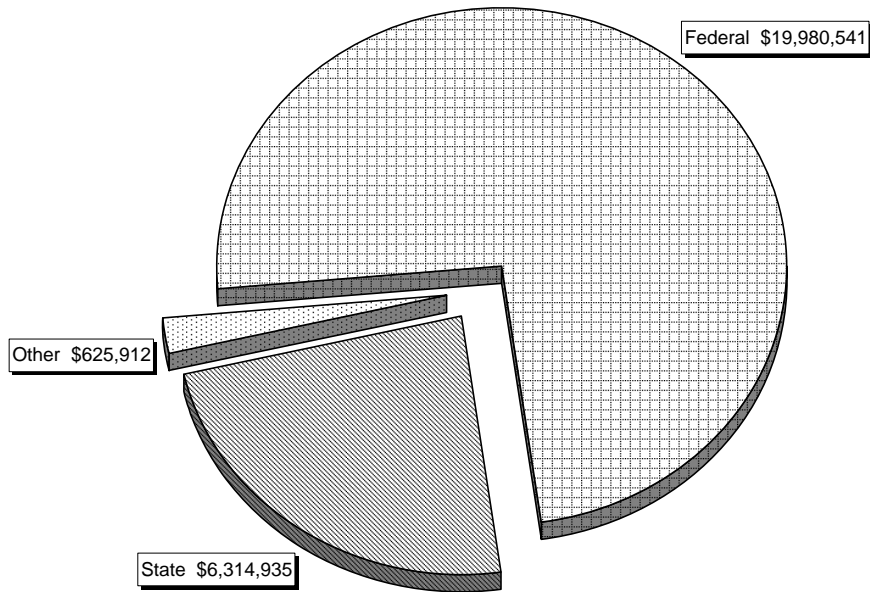
Non-Restricted Revenue
2011-2012 Board of Education Approved Operating Budget



Total Non-Restricted Revenue = \$304,083,465

NON-RESTRICTED REVENUE SOURCES	Approved Budget 2010-11	% of Total	Approved Budget 2011-12	% of Total	(Decrease) Increase Over Prior Year	Percent Increase Over Prior Year
I. Local Revenue						
Current Expense Request	\$ 164,900,000	54.5%	\$ 163,460,000	53.7%	\$ (1,440,000)	(0.87%)
In-Kind for Usage of County Owned Property	1,978,900	0.7%	1,978,900	0.7%	-	0.00%
Prior Year Unexpended Fund Balance	619,714	0.2%	-	0.0%	(619,714)	0.00%
Total Non-Restricted Local Revenue	167,498,614	55.4%	165,438,900	54.4%	(2,059,714)	(1.23%)
II. State Revenue						
Foundation Program	104,198,921	34.4%	104,877,653	34.5%	678,732	0.65%
Reduction to Offset FY 2008-09 State Overpayment	(619,714)	-0.2%	-	0.0%	619,714	(100.00%)
Student Transportation	8,628,927	2.9%	9,426,009	3.1%	797,082	9.24%
Special Education Formula	8,293,388	2.7%	8,416,330	2.8%	122,942	1.48%
Compensatory Education	10,936,550	3.6%	12,728,285	4.2%	1,791,735	16.38%
Limited English Proficient	645,200	0.2%	670,085	0.2%	24,885	3.86%
Supplemental Grant	502,149	0.2%	-	0.0%	(502,149)	(100.00%)
Out of County Living Arrangements	28,500	0.0%	28,500	0.0%	-	0.00%
Total Non-Restricted State Revenue	132,613,921	43.8%	136,146,862	44.8%	3,532,941	2.66%
III. Federal Revenue						
Total Non-Restricted Federal Revenue	-	0.0%	-	0.0%	-	0.00%
IV. Other Non-Restricted Revenue (Fees, Rentals, Interest, etc.)						
Total Other Non-Restricted Revenue	2,465,336	0.8%	2,497,703	0.8%	32,367	1.31%
TOTAL NON-RESTRICTED REVENUE	\$ 302,577,871	100.0%	\$ 304,083,465	100.0%	\$ 1,505,594	0.50%

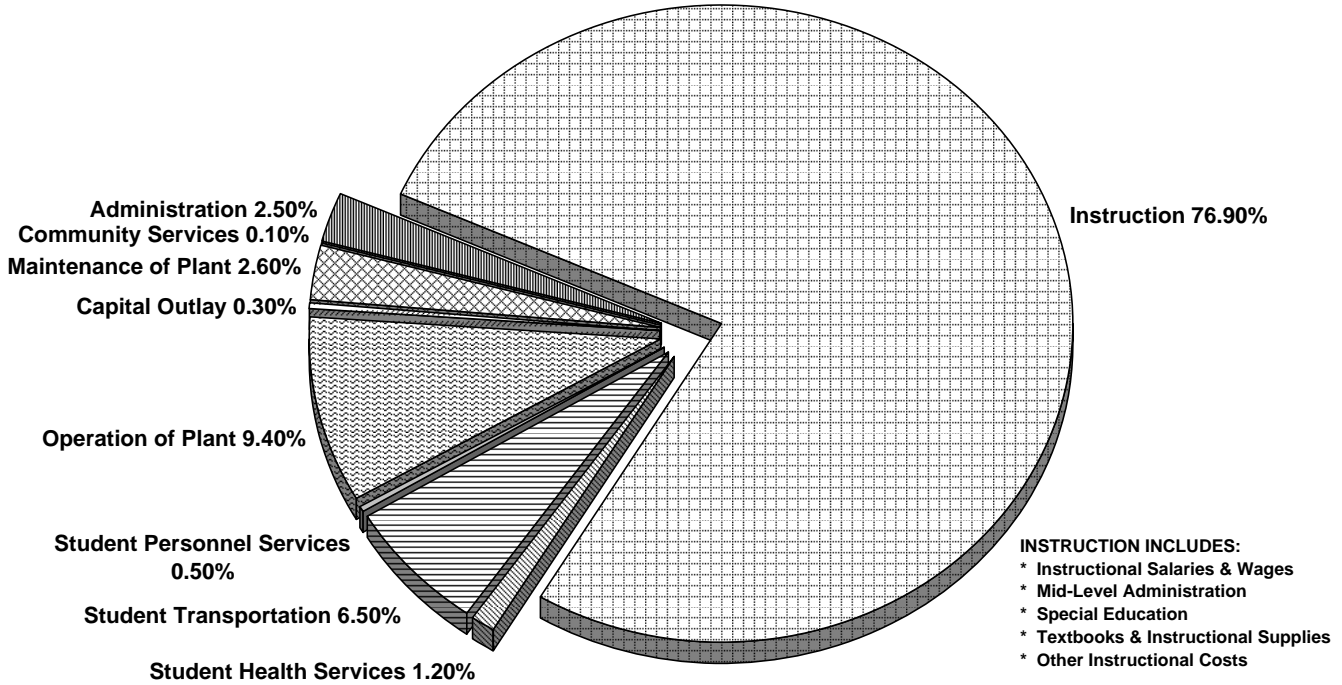
Restricted Revenue
2011-2012 Board of Education Approved Operating Budget



Total Restricted Revenue = \$26,921,388

RESTRICTED REVENUE SOURCES	Approved Budget 2010-11	% of Total	Approved Budget 2011-12	% of Total	(Decrease) Increase Over Prior Year	Percent Increase Over Prior Year
II. State Revenue						
Aging Schools Program	\$ 137,261	0.5%	\$ 287,261	1.1%	\$ 150,000	109.28%
Handicapped Non-Public Placement	4,600,000	18.1%	4,600,000	17.0%	-	0.00%
Infants and Toddlers Program	268,790	1.1%	234,954	0.9%	(33,836)	(12.59%)
Judith P. Hoyer Center	322,000	1.3%	337,695	1.3%	15,695	4.87%
Other State Restricted Revenue	353,662	1.4%	455,025	1.7%	101,363	28.66%
Fiscal Year 2011 Carry Forward of Revenues	400,000	1.6%	400,000	1.5%	-	0.00%
Total Restricted State Revenue	6,081,713	24.0%	6,314,935	23.5%	233,222	3.83%
III. Federal Revenue						
ARRA: State Fiscal Stabilization Funds	3,286,120	13.0%	-	0.0%	(3,286,120)	(100.00%)
ARRA: IDEA Special Education Programs	3,181,600	12.6%	-	0.0%	(3,181,600)	(100.00%)
Education Jobs Fund	-	0.0%	5,211,930	19.4%	5,211,930	-
Race to the Top	-	0.0%	115,138	0.4%	115,138	-
NCLBA Title I, Part A: Targeted Assistance	1,271,111	5.0%	1,943,168	7.2%	672,057	52.87%
NCLBA Title II, Part A: Improving Teacher Quality	713,490	2.8%	715,742	2.7%	2,252	0.32%
IDEA Special Education Programs	6,624,100	26.1%	6,431,687	23.9%	(192,413)	(2.90%)
Medicaid	1,274,092	5.0%	1,303,030	4.8%	28,938	2.27%
Perkins Vocational & Technical Education Act	243,703	1.0%	259,850	1.0%	16,147	6.63%
Other Federal Revenue	63,606	0.3%	709,996	2.6%	646,390	1016.24%
Fiscal Year 2011 Carry Forward of Revenues	2,000,000	7.9%	3,290,000	12.2%	1,290,000	64.50%
Total Restricted Federal Revenue	18,657,822	73.7%	19,980,541	74.2%	1,322,719	7.09%
IV. Other Restricted Revenue (Non-Governmental Grants, Donations, Fees, etc.)						
Total Other Restricted Revenues	585,205	2.3%	625,912	2.3%	40,707	6.96%
TOTAL RESTRICTED REVENUE	\$ 25,324,740	100.0%	\$ 26,921,388	100.0%	\$ 1,596,648	6.30%

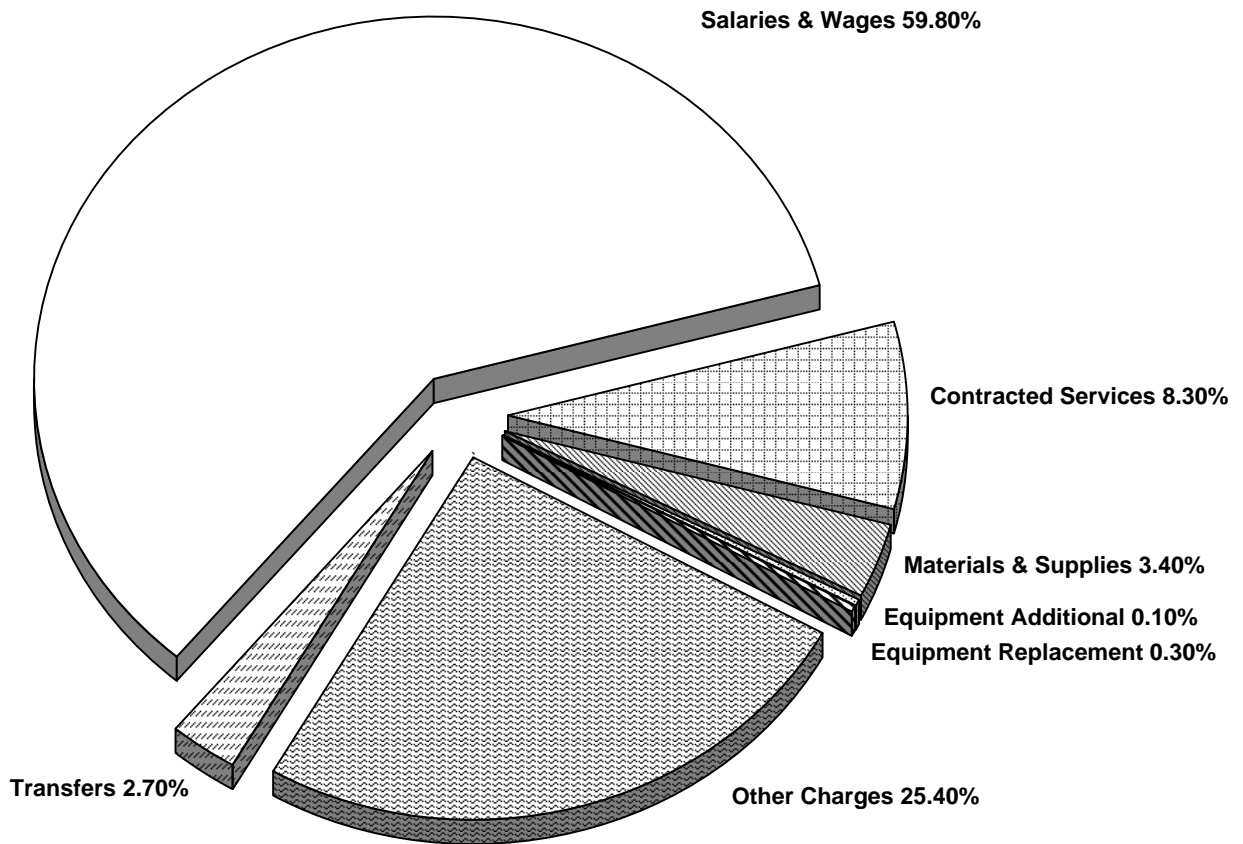
**Distribution by Category of Non-Restricted and Restricted Expenditures
2011-2012 Board of Education Approved Operating Budget**



Total Operating Budget = \$331,004,853

Category (with allocated fixed charges)	Approved Budget 2010-11	% of Total	Approved Budget 2011-12	% of Total	(Decrease) Increase Over Previous Year	Percent Increase Over Prior Year
Instruction						
Instructional Salaries & Wages	\$ 164,341,265	50.2%	\$ 166,567,755	50.3%	\$ 2,226,490	1.35%
Mid-Level Administration	28,431,140	8.7%	28,768,677	8.7%	337,537	1.19%
Special Education	49,325,877	15.1%	48,096,323	14.5%	(1,229,554)	(2.49%)
Textbooks & Instructional Supplies	7,865,014	2.4%	8,191,174	2.5%	326,160	4.15%
Other Instructional Costs	2,430,017	0.7%	3,026,300	0.9%	596,283	24.54%
Total Instruction	252,393,313	77.1%	254,650,229	76.9%	2,256,916	0.89%
Administration	7,954,587	2.4%	8,151,400	2.5%	196,813	2.47%
Student Personnel Services	1,685,316	0.5%	1,495,156	0.5%	(190,160)	(11.28%)
Student Health Services	4,014,838	1.2%	4,115,258	1.2%	100,420	2.50%
Student Transportation	21,427,058	6.5%	21,435,223	6.5%	8,165	0.04%
Operation of Plant	31,097,670	9.5%	31,068,980	9.4%	(28,690)	(0.09%)
Maintenance of Plant	7,901,972	2.4%	8,625,740	2.6%	723,768	9.16%
Community Services	338,925	0.1%	346,000	0.1%	7,075	2.09%
Capital Outlay	1,088,932	0.3%	1,116,867	0.3%	27,935	2.57%
Total Operating Budget	\$ 327,902,611	100.0%	\$ 331,004,853	100.0%	\$ 3,102,242	0.95%

**Distribution by Object of Non-Restricted and Restricted Expenditures
2011-2012 Board of Education Approved Operating Budget**



Total Operating Budget = \$331,004,853

Object	Approved Budget 2010-11	% of Total	Approved Budget 2011-12	% of Total	(Decrease) Increase Over Previous Year	Percent Increase Over Prior Year
01 Salaries & Wages	\$ 202,013,296	61.6%	\$ 198,061,746	59.8%	\$ (3,951,550)	(1.96%)
02 Contracted Services	27,721,285	8.5%	27,502,753	8.3%	(218,532)	(0.79%)
03 Materials & Supplies	11,502,643	3.5%	11,118,864	3.4%	(383,779)	(3.34%)
04 Other Charges	76,197,742	23.3%	83,966,714	25.4%	7,768,972	10.20%
05 Equipment Additional	441,815	0.1%	476,600	0.1%	34,785	7.87%
06 Equipment Replacement	730,849	0.2%	984,568	0.3%	253,719	34.72%
09 Transfers	9,294,981	2.8%	8,893,608	2.7%	(401,373)	(4.32%)
Total Operating Budget	\$ 327,902,611	100.0%	\$ 331,004,853	100.0%	\$ 3,102,242	0.95%

SUMMARY OF APPROPRIATIONS BY CATEGORY (Table 1)

Category	Unrestricted Funds Approved Budget 2010-11	Unrestricted Funds Approved Budget 2011-12	(Decrease) Increase Over Prior Year Budget	Restricted Funds Approved Budget 2010-11	Restricted Funds Approved Budget 2011-12	(Decrease) Increase Over Prior Year Budget	Total Approved Budget 2011-12
Administration	5,073,229	5,065,602	(7,627)	338,403	299,231	(39,172)	5,364,833
Instructional Salaries & Wages	123,845,946	120,845,644	(3,000,302)	2,768,393	3,101,711	333,318	123,947,355
Student Personnel Services	1,294,237	1,243,895	(50,342)	130,614	5,000	(125,614)	1,248,895
Student Health Services	3,160,283	3,187,288	27,005	72,000	78,633	6,633	3,265,921
Student Transportation	20,925,999	20,697,628	(228,371)	86,100	327,550	241,450	21,025,178
Operation of Plant	26,262,055	25,810,165	(451,890)	51,475	46,501	(4,974)	25,856,666
Maintenance of Plant	6,164,364	6,636,364	472,000	147,261	302,261	155,000	6,938,625
Fixed Charges	58,567,091	59,723,600	1,156,509	2,770,737	8,095,350	5,324,613	67,818,950
Community Services	315,000	315,000	0	23,925	31,000	7,075	346,000
Capital Outlay	852,547	852,547	0	0	0	0	852,547
Mid-Level Administration	22,532,854	22,900,749	367,895	813,402	508,753	(304,649)	23,409,502
Special Education	27,503,165	27,239,729	(263,436)	13,908,500	12,473,178	(1,435,322)	39,712,907
Textbooks & Instructional Supplies	4,468,058	7,402,544	2,934,486	3,396,956	788,630	(2,608,326)	8,191,174
Other Instructional Costs	1,613,043	2,162,710	549,667	816,974	863,590	46,616	3,026,300
TOTAL	302,577,871	304,083,465	1,505,594	25,324,740	26,921,388	1,596,648	331,004,853

BUDGET SUMMARY

Unrestricted / Restricted	Approved FY 2010-11	Approved FY 2011-12	(Decrease) Increase Over Approved	Percent Change Over Approved
Unrestricted Funds	302,577,871	304,083,465	1,505,594	0.50%
Restricted Funds	25,324,740	26,921,388	1,596,648	6.30%
Total Funds	327,902,611	331,004,853	3,102,242	0.95%

Operating Budget Reductions for FY12

Total \$4.158 Million

General Spending Reductions

• Hiring Turnover	\$ 875,000
• Utility Price Stabilization	400,000
• Student Transportation Price Stabilization	225,000
• Supplies, Materials & Equipment	<u>120,000</u>
Subtotal	\$ 1,620,000

Staffing Alignment

• Align Teacher Staffing Formula	
○ (-10.00 FTE) Improves teacher/student ratio	\$ 600,000
• Align System Media Clerk Allocation	
○ (-3.50 Equiv. FTE) All schools receive .50 FTE	219,000
• Align Elementary ILA Specialists	
○ (-1.50 FTE) All schools receive 1.00 FTE	90,000
• Align High School Crisis Counselors	
○ (-1.00 FTE) All schools receive 1.00 FTE	60,000
• Align High School Media Specialists	
○ (-1.00 FTE) All schools receive 1.00 FTE	<u>60,000</u>
Subtotal	\$ 1,029,000

Staffing Adjustment

• Eliminate Positions	
○ 9.00 FTE – Floater Custodians	\$ 420,000
○ 4.10 FTE - Central Office Administrators	503,000
○ 4.00 FTE – Government HSA Teachers	240,000
○ 3.00 FTE – Clerical Central Office Positions	165,000
○ 1.00 FTE – Overstaffed Kindergarten Assistant	45,000
○ 1.00 FTE – Vacant Bus Driver Position	43,000
○ One-Day Reduction to CASE 10-month work year	55,000
○ Education Foundation Manager Cost Sharing	32,000
○ Salary Adjustments	<u>6,000</u>
Subtotal	\$ 1,509,000

SUMMARY OF NEW POSITIONS

Approved Operating Budget
2011-2012

POSITION	FTE	SALARY	SALARY & BENEFITS	NOTES / RATIONALE
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There are no new positions in the Approved Operating Budget

New Staffing Summary
Approved Operating Budget
2011-2012

New Positions By Category	Exempt	Non- Exempt	Total
There are no new positions in the Approved Operating Budget			

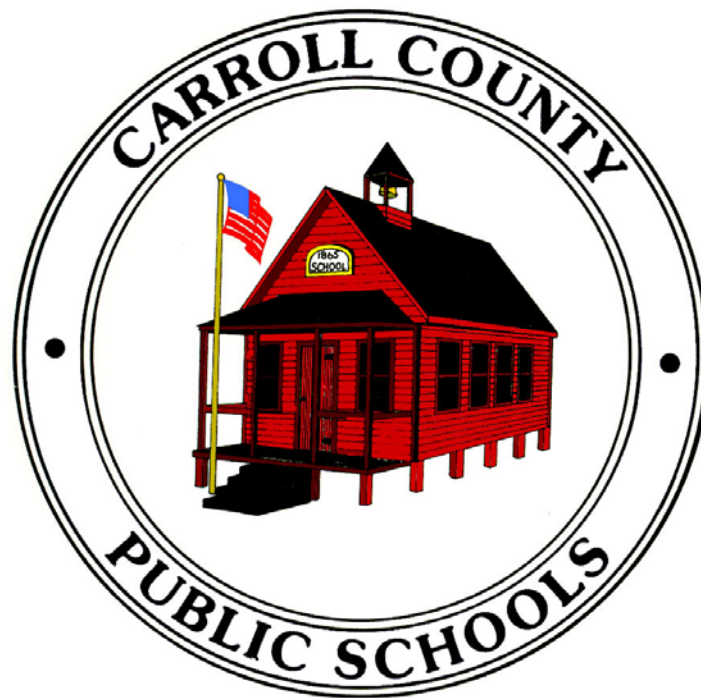
FY 2012 Costs Previously Funded With Grants

Existing / Locally "Picked-Up"	<u>FTE</u>	<u>Salary</u>	<u>Total Cost</u>
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There are no local pick-ups of grants anticipated at this time;
no local pick-ups of grants are included in the
Approved Operating Budget

Carroll County Public Schools

Westminster, Maryland 21157



Section II

Budget Summaries by Category

Carroll County Public Schools

Westminster, Maryland 21157

Administration Category 01

Administration includes the activities associated with the general regulations, direction and control of Carroll County Public Schools. Activities for establishing and administering school system policy, providing fiscal and internal services, supporting all other instructional and support services and assisting the instructional staff with the content and process of providing learning experiences for students are included. The following support services are included in the category of administration:

- **Board of Education Services** - activities associated with the elected members of the Board of Education vested with the responsibility of directing, planning and making policy for Carroll County Public Schools.
- **Executive Administration** - activities associated with the general administration of the school system. Included are the office of the superintendent, community relations, state and federal relations and grant procurement.
- **Business Support Services** - activities associated with the fiscal operation of the school system e.g. budget, financial accounting, payroll, or purchasing and printing services.
- **Centralized Support Services** - activities associated with planning and research, public information services, human resource services and information support systems.

Unrestricted Fund Summary	Actual 09-10	Approved 10-11	Approved 11-12	Approved Increase/ (Decrease)	% Change
01 Administration					
1 Salaries	\$4,432,955	\$4,328,631	\$4,314,755	(\$13,876)	-0.32%
2 Contracted Services	\$663,086	\$549,600	\$479,026	(\$70,574)	-12.84%
3 Supplies/Materials	\$210,893	\$89,915	\$119,333	\$29,418	32.72%
4 Other Charges	\$255,988	\$338,116	\$304,583	(\$33,533)	-9.92%
5 Land, Bldg, Equip Additional	(\$11)	\$0	\$5,000	\$5,000	100.00%
6 Land, Bldg, Equip Replacement	\$0	\$0	\$5,000	\$5,000	100.00%
9 Transfers	(\$244,401)	(\$233,033)	(\$162,095)	\$70,938	-30.44%
	\$5,318,510	\$5,073,229	\$5,065,602	(\$7,627)	-0.15%
Restricted Fund Summary					
01 Administration					
2 Contracted Services	\$5,278	\$0	\$0	\$0	0.00%
3 Supplies/Materials	\$38,502	\$30,000	\$0	(\$30,000)	-100.00%
4 Other Charges	\$67,816	\$60,750	\$131,750	\$71,000	116.87%
5 Land, Bldg, Equip Additional	\$204,757	\$5,000	\$0	(\$5,000)	-100.00%
6 Land, Bldg, Equip Replacement	\$0	\$5,000	\$0	(\$5,000)	-100.00%
9 Transfers	\$244,401	\$237,653	\$167,481	(\$70,172)	-29.53%
	\$560,754	\$338,403	\$299,231	(\$39,172)	-11.58%

Category 01 - Administration
Changes - FY 2012

Non-Restricted Budget Changes

1. Reductions to other contracted services line items	\$ (70,574)
2. Reductions to other charges, including subscriptions, dues, mileage, and board member expenses	(33,533)
3. Increase in hiring turnover	(24,000)
4. Reductions in supplies and materials including office supplies	(5,582)
5. Changes in salaries and wages, mostly due to turnover	10,124
6. Move computer equipment and supplies and materials back from restricted budget (State Fiscal Stabilization Fund)	45,000
7. Decrease in indirect cost recoveries from grants	<u>70,938</u>
Total Non-Restricted Decrease - Category 01 - Administration	(7,627)
Restricted Budget Net Decrease - Category 01 - Administration	<u>(39,172)</u>

TOTAL DECREASE - Category 01 - Administration \$ (46,799)

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
ADMINISTRATION				
Positions				
1. Exempt	23.60	23.60	23.60	23.60
2. Non-Exempt	<u>39.70</u>	<u>36.70</u>	<u>36.70</u>	<u>36.70</u>
Total Positions	63.30	60.30	60.30	60.30
1 Salaries and Wages				
Regular Classified	\$1,846,682	\$1,734,614	\$1,723,351	\$1,735,351
Temporary Classified	48,705	43,693	46,050	48,050
Overtime Classified	18,620	19,755	14,610	14,610
Longevity Classified	97,618	83,570	76,720	76,720
Educational Add-Ons Classified	3,710	3,911	4,211	4,211
Vacation Payoff	86,226	35,000	35,000	35,000
Extra Curricular Pay Classified	2,710	0	0	0
Substitute Employees	66,703	58,000	62,530	72,530
Regular Professional	2,205,894	2,309,408	2,309,193	2,309,193
Temporary Professional	198	2,000	0	0
Other Add-Ons	11,001	10,800	10,800	10,800
Longevity Professional	12,698	12,592	12,592	12,592
Board Members' Allowance	29,480	29,480	33,980	33,980
Insurance Opt-Out	2,710	2,710	2,620	2,620
Hiring Turnover (F.T.E.)	<u>0</u>	<u>(16,902)</u>	<u>(16,902)</u>	<u>(40,902)</u>
Object Total	4,432,955	4,328,631	4,314,755	4,314,755
2 Contracted Services				
Printing & Binding	30,747	26,900	27,300	27,300
Advertising	8,718	10,000	9,000	9,000
Rental of Business Machines	133,886	121,500	121,276	121,276
Consultants	43,946	24,800	24,800	24,800
Legal Fees	144,214	137,500	137,500	137,500
Auditing Fees	73,000	72,000	72,000	72,000
Test Scoring	25,965	3,000	0	0
Other Contracted Services	<u>202,610</u>	<u>153,900</u>	<u>87,150</u>	<u>87,150</u>
Object Total	663,086	549,600	479,026	479,026
3 Supplies and Materials				
Office Supplies	43,228	77,646	72,563	72,563
Books & Periodicals	1,182	4,319	4,120	4,120
Food	6,203	5,900	5,600	5,600
Computer Equipment < \$5,000	140,712	0	35,000	35,000
Sensitive Items Non-I.T.	15,974	0	0	0
Other Non-Instr Sup & Matl	<u>3,594</u>	<u>2,050</u>	<u>2,050</u>	<u>2,050</u>
Object Total	210,893	89,915	119,333	119,333

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
ADMINISTRATION - continued				
4 Other Charges				
Local Mileage Reimbursement	12,907	21,358	17,998	17,998
License Fees	25,782	106,000	104,000	104,000
Postage	47,370	65,200	65,200	65,200
Recruiting Costs	9,839	10,000	10,000	10,000
Dues	40,614	43,550	41,255	41,255
Subscriptions	29,941	27,608	7,080	7,080
Board Members' Expense	7,679	14,000	10,000	10,000
Retirement and Recognition	6,798	15,000	15,000	15,000
Conferences & Trainings	19,137	35,250	33,900	33,900
Miscellaneous - Other Charges	55,921	150	150	150
Object Total	<u>255,988</u>	<u>338,116</u>	<u>304,583</u>	<u>304,583</u>
5 Equipment Additional				
Data Processing Equipment	(11)	0	5,000	5,000
Object Total	<u>(11)</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>
6 Equipment Replacement				
Data Processing Equip.	0	0	5,000	5,000
Object Total	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>
9 Transfers				
Indirect Costs	(244,401)	(233,033)	(162,095)	(162,095)
Object Total	<u>(244,401)</u>	<u>(233,033)</u>	<u>(162,095)</u>	<u>(162,095)</u>
TOTAL ADMINISTRATION	\$5,318,510	\$5,073,229	\$5,065,602	\$5,065,602

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - RESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
ADMINISTRATION				
2 Contracted Services				
Printing & Binding	\$1,519	\$0	\$0	\$0
Advertising	3,429	0	0	0
Other Contracted Services	330	0	0	0
Object Total	<u>5,278</u>	<u>0</u>	<u>0</u>	<u>0</u>
3 Supplies and Materials				
Computer Equipment < \$5,000	32,889	30,000	0	0
Sensitive Items Non-I.T.	4,899	0	0	0
Other Non-Instr Sup & Mat	714	0	0	0
Object Total	<u>38,502</u>	<u>30,000</u>	<u>0</u>	<u>0</u>
4 Other Charges				
License Fees	53,940	0	0	0
Recruiting Costs	13,876	0	0	0
Miscellaneous - Other Charges	0	60,750	71,750	131,750
Object Total	<u>67,816</u>	<u>60,750</u>	<u>71,750</u>	<u>131,750</u>
5 Equipment Additional				
Data Processing Equipment	204,757	5,000	0	0
Object Total	<u>204,757</u>	<u>5,000</u>	<u>0</u>	<u>0</u>
6 Equipment Replacement				
Data Processing Equipment	0	5,000	0	0
Object Total	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>0</u>
9 Transfers				
Indirect Costs	244,401	237,653	162,095	167,481
Object Total	<u>244,401</u>	<u>237,653</u>	<u>162,095</u>	<u>167,481</u>
TOTAL ADMINISTRATION	\$560,754	\$338,403	\$233,845	\$299,231

CARROLL COUNTY PUBLIC SCHOOLS

Table 5

Category:
Program:

**ADMINISTRATION
GENERAL SUPPORT**

		Approved Budget 2010-11	Approved Budget 2011-12
<hr/>			
Positions			
1	Exempt	3.60	3.60
2	Non-Exempt	<u>1.00</u>	<u>1.00</u>
TOTAL F.T.E. POSITIONS		4.60	4.60
SALARIES AND WAGES			
	Regular Classified	71,236	55,428
	Longevity Classified	8,220	2,740
	Regular Professional	433,305	434,125
	Other Add-Ons	10,800	10,800
	Longevity Professional	10,960	10,960
	Board Members' Allowance	<u>29,480</u>	<u>33,980</u>
TOTAL SALARIES AND WAGES		564,001	548,033
CONTRACTED SERVICES			
	Rental of Business Machines	6,366	6,366
	Consultants	20,800	20,800
	Legal Services	137,500	137,500
	Audit Fees	72,000	72,000
	Other Contracted Services	<u>6,000</u>	<u>7,000</u>
TOTAL CONTRACTED SERVICES		242,666	243,666
SUPPLIES AND MATERIALS			
	Office Supplies	5,628	5,500
	Books and Periodicals	2,349	2,350
	Food	4,600	4,400
	Other Non-Instr Sup & Mat	<u>50</u>	<u>50</u>
TOTAL SUPPLIES AND MATERIALS		12,627	12,300
<hr/>			

CARROLL COUNTY PUBLIC SCHOOLS

Table 5

Category: Program:	ADMINISTRATION GENERAL SUPPORT	Approved Budget 2010-11	Approved Budget 2011-12
<hr/>			
OTHER CHARGES			
	Local Mileage Reimbursement	9,410	9,150
	Dues	32,600	30,700
	Subscriptions	5,508	5,000
	Board Members' Expense	14,000	10,000
	Retirement Recognition	15,000	15,000
	Conferences & Trainings	<u>3,500</u>	<u>3,500</u>
	TOTAL OTHER CHARGES	80,018	73,350
	 TOTAL GENERAL SUPPORT	 899,312	 877,349

CARROLL COUNTY PUBLIC SCHOOLS

Category: ADMINISTRATION **Table 5 - A**
Program: GENERAL SUPPORT
Service Area: EXECUTIVE ADMINISTRATIVE SERVICES

	Approved Budget 2010-11	Approved Budget 2011-12
Positions		
1 Exempt	3.60	3.60
2 Non-Exempt	<u>1.00</u>	<u>1.00</u>
TOTAL F.T.E. POSITIONS	4.60	4.60
SALARIES AND WAGES		
Regular Classified	71,236	55,428
Longevity Classified	8,220	2,740
Regular Professional	433,305	434,125
Other Add-Ons	10,800	10,800
Longevity Professional	<u>10,960</u>	<u>10,960</u>
TOTAL SALARIES AND WAGES	534,521	514,053
CONTRACTED SERVICES		
Rental of Business Machines	6,366	6,366
Consultants	10,000	10,000
Other Contracted Services	<u>1,000</u>	<u>1,000</u>
TOTAL CONTRACTED SERVICES	17,366	17,366
SUPPLIES AND MATERIALS		
Office Supplies	3,628	3,500
Books and Periodicals	1,199	1,200
Food	800	600
Other Non-Instr Sup & Mat	<u>50</u>	<u>50</u>
TOTAL SUPPLIES AND MATERIALS	5,677	5,350
OTHER CHARGES		
Local Mileage Reimbursement	2,510	2,250
Dues	5,600	5,700
Subscriptions	3,900	3,500
Conferences & Trainings	<u>3,500</u>	<u>3,500</u>
TOTAL OTHER CHARGES	15,510	14,950
TOTAL EXECUTIVE ADMINISTRATIVE SERVICES	573,074	551,719

CARROLL COUNTY PUBLIC SCHOOLS

Category: **ADMINISTRATION** Table 5 - B
 Program: **GENERAL SUPPORT**
 Service Area: **BOARD OF EDUCATION SERVICES**

	Approved Budget 2010-11	Approved Budget 2011-12
Positions		
Board Members (5) and Student Representative (1)	0.00	0.00
TOTAL F.T.E. POSITIONS		
SALARIES AND WAGES		
Board Members' Allowance	<u>29,480</u>	<u>33,980</u>
TOTAL SALARIES AND WAGES	29,480	33,980
CONTRACTED SERVICES		
Consultants	10,800	10,800
Legal Fees	137,500	137,500
Audit Fees	72,000	72,000
Other Contracted Services	<u>5,000</u>	<u>6,000</u>
TOTAL CONTRACTED SERVICES	225,300	226,300
SUPPLIES AND MATERIALS		
Office Supplies	2,000	2,000
Books & Periodicals	1,150	1,150
Food	<u>3,800</u>	<u>3,800</u>
TOTAL SUPPLIES AND MATERIALS	6,950	6,950
OTHER CHARGES		
Local Mileage Reimbursement	6,900	6,900
Dues	27,000	25,000
Subscriptions	1,608	1,500
Board Members' Expense	14,000	10,000
Retirement Recognition	<u>15,000</u>	<u>15,000</u>
TOTAL OTHER CHARGES	64,508	58,400
TOTAL BOARD OF EDUCATION SERVICES	326,238	325,630

ADMINISTRATION

GENERAL SUPPORT SERVICES

In this section, rationale for the approved budget for the General Support Services activity is summarized.

SALARIES AND WAGES	<u>FULL-TIME EQUIVALENT</u>	<u>APPROVED BUDGET</u>
Existing Exempt Personnel		
Superintendent of Schools	1.00	
Assistant Superintendent - Administration	1.00	
Executive Assistant to Superintendent	1.00	
Grants Analyst	<u>0.60</u>	
	3.60	434,125
Existing Non-Exempt Personnel		
Administrative Secretary to Superintendent	<u>1.00</u>	
	1.00	55,428
Longevity Classified		
To comply with the longevity provision in the Master Agreement between the Board of Education and non-exempt employees.		2,740
Other Add-Ons		
Additional compensation for exempt employees in accordance with negotiated agreements.		10,800
Longevity Professional		
To comply with the longevity provision in the Master Agreement between the Board of Education and exempt employees.		10,960
Board Members Allowance		
Public School Laws § 3-303 Compensation and Expenses		
(i) The Chairman of the County Board is entitled to receive \$7,500. annually, and the other four members are entitled to receive \$26,000. annually in total compensation. New rates as recorded in the Annotated Code.		
\$480 is budgeted for the Student Representative.		<u>33,980</u>
TOTAL SALARIES AND WAGES		548,033

ADMINISTRATION

GENERAL SUPPORT SERVICES - continued	APPROVED
CONTRACTED SERVICES	<u>BUDGET</u>
Rental of Business Machines	6,366
Consultants	
These persons are utilized for MABE - BoardDocs relative to online meetings To upgrade applicable software	20,800
Legal Services	
Public School Laws § 4-104 Counsel ...each county board may:	
(i) Retain counsel to represent it in legal matters that affect the Board.	
(ii) Contract for payment of a reasonable fee to the counsel.	137,500
Audit Services	
Public School Laws § 5-108 Annual Audit	
(i) Each county board shall provide for an annual audit of its transactions/accounts.	
(ii) Certified Public Accountant to conduct audit.	
(iii) The audit shall be made by a Certified Public Accountant.	72,000
Other Contracted Services	
To provide funds for stenographic services for appeals that require a hearing officer and court reporter.	<u>7,000</u>
TOTAL CONTRACTED SERVICES	243,666
SUPPLIES AND MATERIALS	
Office Supplies	
Stationery, paper, and additional office supplies.	5,500
Books and Periodicals	
To purchase books or periodicals for professional library, including cost for updates to annotated codes.	2,350
Food	
Purchase of food and payments to restaurants for meals furnished.	4,400
Other Non-Instructional Supplies & Materials	<u>50</u>
TOTAL SUPPLIES AND MATERIALS	12,300

ADMINISTRATION

GENERAL SUPPORT SERVICES - continued	APPROVED
OTHER CHARGES	<u>BUDGET</u>
Local Mileage Reimbursement Reimbursement for personnel carrying out assigned duties and funding for Board members.	9,150
Dues and Subscriptions Dues for membership in professional organizations including the Maryland Association of Boards of Education, and subscriptions to professional magazines.	35,700
Board Members Expenses Public School Laws § 3-303 Compensation and Expenses (ii) Expenses for the Chairman and other members, allowance for travel as provided in the Carroll County Budget.	10,000
Retirements and Recognitions Retirement and Recognition gifts to retired employees based on years of service to the Board of Education and citizens of Carroll County.	15,000
Conferences & Trainings Costs of attending conferences, meetings, in-services, training and other professional development.	<u>3,500</u>
TOTAL OTHER CHARGES	73,350
TOTAL GENERAL SUPPORT SERVICES	\$877,349

CARROLL COUNTY PUBLIC SCHOOLS

Table 6

Category		ADMINISTRATION	
Program:		BUSINESS SUPPORT SERVICES	
		Approved Budget 2010-11	Approved Budget 2011-12
<hr/>			
Positions			
1	Exempt	10.00	10.00
2	Non-Exempt	<u>16.70</u>	<u>16.70</u>
TOTAL F.T.E. POSITIONS		26.70	26.70
SALARIES AND WAGES			
	Regular Professional	923,529	922,493
	Regular Classified	636,388	639,076
	Temporary Classified	32,193	34,250
	Overtime Classified	3,255	3,610
	Longevity Classified	47,950	47,950
	Educational Add-Ons Classified	400	400
	Insurance Opt-Out	1,310	1,310
	Hiring Turnover (F.T.E.)	<u>(16,902)</u>	<u>(40,902)</u>
TOTAL SALARIES AND WAGES		1,628,123	1,608,187
CONTRACTED SERVICES			
	Printing and Binding	100	100
	Advertising	4,000	4,000
	Rental of Business Machines	106,134	106,410
	Consultants	3,000	3,500
	Other Contracted Services	<u>900</u>	<u>18,150</u>
TOTAL CONTRACTED SERVICES		114,134	132,160
SUPPLIES AND MATERIALS			
	Office Supplies	42,246	42,291
	Books and Periodicals	750	700
	Food	<u>100</u>	<u>100</u>
TOTAL SUPPLIES AND MATERIALS		43,096	43,091

CARROLL COUNTY PUBLIC SCHOOLS

Table 6

Category Program:	ADMINISTRATION BUSINESS SUPPORT SERVICES	Approved Budget 2010-11	Approved Budget 2011-12
OTHER CHARGES			
Local Mileage Reimbursement		5,498	3,348
Postage		65,150	65,150
Dues and Subscriptions		3,750	3,585
Conferences & Trainings		9,750	9,250
Miscellaneous Other Charges		<u>60,900</u>	<u>131,900</u>
TOTAL OTHER CHARGES		145,048	213,233
TRANSFERS			
Indirect Costs		<u>4,620</u>	<u>5,386</u>
TOTAL TRANSFERS		4,620	5,386
TOTAL BUSINESS SUPPORT SERVICES		1,935,021	2,002,057

ADMINISTRATION

BUSINESS SUPPORT SERVICES

In this section, rationale for the approved budget for the Business Support Activity is summarized.

- 1 Fiscal Services
- 2 Purchasing and Printing Department

SALARIES AND WAGES	<u>FULL-TIME EQUIVALENT</u>	<u>APPROVED BUDGET</u>
Existing Professional Personnel		
The staff included in this activity are:		
Member of the Superintendent's Cabinet		
Director - Administrative Services	1.00	
Other Professional Personnel		
Supervisor - Budget & Grants	1.00	
Supervisor - Finance	1.00	
Supervisor - Purchasing	1.00	
Payroll Officer	1.00	
Senior Accountant	1.00	
Senior Accountant - School Training and Support	1.00	
Buyers - Purchasing	2.00	
Lead Auditor	<u>1.00</u>	
Total Existing Professional Positions	10.00	922,493
Existing Classified Personnel		
Junior Buyer	1.00	
Internal Audit Associate	1.00	
Staff Accountant	1.00	
Staff Accountant II	1.00	
Budget Analyst	1.00	
Junior Accountant	1.00	
Payroll Associate	1.00	
Payroll Clerk	3.00	
Director's Secretary	1.00	
Secretary III - 12 Month	2.00	
Machine Operator II - 12 Month	1.50	
Clerk Accountant III - 12 Month	<u>2.20</u>	
Total Existing Classified Positions	16.70	<u>639,076</u>
Total Existing Positions - Professional and Classified	26.70	1,561,569
Overtime/Temporary Classified		
Funds are needed to assist with the work flow during peak periods of the school year.		
To assist within the Purchasing Department in the Spring when all ordering for the coming school year is accomplished.		
		37,860

ADMINISTRATION

	APPROVED BUDGET
BUSINESS SUPPORT SERVICES - continued	
Longevity Classified To comply with the longevity provision in the Master Agreement between the Board of Education and non-exempt employees.	47,950
Educational Add-Ons - Classified Educational Add-Ons for non-exempt employees	400
Insurance Opt-Out Reimbursement to employees who elect to opt-out of the Board insurance program.	1,310
Hiring Turnover (F.T.E.)	<u>(40,902)</u>
TOTAL SALARIES AND WAGES	1,608,187
CONTRACTED SERVICES	
Printing and Binding Announcements, letters, additional correspondence.	100
Advertising Advertisements for bids and positions.	4,000
Rental of Business Machines The Central Office rents copier machines.	106,410
Consultants Consultant assistance for energy procurement, utility bids and investment planning.	3,500
Other Contracted Services Funds include Sidus Scanning Program.	<u>18,150</u>
TOTAL CONTRACTED SERVICES	132,160
SUPPLIES AND MATERIALS	
Office Supplies Funds for the following areas: Fiscal Services (Budget, Finance, Payroll, Quality Assurance), Printing and Purchasing Departments	42,291
Books and Periodicals Books and periodicals to remain current with financial and accounting practices.	700
Food Purchase of food and payments to restaurants for meals furnished.	<u>100</u>
TOTAL SUPPLIES AND MATERIALS	43,091

ADMINISTRATION

BUSINESS SUPPORT SERVICES - continued	APPROVED
OTHER CHARGES	<u>BUDGET</u>
Local Mileage Reimbursement Reimbursement for personnel carrying out assigned duties	3,348
Postage Postage for departments within Central Office.	65,150
Dues and Subscriptions Dues to professional organizations and subscriptions to professional magazines	3,585
Conferences & Trainings Costs of attending conferences, meetings, in-services, training, and other professional development. Items include annual training associated with the financial system and other central office computer support systems. Requirement of current certifications held by staff for continued education within field and re-certifications.	9,250
Miscellaneous Other Charges To account primarily for Various Grant Carryovers (Restricted).	<u>131,900</u>
TOTAL OTHER CHARGES	213,233
TRANSFERS	
Indirect Costs	<u>5,386</u>
TOTAL TRANSFERS	5,386
TOTAL BUSINESS SUPPORT ACTIVITY	\$2,002,057

CARROLL COUNTY PUBLIC SCHOOLS

Table 7

Category		ADMINISTRATION	
Program:		CENTRALIZED SUPPORT	
		Approved Budget 2010-11	Approved Budget 2011-12
<hr/>			
Positions			
1	Exempt	10.00	10.00
2	Non-Exempt	<u>19.00</u>	<u>19.00</u>
TOTAL F.T.E. POSITIONS		29.00	29.00
SALARIES AND WAGES			
	Regular Classified	1,026,989	1,040,847
	Temporary Classified	11,500	13,800
	Overtime Classified	16,500	11,000
	Longevity Classified	27,400	26,030
	Educational Add-Ons Classified	3,511	3,811
	Vacation Payoff Professional	35,000	35,000
	Regular Professional	952,575	952,575
	Substitutes	58,000	72,530
	Temporary Professional	2,000	0
	Longevity Professional	1,632	1,632
	Insurance Opt.-Out	1,400	1,310
	Hiring Turnover (F.T.E.)	<u>0</u>	<u>0</u>
TOTAL SALARIES AND WAGES		2,136,507	2,158,535
CONTRACTED SERVICES			
	Printing and Binding	26,800	27,200
	Advertising	6,000	5,000
	Business Machine Equipment Rental	9,000	8,500
	Consultants	1,000	500
	Test Scoring	3,000	0
	Other Contracted Services	<u>147,000</u>	<u>62,000</u>
TOTAL CONTRACTED SERVICES		192,800	103,200
SUPPLIES AND MATERIALS			
	Office Supplies	29,772	24,772
	Books and Periodicals	1,220	1,070
	Food	1,200	1,100
	Computer Equipment < \$5,000	30,000	35,000
	Other Non-Instr Sup & Mat	<u>2,000</u>	<u>2,000</u>
TOTAL SUPPLIES AND MATERIALS		64,192	63,942

CARROLL COUNTY PUBLIC SCHOOLS

Table 7

Category Program:	ADMINISTRATION CENTRALIZED SUPPORT	Approved Budget 2010-11	Approved Budget 2011-12
OTHER CHARGES			
Local Mileage Reimbursement		6,450	5,500
License Fees		106,000	104,000
Postage		50	50
Recruiting Costs		10,000	10,000
Dues and Subscriptions		29,300	9,050
Conferences & Trainings		<u>22,000</u>	<u>21,150</u>
TOTAL OTHER CHARGES		173,800	149,750
EQUIPMENT ADDITIONAL			
Data Processing Equipment		<u>5,000</u>	<u>5,000</u>
TOTAL EQUIPMENT ADDITIONAL		5,000	5,000
EQUIPMENT REPLACEMENT			
Data Processing Equipment		<u>5,000</u>	<u>5,000</u>
TOTAL EQUIPMENT REPLACEMENT		5,000	5,000
 TOTAL CENTRALIZED SUPPORT		 2,577,299	 2,485,427

ADMINISTRATION

CENTRALIZED SUPPORT SERVICES

In this section, rationale for the approved budget for the Centralized Support Services Activity is summarized.

- 1 Human Resources Services
- 2 Data Processing
- 3 Information Services

SALARIES AND WAGES	<u>FULL-TIME EQUIVALENT</u>	<u>APPROVED BUDGET</u>
Existing Professional Personnel		
The staff included in this activity are:		
Members of the Superintendent's Cabinet		
Chief Information Officer	1.00	
Director - Human Resources	1.00	
Supervisor - Community & Media Relations	1.00	
Other Professional Personnel		
Supervisor - Information Services	1.00	
Supervisor - Information Technology	1.00	
Manager - Technology Administration	1.00	
Human Resources Specialist - Benefits	1.00	
Human Resources Specialist - Classified Staff	1.00	
Human Resources Specialist - Professional Staff	1.00	
Coordinator - Recruiting	<u>1.00</u>	
Total Existing Professional Positions	10.00	952,575
Existing Classified Personnel		
Software Development Engineer	7.00	
Human Resources - Secretary	2.00	
Human Resources Associate I	1.00	
Human Resources Associate I - Subfinder Operations	1.00	
Director's Secretary	2.00	
Program Manager - Community & Media Relations	1.00	
Human Resources Associate II	2.00	
Human Resources Associate II - Risk Management	1.00	
Clerk II - 12 Month	1.00	
Technology Services Receptionist	<u>1.00</u>	
Total Existing Classified Positions	19.00	<u>1,040,847</u>
Total All Existing Positions - Professional and Classified	29.00	1,993,422

ADMINISTRATION

CENTRALIZED SUPPORT SERVICES - continued	APPROVED BUDGET
Temporary Classified Wages paid to non-exempt employees to perform tasks during peak period on a short term basis for Human Resources.	13,800
Overtime Wages paid to non-exempt employees for overtime hours worked in Human Resources and Information Technology Departments.	11,000
Longevity Classified To comply with the longevity provision in the Master Agreement between the Board of Education and non-exempt employees.	26,030
Vacation Payoff Compliance with Article XV of the Master Agreement	35,000
Substitutes To supply substitutes for teachers for professional development days and training sessions.	72,530
Classified Educational Add-Ons Additional compensation for non-exempt employees in accordance with negotiated agreements.	3,811
Longevity Professional Longevity for exempt employees.	1,632
Insurance Opt-Out	<u>1,310</u>
TOTAL SALARIES AND WAGES	2,158,535
 CONTRACTED SERVICES	
Printing and Binding Requests for Public Information and for outside print jobs including EAP brochures Human Resources and business cards.	27,200
Advertising Advertisements for positions	5,000
Business Machine Equipment Rental	8,500
Consultants Consultants relative to Public Information concerns.	500

ADMINISTRATION

**APPROVED
BUDGET**

CENTRALIZED SUPPORT SERVICES - continued

CONTRACTED SERVICES - continued

Other Contracted Services

Funds used for fingerprinting and background checks for volunteers.

Other contracting for administrative issues primarily within Technology Services.

62,000

TOTAL CONTRACTED SERVICES

103,200

SUPPLIES AND MATERIALS

Office Supplies

Funds for office supplies, payroll checks/advices, subfinder/computer upgrades, administrative forms, and photo ID badges.

Planning and evaluation (testing) materials.

24,772

Books and Periodicals

Purchase of books for professional library

1,070

Food

Food purchased for meetings/sessions within various departments.

1,100

Computer Equipment < \$5,000

Technology Services

35,000

Other Non-Instructional Supplies & Materials

2,000

TOTAL SUPPLIES AND MATERIALS

63,942

OTHER CHARGES

Local Mileage Reimbursement

Reimbursement for personnel carrying out assigned duties

5,500

License Fees

Subfinder and Novus systems within Human Resources, fees within Technology Services.

104,000

Postage

50

Recruiting Costs

Payment for recruiting expenses

10,000

Dues and Subscriptions

Payments for participation in professional organizations and subscriptions to professional libraries.

9,050

ADMINISTRATION

**APPROVED
BUDGET**

CENTRALIZED SUPPORT SERVICES - continued

OTHER CHARGES - continued

Conferences & Trainings

Costs of attending conferences, meetings, in-services, training and other professional development.

21,150

TOTAL OTHER CHARGES

149,750

EQUIPMENT ADDITIONAL

Data Processing Equipment

Technology Services

5,000

TOTAL EQUIPMENT ADDITIONAL

5,000

EQUIPMENT REPLACEMENT

Data Processing Equipment

Technology Services

5,000

TOTAL EQUIPMENT REPLACEMENT

5,000

TOTAL CENTRALIZED SUPPORT SERVICES

\$2,485,427

Carroll County Public Schools

Westminster, Maryland 21157

Instructional Salaries and Wages Category 02

Instructional salaries and wages includes all salaries and wages reportable for those staff whose responsibilities include the interaction with students in the delivery of instructional programs and related student instructional support services. This category includes the following position types:

- | | |
|------------------------|-----------------------------------|
| teachers | guidance counselors |
| teaching assistants | psychologists |
| school media personnel | classroom technical support staff |
| media assistants | substitute teachers |
| reading specialists | coaches |

	Actual	Approved	Approved	Approved	%
Unrestricted Fund Summary	09-10	10-11	11-12	Increase/ (Decrease)	Change
02 Instructional Salaries/Wages					
1 Salaries	\$122,870,728	\$123,845,946	\$120,845,644	(\$3,000,302)	-2.42%
Restricted Fund Summary					
02 Instructional Salaries/Wages					
1 Salaries	\$2,745,035	\$2,768,393	\$3,101,711	\$333,318	12.04%

Category 02 - Instructional Salaries and Wages
Changes - FY 2012

Non-Restricted Budget Changes

1. Changes in salaries, due mostly to turnover	\$ (1,891,285)
2. Align Classroom Teacher staffing with enrollment (10.0 FTE reduction)	(450,000)
3. Eliminate 4.0 Government HSA support teachers (0.5 FTE per high school)	(180,000)
4. Reductions to professional hourly and other wages	(162,037)
5. Reduce Media Clerks to align with new staffing ratio (net 3.5 FTE reduction)	(85,480)
6. Eliminate 1.5 FTE ILA Specialist positions (so all elementary schools have 1.0 FTE)	(82,500)
7. Eliminate 1.0 FTE Crisis Intervention Counselor position (so all high schools have 1.0 FTE)	(45,000)
8. Eliminate 1.0 FTE Media Specialist position (so all high schools have 1.0 FTE)	(45,000)
9. Align Kindergarten Assistant staffing with number of kindergarten classrooms (1.0 FTE reduction)	(30,000)
10. Reduction for savings from one-day reduction to work year for 10-month CASE bargaining group employees	(23,000)
11. Reduce Paraprofessional salaries at William Winchester Elementary to Instructional Assistants due to no longer being a Title I school	(6,000)
Total Non-Restricted Decrease - Category 02 - Instructional Salaries and Wages	(3,000,302)

Restricted Budget Net Increase - Category 02 - Instructional Salaries and Wages	333,318
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TOTAL DECREASE - Category 02 - Instructional Salaries and Wages \$ (2,666,984)

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
INSTRUCTIONAL SALARIES AND WAGES				
Positions				
1. Exempt	1,891.25	1,872.75	1,848.25	1,860.25
2. Non-Exempt	207.80	206.10	198.80	202.30
Total Positions	<u>2,099.05</u>	<u>2,078.85</u>	<u>2,047.05</u>	<u>2,062.55</u>
1 Salaries and Wages				
Classroom Assistants	\$4,177,544	\$4,166,750	\$4,205,394	\$4,182,394
Clerks & Secretaries	717,618	721,755	486,561	685,475
Temporary Classified	854,661	767,591	809,256	806,256
Overtime Classified	228	0	0	0
Substitute Employees	2,531,486	2,424,140	2,440,088	2,440,088
Regular Educational	110,005,880	111,605,924	109,712,857	108,577,387
Temporary Educational	1,988,108	2,161,724	2,182,705	2,182,705
Athletic Coaches	884,399	901,051	930,715	930,715
Other Extra Curricular Pay	290,330	244,284	304,284	304,284
Professional Educational Add-Ons	498,461	648,500	623,500	623,500
Intramural Coaches	15,614	167,510	17,510	17,510
Team Leaders	275,104	280,895	542,609	542,609
Department Chairman	104,430	433,182	211,548	211,548
Student Serve Coordinator/SIT	63,537	62,803	64,304	64,304
Classified Educational Add-Ons	59,574	56,280	56,630	56,630
Outdoor School - Add-On	7,422	35,600	35,600	35,600
Summer Work - Educational	310,582	260,859	289,242	289,242
Insurance Opt-Out	85,750	88,075	76,374	76,374
Hiring Turnover (F.T.E.)	0	(1,180,977)	(1,180,977)	(1,180,977)
INSTRUCTIONAL SALARIES AND WAGES	<u>\$122,870,728</u>	<u>\$123,845,946</u>	<u>\$121,808,200</u>	<u>\$120,845,644</u>

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - RESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
INSTRUCTIONAL SALARIES AND WAGES				
Positions				
1. Exempt	26.10	18.30	31.80	15.80
2. Non-Exempt	0.00	0.00	0.00	0.00
Total Positions	26.10	18.30	31.80	15.80
1 Salaries and Wages				
Temporary Classified	\$30,724	\$0	\$735	\$735
Substitute Employees	190,148	208,884	149,270	165,920
Regular Educational	1,675,635	1,239,250	1,779,636	1,007,491
Temporary Educational	736,569	1,164,841	1,177,696	1,793,565
All Other Add-On Salaries	102,000	148,000	134,000	134,000
Summer Work - Educational	7,418	7,418	0	0
Team Leader	2,541	0	0	0
Object Total	2,745,035	2,768,393	3,241,337	3,101,711
TOTAL INSTRUCTIONAL SALARIES AND WAGES	\$2,745,035	\$2,768,393	\$3,241,337	\$3,101,711

INSTRUCTIONAL SALARIES AND WAGES

The category of Instructional Salaries and Wages consists of those activities which have as their purpose teaching students and improving the quality of the classroom instructional program for students.

Under this category are involved such activities as classroom instruction of pupils, provisions for educational television, library services, audio-visual services, adult education programs, summer school, educational programs, evening high school, guidance and school psychologists.

SALARIES AND WAGES			APPROVED
Existing Positions		Full-Time	<u>BUDGET</u>
		Equivalent	
Classified			
Classified Assistants - Unrestricted			
Instructional Assistants		69.30	
Kindergarten Assistants		76.50	
Paraprofessional		28.00	
Pre-Kindergarten Assistants		3.00	
PRIDE Instructional Assistant		<u>1.00</u>	
Total Existing Assistants		177.80	4,182,394
Clerks and Secretaries - Unrestricted			
Secretary III (12 Month)		1.00	
Media Clerk (10 Month)		<u>23.50</u>	
Total Existing Clerks and Secretaries		24.50	<u>685,475</u>
Total Existing Classified Positions		202.30	4,867,869
Temporary Classified			
Salaries to classified employees for services rendered on an intermittent or short-term basis.			
a. Maryland Model for School Readiness - State (#212)	Restricted	735	
b. Director of High Schools	Unrestricted	6,400	
c. Director of Middle Schools	Unrestricted	50,700	
d. Director of Elementary Schools	Unrestricted	214,000	
e. Student Body Activities	Unrestricted	42,036	
f. Families Learning Together (#031)	Unrestricted	50,674	
g. Pre-Kindergarten (#056)	Unrestricted	1,390	
h. Summer School: Middle (#223)	Unrestricted	500	
i. Families Learning Together (#259)	Unrestricted	14,996	
j. Local Intervention Initiatives: Targeted Poverty (#325)	Unrestricted	53,957	
k. Even Start Type Program (#378)	Unrestricted	<u>10,976</u>	
Total Temporary Classified			446,364
Labor			
Wages paid to employees whose rate of pay is computed on an hourly basis.			
Lunchroom Assistants monitor dining rooms during lunch; also, reflects High School monitors.			
Schools - All Levels	Unrestricted		360,627

INSTRUCTIONAL SALARIES AND WAGES

**APPROVED
BUDGET**

SALARIES AND WAGES - continued

Substitute teachers

Wages paid to individuals to fill in for a permanent employee for various scheduled time off periods from job assignment.

a. NCLBA Title I - A: Targeted Assistance (#020)	Restricted	4,548
b. NCLBA Title II - A: Teacher Quality (#062)	Restricted	111,000
c. NCLBA Title III - A: English Language Acquisition (#128)	Restricted	9,000
d. Maryland Model for School Readiness - State (#212)	Restricted	22,672
e. Sexual Harassment / Assault Prevention (#214)	Restricted	1,080
f. Fine Arts Initiatives (#305)	Restricted	970
g. RTTT: Y2 MSDE Academies	Restricted	<u>16,650</u>
		165,920
h. Schools - All Levels	Unrestricted	2,187,196
i. Assistant Superintendent - Instruction	Unrestricted	2,000
j. Director of High Schools	Unrestricted	19,000
k. Director of Middle Schools	Unrestricted	19,510
l. Director of Elementary Schools	Unrestricted	14,700
m. Community & Media Relations	Unrestricted	1,890
n. Student Body Activities	Unrestricted	12,000
o. Student Personnel Services	Unrestricted	4,000
p. Guidance/Staff Development	Unrestricted	9,000
q. Curriculum/Staff Development	Unrestricted	66,312
r. Staff Development	Unrestricted	35,000
s. Minority Achievement/Intervention Programs	Unrestricted	1,850
t. Outdoor School (#016)	Unrestricted	3,300
u. Serve America Sub-Grant (#024)	Unrestricted	3,000
v. Perkins Title I-C: Program Improvement (#029)	Unrestricted	4,500
w. Teacher Development (#055)	Unrestricted	2,500
x. Middle School Reading and Mathematics Intervention (#119)	Unrestricted	4,820
y. Early Success (#171)	Unrestricted	30,000
z. Local Intervention Initiatives - Targeted Poverty (#325)	Unrestricted	400
aa. Multicultural Curriculum Development (#345)	Unrestricted	17,110
bb. Career Technology Education - Match (#429)	Unrestricted	<u>2,000</u>
		2,440,088

Total Substitute Teachers

2,606,008

INSTRUCTIONAL SALARIES AND WAGES

**APPROVED
BUDGET**

SALARIES AND WAGES - continued

Regular Educational - Teachers

This account reflects the cost of base salaries to full time professional employees.

<u>Positions</u>	<u>Full-Time Equivalent</u>
Academic Facilitator	8.00
Academy of Finance	1.00
Agriscience	12.00
Air Conditioning / Refrigeration	1.00
Allied Health Careers	4.00
Alternative Placement Opportunity	1.00
Alternative Program Intervention Specialist	1.00
Art	54.40
Auto Service Technician	2.00
Behavior Support Specialist - Elementary/Middle	3.00
Biology	35.00
Bio-Medical Science	1.00
Building Maintenance	0.60
Business Education	18.00
Carpentry	1.00
Chemistry	25.00
Choral - High School	10.00
Collision Repair	1.00
Computer Technology	1.00
Cooperative Individual Work Experience / Career Connections	7.00
Cosmetology	4.00
Crisis Intervention Counselor	1.00
Crisis Intervention Specialist	9.00
Culinary Arts	2.00
Dance	2.00
Diesel Technology	1.00
Drafting	1.00
Drama	5.00
Drop Out Prevention	8.00
Early Childhood Teacher	2.50
Earth Science	21.00
Electrical Occupations	1.00
Elementary - Math Resource Teacher	9.00
Elementary - Grades 1-5	475.37
Engineering	1.00
English	121.43
English Intervention Teacher	1.00
English as a Second Language (ESOL) Resource Teacher	16.00
Extended Enrichment Elementary Program (EEEP) Teacher	<u>13.70</u>
Subtotal	882.00

INSTRUCTIONAL SALARIES AND WAGES

**APPROVED
BUDGET**

SALARIES AND WAGES - continued

Regular Educational Positions - continued

Family / Consumer Sciences	24.68
Family Literacy Teacher / Liaison	5.50
Fine Arts Resource Teacher	1.00
French	5.00
General Music - Elementary/Middle	36.00
General Science	23.00
General Social Studies	115.50
German	4.50
Health Education	41.20
High School Reading Specialist	7.00
History	5.00
Instrumental Music	30.70
Integrated Language Arts (ILA) Specialist	17.50
Journalism	0.67
JROTC NCO Instructor	2.00
JROTC Sr Instructor	2.00
Kindergarten	97.00
Latin	3.00
Lead Interpreter / Translator	1.00
Life Science	19.00
Machine Technology	1.00
Masonry	1.00
Mathematics	141.00
Math Intervention Teacher	1.00
Math Resource - Elementary	3.00
Math Resource - High	1.00
Math Resource - Secondary	1.00
Media Specialist + 4 Days	43.80
Mentor Teacher - Elementary	1.00
Mentor Teacher - Secondary	0.50
Ornamental Horticulture	1.00
Outdoor School	5.00
Physical Education	96.20
Physics	14.00
Pre-Kindergarten	6.50
PRIDE Program Teacher	2.00
PRIDE Teacher (Elementary)	1.00
Project Lead The Way	2.00
Print Production	1.00
Reading	35.00
Reading Resource	11.50
School Psychologist - Category II	10.40
School Psychologist - Central Office	<u>4.00</u>
Subtotal	825.15

INSTRUCTIONAL SALARIES AND WAGES

**APPROVED
BUDGET**

SALARIES AND WAGES - continued

Regular Educational Positions - continued

School Counselor - 11 Month	34.60	
School Counselor - School Year + 2 Weeks	40.50	
School Counselor - School Year + 3 Weeks	1.00	
School Counselor	0.50	
Science - Grades 1-5	1.00	
Science Resource Teacher	1.00	
Sign Language	1.00	
Social Studies - Grades 1-5	1.00	
Spanish	31.00	
Special Education Resource	1.00	
Staff Development Facilitator	2.50	
Technical Support & Networking	1.00	
Technology Education	32.00	
Textiles & Fashion Design	1.00	
Transportation Mechanic Instructor	1.00	
Video Production Teacher	1.00	
Welding Technology	1.00	
Coordinator - Literacy Program	<u>1.00</u>	
Subtotal	153.10	

Total Unrestricted Existing Positions	1,860.25	108,577,387
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Crisis Intervention Specialist	1.00	
1st Resource Teacher	0.20	
Mentor Teacher - Secondary	0.50	
School Psychologist - Category II	2.00	
Staff Development Facilitator	1.00	
Title I Elementary Teacher	8.10	
Title I Parent Liaison	<u>3.00</u>	

Total Restricted Existing Positions	15.80	<u>1,007,491</u>
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Total Existing Educational Positions	1,876.05	109,584,878
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Hiring Turnover (F.T.E.)		(1,180,977)
Amount reflects anticipated turnover of teaching positions.		

INSTRUCTIONAL SALARIES AND WAGES

**APPROVED
BUDGET**

SALARIES AND WAGES - continued

Temporary Educational

Salaries to exempt employees for services rendered on an intermittent or short-term basis.

Many of these individuals are assigned to special projects which are funded by federal or state monies.

Employees are paid on an hourly basis to provide the following educational service.

a. NCLBA Title I - Part A: Targeted Assistance (#020)	Restricted	596,010
b. Perkins Title I-C: Program Improvement (#029)	Restricted	18,000
c. Judith P. Hoyer Early Learning Center (#036)	Restricted	149,222
d. Carroll County General Hospital Education Program (#060)	Restricted	29,729
e. NCLBA Title II-A: Teacher Quality (#062)	Restricted	220,000
f. NCLBA Title III - A: English Language Acquisition (#128)	Restricted	9,500
g. Career Tech Education (CTE)Reserve Fund Project (#129)	Restricted	10,000
h. Summer Enrichment Program (#167)	Restricted	35,000
i. Maryland Model for School Readiness - State (#212)	Restricted	6,825
j. Sexual Harassment / Assault Prevention (#214)	Restricted	563
k. Parents As Teachers (PAT) - Judy Center (#336)	Restricted	75,348
l. Transitions Project (#361)	Restricted	8,919
m. RTTT: Y2 Elem Math Institute (#712)	Restricted	21,949
n. RTTT: Y2 ESOL Cert Incentive (#766)	Restricted	20,000
o. Various Grants Carryover (#800)	Restricted	500,000
p. Other Environmental Grants (#801)	Restricted	4,000
q. Other School Grants (#802)	Restricted	9,000
r. Other MD Incentive Grants (#803)	Restricted	1,000
s. CCPS Educational Foundation Grants (#804)	Restricted	3,500
t. New Grants (#805)	Restricted	<u>75,000</u>
Sub-Total Restricted		1,793,565
u. Director of High Schools	Unrestricted	23,500
v. Director of Middle Schools	Unrestricted	36,498
w. Director of Elementary Schools	Unrestricted	12,300
x. Home & Hospital - Regular Students	Unrestricted	180,000
y. Home Teachers In-Service	Unrestricted	11,832
z. Student Services - Psychometric Testing	Unrestricted	9,180
aa. Minority Achievement / Intervention Programs	Unrestricted	7,522
bb. Student Services / Guidance	Unrestricted	3,580
cc. Curriculum Programs / Staff	Unrestricted	39,880
dd. Schools / Staff Development	Unrestricted	39,080
ee. Schools / All Other Educational	Unrestricted	15,300
ff. Serve America Sub-Grant (#024)	Unrestricted	4,080
gg. Perkins Title I-C: Program Improvement (#029)	Unrestricted	18,200
hh. Families Learning Together (#031)	Unrestricted	64,172
ii. Summer School: High (#033)	Unrestricted	28,625
jj. Evening High School (#038)	Unrestricted	91,800
kk. Teacher Development (#055)	Unrestricted	2,295
ll. Pre-Kindergarten (#056)	Unrestricted	15,832
mm. Advancing Early Literacy (#061)	Unrestricted	123,937
nn. Student Support Center (#081)	Unrestricted	111,562
oo. Middle School Reading and Mathematics Intervention (#119)	Unrestricted	406,729
pp. High School Dropout Prevention (#122)	Unrestricted	130,335
qq. Distance Learning (#136)	Unrestricted	43,711
rr. Early Success (#171)	Unrestricted	5,100
ss. Summer School: Middle (#223)	Unrestricted	40,100
tt. Limited English Proficient (#238)	Unrestricted	353,399
uu. Family Learning Together (#259)	Unrestricted	63,294
vv. Local Intervention Initiatives - Targeted Poverty (#325)	Unrestricted	193,661
ww. Multicultural Curriculum Development (#345)	Unrestricted	15,300
xx. Transitions Project (#361)	Unrestricted	20,400
yy. Even Start Type Program (#378)	Unrestricted	62,501
zz. Career Technology Education - Match (#429)	Unrestricted	<u>9,000</u>
Sub-Total Unrestricted		2,182,705

Total Temporary Educational

3,976,270

INSTRUCTIONAL SALARIES AND WAGES

**APPROVED
BUDGET**

SALARIES AND WAGES - continued

The following activities require coaching positions and intramural directors which serve our eight high schools and provided programs for 5,657 student-athletes during the 2009-10 school year.

Baseball	Field Hockey	Intramural Athletics	Tennis	
Basketball	Football	Lacrosse	Track & Field	
Cheerleading	Golf	Soccer	Volleyball	
Cross-Country	Indoor track	Softball	Wrestling	930,715

Other Extra-Curricular Pay

To support other extra-curricular needs. 304,284

Intramural and Extra Curricular Directors

The intramural and fine arts extra curricular activities which are a part of school programs and are conducted outside of the regular school day have paid directors. 17,510

Guidance and Career and Technology Summer Work and Educational Add-Ons

Educational Add-Ons for Masters +30 or Doctorate for teaching staff and business college degrees for classified employees. 1,138,972

Middle and High School counselors work two additional weeks during summer. One counselor at each High School works a total of four weeks.

The Career and Technology Education summer work deals with the following:

1. Agriculture teachers work on Future Farmers of America (F.F.A.) activities, community organization projects and supervision of student projects at work-based learning (WBL) sites.
2. Career Coordinators work on student job placement, related files, student supervision at WBL sites, and community involvement.

Team Leaders/Department Chairmen

Elementary and Middle School Team Leaders	542,609	
High School Department Heads	211,548	
School Improvement Team Chairmen/Student Service Coordinator	<u>64,304</u>	818,461

Insurance Opt-Out

Reimbursements to employees who elect to opt-out of the Board insurance program. 76,374

TOTAL INSTRUCTIONAL SALARIES AND WAGES

\$123,947,355

Carroll County Public Schools

Westminster, Maryland 21157

Student Personnel Services Category 03

Student personnel services includes all activities designed to improve student attendance at school and prevent or solve student problems in the home, the school, and the community. All pupil personnel workers are included within this category. Examples of student personnel activities are:

- directing, managing and supervising attendance and social work services
- identifying non-attendance patterns, causes of non-attendance, improved attitudes of attendance and enforcing compulsory attendance laws
- investigating and diagnosing student problems in home, school and community
- group work services for the child, parent or both
- interpreting the problems of students from other staff members
- acquiring and maintaining records of school attendance, home location and census data
- preparing statistical reports

Unrestricted Fund Summary	Actual 09-10	Approved 10-11	Approved 11-12	Approved Increase/ (Decrease)	% Change
03 Student Personnel Services					
1 Salaries	\$1,140,782	\$1,137,842	\$1,134,350	(\$3,492)	-0.31%
2 Contracted Services	\$52,623	\$132,660	\$86,060	(\$46,600)	-35.13%
3 Supplies/Materials	\$12,769	\$16,010	\$16,010	\$0	0.00%
4 Other Charges	\$6,788	\$7,725	\$7,475	(\$250)	-3.24%
	\$1,212,962	\$1,294,237	\$1,243,895	(\$50,342)	-3.89%
Restricted Fund Summary					
03 Student Personnel Services					
1 Salaries	\$108,399	\$130,614	\$0	(\$130,614)	-100.00%
3 Supplies/Materials	\$5,707	\$0	\$0	\$0	0.00%
4 Other Charges	\$0	\$0	\$5,000	\$5,000	100.00%
	\$114,106	\$130,614	\$5,000	(\$125,614)	-96.17%

Category 03 - Student Personnel Services
Changes - FY 2012

Non-Restricted Budget Changes

1. Reductions to other contracted services line items	\$ (46,600)
2. Reductions to professional hourly and other wage changes	(3,492)
3. Reductions to conferences and trainings	<u>(250)</u>
Total Non-Restricted Decrease - Category 03 - Student Personnel Services	(50,342)

Restricted Budget Net Decrease - Category 03 - Student Personnel Services (125,614)

TOTAL DECREASE - Category 03 - Student Personnel Services \$ (175,956)

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
STUDENT PERSONNEL SERVICES				
Positions				
1. Exempt	10.00	10.00	10.00	10.00
2. Non-Exempt	<u>4.70</u>	<u>4.70</u>	<u>4.70</u>	<u>4.70</u>
Total Positions	14.70	14.70	14.70	14.70
1 Salaries and Wages				
Regular Classified	\$175,001	\$160,583	\$175,435	\$175,435
Temporary Classified	1,477	6,003	6,003	6,003
Overtime Classified	0	1,500	1,500	1,500
Longevity Classified	1,512	959	3,836	3,836
Regular Professional	936,463	936,463	936,462	936,462
Temporary Professional	24,230	30,000	10,000	10,000
Insurance Opt-Out	<u>2,099</u>	<u>2,334</u>	<u>1,114</u>	<u>1,114</u>
Object Total	1,140,782	1,137,842	1,134,350	1,134,350
2 Contracted Services				
Printing & Binding	20,810	19,060	19,060	19,060
Rental of Business Machines	1,320	2,000	2,000	2,000
Other Contracted Services	<u>30,493</u>	<u>111,600</u>	<u>40,000</u>	<u>65,000</u>
Object Total	52,623	132,660	61,060	86,060
3 Supplies and Materials				
Office Supplies	10,013	12,000	12,000	12,000
Books & Periodicals	303	510	510	510
Food	413	0	0	0
General Supplies	<u>2,040</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
Object Total	12,769	16,010	16,010	16,010
4 Other Charges				
Local Mileage Reimbursement	3,240	3,000	3,000	3,000
License Fees	207	0	0	0
Dues	727	1,325	1,325	1,325
Subscriptions	182	250	250	250
Conferences & Trainings	2,332	3,150	2,900	2,900
Donations/Memorials	<u>100</u>	<u>0</u>	<u>0</u>	<u>0</u>
Object Total	6,788	7,725	7,475	7,475
TOTAL STUDENT PERSONNEL SERVICES	\$1,212,962	\$1,294,237	\$1,218,895	\$1,243,895

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - RESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
STUDENT PERSONNEL SERVICES				
Positions				
1. Exempt	0.00	2.00	0.00	0.00
2. Non-Exempt	0.00	0.00	0.00	0.00
Total Positions	<u>0.00</u>	<u>2.00</u>	<u>0.00</u>	<u>0.00</u>
1 Salaries and Wages				
Regular Professional	\$108,399	\$130,614	\$0	\$0
Object Total	<u>108,399</u>	<u>130,614</u>	<u>0</u>	<u>0</u>
3 Supplies and Materials				
Computer Equipment < \$ 5,000	5,707	0	0	0
Object Total	<u>5,707</u>	<u>0</u>	<u>0</u>	<u>0</u>
4 Other Charges				
Miscellaneous - Other Charges	0	0	0	5,000
Object Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,000</u>
TOTAL STUDENT PERSONNEL SERVICES	\$114,106	\$130,614	\$0	\$5,000

STUDENT PERSONNEL SERVICES

The goal of Student Personnel Services is to provide direct services, at the school level, to students, parents and staff. Activities are designed to improve student attendance at schools and prevent or solve student problems at home, the school, and the community. These services: guidance, pupil personnel, psychology, pupil assessment, health, alternative programs, and community resources, focus on the fact that children have unique abilities, strengths and needs, and any effort to maximize pupil potential depends upon the identification of, and provision for, these differences.

SALARIES AND WAGES		APPROVED BUDGET
Existing Positions	Full-Time	
Professional - Non-Restricted	<u>Equivalent</u>	
Director - Student Services	0.80	
Supervisor - Student Services & Special Programs	0.75	
Assistant Supervisor - Student Services	1.00	
Pupil Personnel Workers	<u>7.45</u>	
Total Existing Professional Positions	10.00	936,462
Classified - Non-Restricted		
Director's Secretary	0.70	
Clerk II - 12 Month	1.00	
Secretary III - 12 Month	<u>3.00</u>	
Total Existing Classified Positions	4.70	<u>175,435</u>
Total Professional and Classified Positions	14.70	1,111,897
Other Salaries and Wages		
Temporary Classified		6,003
Overtime Classified		1,500
Longevity Classified		3,836
Temporary Professional		10,000
Insurance Opt-Out		<u>1,114</u>
TOTAL SALARIES AND WAGES		1,134,350

STUDENT PERSONNEL SERVICES

	APPROVED BUDGET
CONTRACTED SERVICES	
Printing and Binding Funds used for special work done by local printers, including student/parent handbooks, psychological referral forms, pamphlets and brochures, student materials to highlight Character Education and other informational materials for Student Services.	19,060
Rental of Business Machines	2,000
Other Contracted Services To contract for suicide and self-injury program with Youth Service Bureau. To contract for violence assessment program with Youth Service Bureau.	<u>65,000</u>
TOTAL CONTRACTED SERVICES	86,060
SUPPLIES AND MATERIALS	
Office Supplies Stationery, forms, supplies for the copiers and student records.	12,000
Books and Periodicals Funds for professional library.	510
General Supplies Purchase of supplies and materials in order to support student services needs and implementation of programs and concepts (Character Education).	<u>3,500</u>
TOTAL SUPPLIES AND MATERIALS	16,010
OTHER CHARGES	
Local Mileage Reimbursement Reimbursement to individuals in carrying out assigned duties, including negotiated mileage allowance. Account includes funds for Student Support Center and Character Education.	3,000
Dues Dues to professional organizations.	1,325
Subscriptions Limited subscriptions to professional magazines.	250
Conferences & Trainings Costs of attending conferences, meetings, in-services, training and other professional development.	2,900
Miscellaneous - Other Charges Grants Carryover (Project #800) Restricted	<u>5,000</u>
TOTAL OTHER CHARGES	12,475
TOTAL STUDENT PERSONNEL SERVICES	\$1,248,895

Carroll County Public Schools

Westminster, Maryland 21157

Student Health Services Category 04

Student health services includes all physical and mental health activities which are not instructional and which provide students with appropriate medical, dental and nursing services. Examples are:

- directing and managing health services.
- health appraisal, periodic health examinations, emergency illness care, and other health related services for students.
- health inspection, treatment of minor injuries and referrals for other health services.

Unrestricted Fund Summary	Actual 09-10	Approved 10-11	Approved 11-12	Approved Increase/ (Decrease)	% Change
04 Student Health Services					
1 Salaries	\$2,922,977	\$2,946,786	\$2,976,380	\$29,594	1.00%
2 Contracted Services	\$100,320	\$110,669	\$111,169	\$500	0.45%
3 Supplies/Materials	\$108,298	\$93,066	\$89,977	(\$3,089)	-3.32%
4 Other Charges	\$10,237	\$9,762	\$9,762	\$0	0.00%
	\$3,141,832	\$3,160,283	\$3,187,288	\$27,005	0.85%
Restricted Fund Summary					
04 Student Health Services					
1 Salaries	\$15,411	\$2,000	\$3,633	\$1,633	81.65%
2 Contracted Services	\$1,985	\$0	\$0	\$0	0.00%
3 Supplies/Materials	\$24,092	\$0	\$0	\$0	0.00%
4 Other Charges	\$45	\$70,000	\$75,000	\$5,000	7.14%
	\$41,533	\$72,000	\$78,633	\$6,633	9.21%

Category 04 - Student Health Services
Changes - FY 2012

Non-Restricted Budget Changes

1. Decreases in schools' health room supply budgets	\$ (3,089)
2. Increase in contracted nursing services for extended (special education) school year program	500
3. Changes in nursing salaries due to turnover	<u>29,594</u>
Total Non-Restricted Increase - Category 04 - Student Health Services	27,005

Restricted Budget Net Increase - Category 04 - Student Health Services 6,633

TOTAL INCREASE - Category 04 - Student Health Services \$ 33,638

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
STUDENT HEALTH SERVICES				
Positions				
1. Exempt	43.50	43.50	43.50	43.50
2. Non-Exempt	10.60	10.60	10.60	10.60
Total Positions	<u>54.10</u>	<u>54.10</u>	<u>54.10</u>	<u>54.10</u>
1 Salaries and Wages				
Regular Classified	\$349,976	\$356,533	\$356,533	\$356,533
Temporary Classified	4,215	12,519	12,519	12,519
Substitute R.N.'s and L.P.N.'s	11,699	15,000	15,000	15,000
Regular Professional	2,509,435	2,541,587	2,556,011	2,556,011
Temporary Professional	38,750	21,745	21,745	21,745
Educational Add-Ons Professional	0	0	5,670	5,670
Insurance Opt-Out	8,902	8,902	8,902	8,902
Hiring Turnover (F.T.E.)	0	(9,500)	0	0
Object Total	<u>2,922,977</u>	<u>2,946,786</u>	<u>2,976,380</u>	<u>2,976,380</u>
2 Contracted Services				
Printing & Binding	0	730	730	730
Rental of Business Machines	557	0	0	0
Medical & Dental Fees	133	0	0	0
Consultants	0	189	189	189
Other Contracted Services	99,630	109,750	110,250	110,250
Object Total	<u>100,320</u>	<u>110,669</u>	<u>111,169</u>	<u>111,169</u>
3 Supplies and Materials				
Office Supplies	1,052	1,850	1,850	1,850
Clothing & Footwear	1,039	0	0	0
Books & Periodicals	3,956	4,176	4,176	4,176
Health Room Supplies	81,356	86,765	83,676	83,676
Food	482	275	275	275
Sensitive Items Non-I.T.	20,388	0	0	0
Other Non-Instr Sup & Mat	25	0	0	0
Object Total	<u>108,298</u>	<u>93,066</u>	<u>89,977</u>	<u>89,977</u>

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
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STUDENT HEALTH SERVICES - continued

4 Other Charges				
Local Mileage Reimbursement	7,448	6,000	6,000	6,000
License Fees	632	0	0	0
Postage	9	0	0	0
Dues	100	100	100	100
Subscriptions	734	712	712	712
Conferences & Trainings	1,314	2,950	2,950	2,950
Object Total	<u>10,237</u>	<u>9,762</u>	<u>9,762</u>	<u>9,762</u>
TOTAL STUDENT HEALTH SERVICES	\$3,141,832	\$3,160,283	\$3,187,288	\$3,187,288

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - RESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
STUDENT HEALTH SERVICES				
Positions				
1. Exempt	0.00	0.00	0.00	0.00
2. Non-Exempt	0.00	0.00	0.00	0.00
Total Positions	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
1 Salaries and Wages				
Temporary Classified	\$9,943	\$0	\$0	\$0
Temporary Professional	5,468	2,000	3,633	3,633
Object Total	<u>15,411</u>	<u>2,000</u>	<u>3,633</u>	<u>3,633</u>
2 Contracted Services				
Medical & Dental Fees	1,985	0	0	0
Object Total	<u>1,985</u>	<u>0</u>	<u>0</u>	<u>0</u>
3 Supplies and Materials				
Health Room Supplies	64	0	0	0
Sensitive Items Non-I.T.	24,028	0	0	0
Object Total	<u>24,092</u>	<u>0</u>	<u>0</u>	<u>0</u>
4 Other Charges				
Local Mileage Reimbursement	45	0	0	0
Miscellaneous-Other Charges	0	70,000	70,000	75,000
Object Total	<u>45</u>	<u>70,000</u>	<u>70,000</u>	<u>75,000</u>
TOTAL STUDENT HEALTH SERVICES	\$41,533	\$72,000	\$73,633	\$78,633

STUDENT HEALTH SERVICES

Student Health Services are those activities in the field of physical and mental health appraisal consisting of medical, dental, psychiatric and nursing services in the nature of inspection, treatment of minor injuries and referrals for other health services for students.

SALARIES AND WAGES		APPROVED BUDGET
Existing Positions	Full-Time	
Professional	<u>Equivalent</u>	
Supervisor - Health Services	1.00	
Registered Nurses	38.00	
Registered Nurse - Floaters	<u>4.50</u>	
Existing Professional Positions	43.50	2,556,011
Classified		
Licensed Practical Nurses	<u>10.60</u>	
Existing Classified Positions	10.60	<u>356,533</u>
Total Professional and Classified Positions	54.10	2,912,544
Temporary Classified		
To provide for necessary temporary personnel for clerical support, nursing coverage, or when re-certification of existing employees is required.		12,519
Substitute R.N.'s and L.P.N.'s		
Wages paid to substitutes while the R.N.'s and L.P.N.'s are at training classes or are out sick.		15,000
Temporary Professional		
Wages paid on an hourly basis to exempt employees (R.N.'s) to provide assistance due to absences, field trips, and students needing private duty coverage.		
a. System wide	Unrestricted	21,745
b. NCLBA Title I-A: Targeted Assistance (#020)	Restricted	<u>3,633</u>
		25,378
Professional Educational Add-Ons		
a. Outdoor School (#016)	Unrestricted	5,670
Insurance Opt-Out		
Reimbursement to employees, who choose to opt-out of the health insurance program, per negotiated agreements.		8,902
Hiring Turnover (F.T.E.)		<u>0</u>
TOTAL SALARIES AND WAGES		2,980,013

STUDENT HEALTH SERVICES

	APPROVED BUDGET
CONTRACTED SERVICES	
Printing and Binding	
Funds for printing brochures for Health Services.	
Funds for printing revisions to the health manual for all schools.	730
Consultants	
To provide presenters for nursing workshops.	189
Other Contracted Services	
To contract for statewide staffing services (nursing agency).	18,000
To contract for hearing/vision screenings in conjunction with CCHD.	75,000
To contract regarding services for Automated External Defibrillators.	12,750
Extended School Year Services for Disabled Students (#101)	<u>4,500</u>
	<u>110,250</u>
TOTAL CONTRACTED SERVICES	111,169
SUPPLIES AND MATERIALS	
Office Supplies	
Paper, forms, stationery and general supplies to be used in the office of the Health Coordinator and the Health Suites in the schools.	1,850
Books and Periodicals	
Purchase of books and articles for student health issues.	4,176
Health Room Supplies	
Medical and first aid supplies to meet health needs and to maintain proper operation of Health Suites.	66,161
a. AED (Automated External Defibrillators) (#009)	13,500
b. Outdoor School (#016)	1,515
c. Perkins Title I-C: Program Improvement (#029)	1,250
d. Extended School Year Services for Disabled Students (#101)	1,200
e. Summer School - Middle (#223)	<u>50</u>
	83,676
Food	
Food supplies used within Health Suites.	<u>275</u>
TOTAL SUPPLIES AND MATERIALS	89,977

STUDENT HEALTH SERVICES

	APPROVED BUDGET
OTHER CHARGES	
Local Mileage Reimbursement To reimburse personnel for carrying out assigned duties.	6,000
Dues Dues to professional organizations regarding A&S funds.	100
Subscriptions To provide subscriptions for health services personnel.	712
Conferences & Trainings Costs of attending conferences, meetings, in-services, training and other professional development.	2,950
Miscellaneous - Other Charges Grants Carryover (Project #800)	Restricted <u>75,000</u>
TOTAL OTHER CHARGES	84,762
TOTAL STUDENT HEALTH SERVICES	\$3,265,921

Carroll County Public Schools

Westminster, Maryland 21157

Student Transportation Category 05

Student transportation includes all activities associated with providing regular and special education transportation service for students between home, school and school activities. Included are vehicle operation costs, monitoring services, vehicle servicing and maintenance services. Examples of programs are:

- **Regular Transportation Programs** for students who do not require special equipment or personnel to be transported and/or do not require transportation to special schools.
- **Special Transportation Programs** for public and nonpublic students who have physical, mental and/or emotional disabilities and are transported on a "handicapped equipped vehicle".
- **School Activities Transportation** services for students on field trips, athletics, interscholastic activities, cooperative educational programs, career and technology purposes, special programs and outdoor school.

Unrestricted Fund Summary	Actual 09-10	Approved 10-11	Approved 11-12	Approved Increase/ (Decrease)	% Change
05 Student Transportation					
1 Salaries	\$1,372,658	\$1,191,176	\$1,201,227	\$10,051	0.84%
2 Contracted Services	\$17,580,629	\$19,413,079	\$19,215,556	(\$197,523)	-1.02%
3 Supplies/Materials	\$100,942	\$23,206	\$20,150	(\$3,056)	-13.17%
4 Other Charges	\$264,142	\$298,538	\$260,695	(\$37,843)	-12.68%
	\$19,318,371	\$20,925,999	\$20,697,628	(\$228,371)	-1.09%
Restricted Fund Summary					
05 Student Transportation					
2 Contracted Services	\$53,822	\$86,100	\$327,550	\$241,450	280.43%
3 Supplies/Materials	\$5,032	\$0	\$0	\$0	0.00%
	\$58,854	\$86,100	\$327,550	\$241,450	280.43%

**Category 05 - Student Transportation
Changes - FY 2012**

Non-Restricted Budget Changes

1. Reduction in allowance for fuel cost increases (transportation stabilization)	\$	(225,227)
2. Reduction in insurance on school system vehicles		(37,085)
3. Eliminate Bus Driver position (1.0 FTE)		(27,000)
4. Changes to supplies and materials, mainly office supplies		(3,056)
5. Changes to other charges, mainly conferences		(758)
6. Changes to contracted services		27,704
7. Changes in salaries due to turnover		<u>37,051</u>
Total Non-Restricted Decrease - Category 05 - Student Transportation		(228,371)
Restricted Budget Net Increase - Category 05 - Student Transportation		<u>241,450</u>

TOTAL INCREASE - Category 05 - Student Transportation \$ 13,079

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
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STUDENT TRANSPORTATION

Positions				
1. Exempt	6.00	5.00	5.00	5.00
2. Non-Exempt	<u>22.00</u>	<u>22.00</u>	<u>20.00</u>	<u>20.00</u>
Total Positions	28.00	27.00	25.00	25.00

1 Salaries and Wages				
Regular Classified	\$572,599	\$582,048	\$560,717	\$560,717
Temporary Classified	72,335	40,000	40,000	40,000
Overtime Classified	67,323	83,000	83,000	83,000
Longevity Classified	4,110	4,110	4,110	4,110
Classified Educational Add-Ons	888	900	900	900
Regular Professional	628,817	499,459	509,970	509,970
Vacation Payoff	24,043	0	0	0
Educational Add-Ons	12	0	0	0
Insurance Opt-Out	2,531	2,530	2,530	2,530
Hiring Turnover (F.T.E.)	<u>0</u>	<u>(20,871)</u>	<u>0</u>	<u>0</u>
Object Total	1,372,658	1,191,176	1,201,227	1,201,227

2 Contracted Services				
Maintenance & Repair of Vehicles	96,645	90,291	90,291	90,291
Printing & Binding	2,078	3,000	3,000	3,000
Advertising	0	706	0	0
Rental of Business Machines	3,732	3,700	3,700	3,700
Medical Examinations	2,629	3,100	3,100	3,100
Student Body Transportation	723,753	790,335	842,445	842,445
Bus Contractors	16,701,878	18,421,227	18,421,227	18,196,000
Parent Reimbursement	9,240	35,000	35,000	35,000
Bus Inspection	15,252	13,700	15,000	15,000
Vandalism Expenses-Buses	24	1,020	1,020	1,020
Other Contracted Services	<u>25,398</u>	<u>51,000</u>	<u>26,000</u>	<u>26,000</u>
Object Total	17,580,629	19,413,079	19,440,783	19,215,556

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
STUDENT TRANSPORTATION - continued				
3 Supplies and Materials				
Office Supplies	5,765	11,100	8,000	8,000
Clothing & Footwear	747	0	0	0
Books & Periodicals	364	306	350	350
Vehicle Repair Supplies	3,130	7,500	7,500	7,500
Food	608	300	300	300
Computer Equipment < \$5,000	475	0	0	0
Sensitive Items Non-I.T.	86,946	0	0	0
Misc.. Non-Instr. Mat'ls & Supplies	2,907	4,000	4,000	4,000
Object Total	<u>100,942</u>	<u>23,206</u>	<u>20,150</u>	<u>20,150</u>
4 Other Charges				
Local Mileage Reimbursement	391	1,000	1,000	1,000
License Fees	195	0	0	0
Postage	264	0	0	0
Gasoline	62,871	68,000	68,000	68,000
Dues	630	1,230	1,230	1,230
Subscriptions	544	608	600	600
Conferences & Trainings	5,886	7,350	6,600	6,600
Vehicle Insurance	193,361	220,350	183,265	183,265
Object Total	<u>264,142</u>	<u>298,538</u>	<u>260,695</u>	<u>260,695</u>
TOTAL STUDENT TRANSPORTATION	\$19,318,371	\$20,925,999	\$20,922,855	\$20,697,628

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - RESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
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STUDENT TRANSPORTATION

2 Contracted Services				
Student Body Transportation	53,478	16,100	\$32,550	257,550
Bus Contractors	0	70,000	70,000	70,000
Parent Reimbursement	344	0	0	0
Object Total	53,822	86,100	102,550	327,550
3 Supplies and Materials				
Computer Equipment < \$ 5,000	5,032	0	0	0
Object Total	5,032	0	0	0
TOTAL STUDENT TRANSPORTATION	\$58,854	\$86,100	\$102,550	\$327,550

STUDENT TRANSPORTATION

Student Transportation consists of services dealing with conveyance of pupils to and from school or on trips related to school activities. Included are vehicle operation services, vehicle servicing and maintenance, monitoring services, and other Student Transportation services such as regular transportation programs, special transportation programs, and school activities transportation.

SALARIES AND WAGES	Full-Time Equivalent	APPROVED BUDGET
Regular Professional Existing Positions		
Director - Transportation	1.00	
Supervisor - Transportation	1.00	
Area Supervisors	<u>3.00</u>	
Total Existing Professional Positions	5.00	509,970
Existing Positions Classified	Full-Time Equivalent	
Director's Secretary	1.00	
Driver Trainer	2.00	
Clerk Accountant III - 12 Month	2.00	
Clerk II - 12 Month	2.00	
Bus Driver	6.00	
Bus Assistant	6.00	
Driver Coordinator	<u>1.00</u>	
Total Existing Classified Positions	20.00	<u>560,717</u>
Total Existing Classified and Professional Positions	25.00	1,070,687
Temporary Classified		
To cover cost of non-exempt employees in the summer.		40,000
Overtime Classified		83,000
Longevity Classified		
To comply with the longevity provision in the Master Agreement between non-exempt employees and the Board of Education		4,110
Educational Add-Ons		
Educational Add-Ons for Masters Degree + 30 Hours		900
Insurance Opt-Out		
Reimbursement to employees who elect to opt-out of the Board of Education's insurance program.		2,530
Hiring Turnover (F.T.E.)		<u>0</u>
TOTAL SALARIES AND WAGES		1,201,227

STUDENT TRANSPORTATION

**APPROVED
BUDGET**

CONTRACTED SERVICES

Maintenance and Repair of Vehicles

Repair and maintenance of Board of Education owned school buses and staff vehicles.
Unrestricted

90,291

Printing and Binding

Payments to outside printing companies to provide documents associated with the operations of Student Transportation.
Unrestricted

3,000

Rental of Business Machines

Unrestricted

3,700

Medical Examinations

Funds for physical examinations, State mandated drug and alcohol testing of school bus drivers.
Unrestricted

3,100

Rental of Motor Vehicles

Unrestricted

Funds to transport athletic teams and marching bands. 681,000

Funds to transport regarding fine arts activities. 74,264

Funds to transport for projects:

#029 Perkins Title I-C: Program Improvement 16,260

#031 Families Learning Together 450

#096 Local Intervention Programs - Compensatory Education 2,000

#098 Carroll County Student Government Association 6,600

#118 PRIDE - Elementary 1,000

#119 Middle School Reading and Mathematics Intervention 14,200

#147 High School Academic Competition 5,076

#259 Families Learning Together 450

#325 Local Intervention Initiatives - Targeted Poverty 1,000

#345 Multicultural Curriculum Development 2,450

#378 Even Start Type Program 2,630

#429 Career Technology Education - Match 1,000

Funds to transport students on Instructional Field Trips. 34,065

842,445

Restricted

#020 NCLBA Title I - Part A: Targeted Assistance 219,500

#076 IDEA Part B: Discretionary: Transition 4,250

#103 "Every Fifteen Minutes" Donations 200

#167 Summer Enrichment Program 2,600

#801 Other Environmental Grants 1,500

#803 Other MD Incentive Grants 500

#804 CCPS Educational Foundation Grants 4,000

#805 New Grants 25,000

257,550

1,099,995

STUDENT TRANSPORTATION

**APPROVED
BUDGET**

CONTRACTED SERVICES - continued

Bus Contractors

Payments to private carriers for transporting students to and from school, including regular route contracts and special education contracts.

Additionally includes Various Grants Carryover (Restricted).

Restricted	70,000	
Unrestricted	<u>18,196,000</u>	18,266,000

Parent Reimbursement

To reimburse parents for vehicle use to transport students to private and special schools.

Unrestricted		35,000
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Bus Inspection

All school buses, Board-owned and contract, are inspected three times yearly. Outside personnel are employed for these inspections.

Unrestricted		15,000
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Vandalism Expenses

Payments to repair bus damage pertaining to vandalism.

Unrestricted		1,020
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Other Contracted Services

First Aid training
Routing input for Computer System, Accu-Weather,
Regional Planning Council, Mapping services.

Unrestricted		<u>26,000</u>
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TOTAL CONTRACTED SERVICES

19,543,106

SUPPLIES AND MATERIALS

Office Supplies

Stationery, forms, paper.

8,000

Books and Periodicals

Purchase of books and periodicals for professional staff.

350

Vehicle Repair Supplies

Items used to make minor repairs to vehicles.

7,500

Food

To provide for food expenses.

300

Other Non-Instructional Supplies

For cleaning and miscellaneous supplies used in connection with transportation.

4,000

TOTAL SUPPLIES AND MATERIALS

20,150

STUDENT TRANSPORTATION

OTHER CHARGES	APPROVED <u>BUDGET</u>
Local Mileage Reimbursement To driver trainers in carrying out assigned duties.	1,000
Gasoline Gasoline, oil, and lubricants for Board of Education owned buses and staff vehicles	68,000
Other Expenses Subscriptions and dues.	1,830
Conferences & Trainings Costs of attending conferences, meetings, in-services, training and other professional development.	6,600
Vehicle Insurance Vehicular and liability insurance for school bus program and staff vehicles.	<u>183,265</u>
TOTAL OTHER CHARGES	260,695
TOTAL STUDENT TRANSPORTATION	\$21,025,178

STUDENT TRANSPORTATION

The State of Maryland provides aid for the basic costs of transporting pupils to public schools. Below is the itemized cost for contract transportation including special education routes and athletic costs for which local support is approved. These expenses are already included in the detail presented.

BUS CONTRACTUAL SERVICE

I. Contracted to bus contractors based upon per vehicle allotment, mileage, driver time and maintenance costs.		\$12,919,160
II. Excess time and mileage for Special Education transportation non-reimbursable from State of Maryland.		5,276,840
III. Contracted Bus Service - Interscholastic, Co-Curricular, and Instructional Field Trips.		<u>842,445</u>
TOTAL COST OF BUS CONTRACTUAL SERVICE	Unrestricted	\$ 19,038,445

Carroll County Public Schools

Westminster, Maryland 21157

Operation of Plant Category 06

Operation of plant includes all activities and costs associated with keeping the physical plants open, comfortable and safe for use. The following activities are included:

- **Warehousing and Distribution Services** - receiving, storing and distributing supplies, furniture, equipment, materials and mail.
- **Operating Services** - custodial costs related to maintaining the physical plant in a clean and orderly manner. Includes all utility costs for heating, lighting and cleaning of the buildings as well as costs for building rental, property insurance, care and upkeep of the grounds. Services related to technology installation and maintenance, contracted expenditures for system wide maintenance and repair of instructional equipment.
- **Supervision of Operation of Plant Services**- directing, managing and supervising the operation of plant facilities.
- **Care and Upkeep of Grounds and Buildings** – included are maintenance of the grounds and facilities, such as snow removal, landscaping, routine maintenance on furniture and movable equipment, utility services and custodial services.
- **Security Services** – activities concerned with maintaining order and safety in school buildings, on the grounds and in the vicinity of school. Included are police activities, traffic control, building alarm and surveillance equipment.

Unrestricted Fund Summary	Actual 09-10	Approved 10-11	Approved 11-12	Approved Increase/ (Decrease)	% Change
06 Operation of Plant					
1 Salaries	\$11,693,693	\$11,662,301	\$11,467,085	(\$195,216)	-1.67%
2 Contracted Services	\$2,676,489	\$2,885,450	\$2,881,902	(\$3,548)	-0.12%
3 Supplies/Materials	\$900,175	\$698,536	\$767,400	\$68,864	9.86%
4 Other Charges	\$9,009,934	\$10,883,568	\$10,526,578	(\$356,990)	-3.28%
5 Land, Bldg, Equip Additional	\$28,697	\$132,200	\$157,200	\$25,000	18.91%
6 Land, Bldg, Equip Replacement	\$390,607	\$0	\$10,000	\$10,000	100.00%
	\$24,699,595	\$26,262,055	\$25,810,165	(\$451,890)	-1.72%
Restricted Fund Summary					
06 Operation of Plant					
1 Salaries	\$17,141	\$0	\$0	\$0	0.00%
2 Contracted Services	\$352,918	\$5,475	\$501	(\$4,974)	-90.85%
3 Supplies/Materials	\$372,663	\$15,000	\$20,000	\$5,000	33.33%
4 Other Charges	\$208,492	\$21,000	\$26,000	\$5,000	23.81%
6 Land, Bldg, Equip Replacement	\$27,386	\$10,000	\$0	(\$10,000)	-100.00%
	\$978,600	\$51,475	\$46,501	(\$4,974)	-9.66%

Category 06 - Operation of Plant Changes - FY 2012

Non-Restricted Budget Changes

1. Reduction in allowance for utility/fuel cost increases (utility stabilization)	\$	(400,000)
2. Reduction of Floater Custodian Positions (9.0 FTE)		(279,000)
3. Increase in hiring turnover		(60,000)
4. Net decrease in contracted services including maintenance and repair of equipment		(3,548)
5. Increases in property/fire insurance policies		15,364
6. Increases in other charges line items, mainly local mileage reimbursement and license fees		27,646
7. Move computer equipment back from restricted budget (State Fiscal Stabilization Fund)		35,000
8. Increases in temporary and overtime wages		50,650
9. Increases in supplies and materials including custodial materials		68,864
10. Changes in salaries due to turnover		93,134
Total Non-Restricted Decrease - Category 06 - Operation of Plant		(451,890)

Restricted Budget Net Decrease - Category 06 - Operation of Plant		(4,974)
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TOTAL DECREASE - Category 06 - Operation of Plant	\$	(456,864)
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CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
OPERATION OF PLANT				
Positions				
1. Exempt	6.00	6.00	6.00	6.00
2. Non-Exempt	297.10	297.10	293.10	288.10
Total Positions	<u>303.10</u>	<u>303.10</u>	<u>299.10</u>	<u>294.10</u>
1 Salaries and Wages				
Regular Classified	\$10,357,202	\$10,542,084	\$10,293,269	\$10,138,269
Temporary Classified	170,599	144,450	182,700	402,700
Overtime Classified	389,033	235,000	245,000	245,000
Longevity Classified	5,480	5,480	5,480	5,480
Classified Vacation Pay-Off	115,144	130,000	130,000	130,000
Regular Professional	473,303	473,303	473,302	473,302
Professional Educational Add-Ons	46,623	48,420	48,900	48,900
Classified Educational Add-Ons	2,500	2,500	2,500	2,500
Security Guards	125,814	119,700	122,100	122,100
Insurance Opt-Out	7,995	8,040	5,510	5,510
Hiring Turnover (F.T.E.)	0	(46,676)	(46,676)	(106,676)
Object Total	<u>11,693,693</u>	<u>11,662,301</u>	<u>11,462,085</u>	<u>11,467,085</u>
2 Contracted Services				
Maintenance & Repair of Equipment	642,473	869,479	766,331	766,331
Printing & Binding	179	800	300	300
Rental of Business Machines	2,948	2,721	2,721	2,721
Audio Visual Repair	3,255	6,250	6,250	6,250
Asbestos Removal	19,485	25,000	23,000	23,000
Cleaning Services	309,140	244,500	274,500	274,500
Laundry & Cleaning	0	300	0	0
Rental of Building & Office Space	1,434,508	1,550,000	1,552,400	1,552,400
Other Contracted Services	264,501	186,400	256,400	256,400
Object Total	<u>2,676,489</u>	<u>2,885,450</u>	<u>2,881,902</u>	<u>2,881,902</u>

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
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OPERATION OF PLANT - continued

3 Supplies and Materials				
Office Supplies	56,293	22,500	17,500	17,500
Clothing & Footwear	23,947	32,000	33,000	33,000
Custodial Materials	524,318	444,900	510,500	510,500
Books and Periodicals	0	406	150	150
Equipment Maintenance & Repair Supplies	80,252	86,350	94,750	94,750
Real Prop Maint & Rep Supplies	740	2,100	2,700	2,700
Food	2,758	600	600	600
Computer Repair Supplies	23,842	60,000	30,000	30,000
Audio-Visual Repair Supplies	8,491	14,000	12,000	12,000
Computer Equipment < \$5,000	40,243	0	5,000	5,000
Sensitive Items - Non-I.T.	106,685	11,480	37,000	37,000
Misc. Non-Instr. Mat'ls & Supplies	<u>32,606</u>	<u>24,200</u>	<u>24,200</u>	<u>24,200</u>
Object Total	900,175	698,536	767,400	767,400
4 Other Charges				
Local Mileage Reimbursement	30,671	20,500	35,350	35,350
License Fees	29,489	1,000	15,000	15,000
Communications	128,400	307,500	307,500	307,500
Heating Fuels	698,678	1,163,692	1,163,692	1,071,000
Gasoline	60	0	0	0
Gas, Electricity and Steam	7,052,552	8,066,044	8,044,152	7,747,852
Dues	395	710	710	710
Subscriptions	230	504	50	50
Water and Sewage	731,165	908,136	930,028	919,020
Conferences & Trainings	718	16,850	16,100	16,100
Insurance - Property/Fire	314,761	346,832	362,196	362,196
Insurance - Self-Insurance (Property)	18,690	50,000	50,000	50,000
Miscellaneous - Other Charges	<u>4,125</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>
Object Total	9,009,934	10,883,568	10,926,578	10,526,578

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
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OPERATION OF PLANT - continued

5 Equipment Additional				
Data Processing Equipment	8,187	0	50,000	50,000
Portable Tools & Equipment	8,738	7,200	7,200	7,200
Audio/Visual Furn. & Equip.	11,772	125,000	100,000	100,000
Object Total	<u>28,697</u>	<u>132,200</u>	<u>157,200</u>	<u>157,200</u>
6 Equipment Replacement				
Data Processing Equipment	0	0	10,000	10,000
Motor Vehicles	170,528	0	0	0
Portable Tools & Equipment	220,079	0	0	0
Object Total	<u>390,607</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>
 TOTAL OPERATION OF PLANT	 \$24,699,595	 \$26,262,055	 \$26,205,165	 \$25,810,165

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - RESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
OPERATION OF PLANT				
1 Salaries and Wages				
Overtime Classified	\$17,141	\$0	\$0	\$0
Object Total	<u>17,141</u>	<u>0</u>	<u>0</u>	<u>0</u>
2 Contracted Services				
Maintenance & Repair of Equipment	\$132,043	\$5,475	\$501	\$501
Other Contracted Services	220,875	0	0	0
Object Total	<u>352,918</u>	<u>5,475</u>	<u>501</u>	<u>501</u>
3 Supplies and Materials				
Equipment Maintenance & Repair Supplies	490	0	0	0
Computer Repair Supplies	2,995	0	0	0
General Supplies	23,604	0	0	0
Computer Equipment <\$5,000	343,074	15,000	0	0
Sensitive Items Non-I.T.	1,964	0	0	0
Other Non-Instr Supp & Matl	536	0	0	20,000
Object Total	<u>372,663</u>	<u>15,000</u>	<u>0</u>	<u>20,000</u>
4 Other Charges				
License Fees	208,492	0	0	0
Miscellaneous - Other Charges	0	21,000	21,000	26,000
Object Total	<u>208,492</u>	<u>21,000</u>	<u>21,000</u>	<u>26,000</u>
6 Equipment Replacement				
Data Processing Equipment	27,386	10,000	0	0
Object Total	<u>27,386</u>	<u>10,000</u>	<u>0</u>	<u>0</u>
TOTAL OPERATION OF PLANT	\$978,600	\$51,475	\$21,501	\$46,501

OPERATION OF PLANT

Operation of Plant consists of those activities which keep the physical plant open, comfortable and safe for use.

Under Operation of Plant are such activities as warehousing and distributing services, those concerned with keeping the physical plant clean and ready for daily use, including operation of heating, lighting and ventilating systems (utility costs), moving furniture, caring for grounds and such other housekeeping services as are repeated on a somewhat regular basis. Additional items included are the cost of building rental and property insurance, the cost of all service contracts on moveable equipment, and service technicians assigned to repair and maintain instructional and non-instructional equipment and security services.

SALARIES AND WAGES		APPROVED BUDGET	
Existing Positions	Full-Time Equivalent		
Professional			
Supervisor - Plant Operations	1.00		
Assistant Supervisor - Plant Operations	2.00		
Coordinator - Environmental Safety	1.00		
Coordinator - School Security	1.00		
User Liaison Specialist	<u>1.00</u>		
Existing Professional Positions	6.00	473,302	
Classified			
Lead Network Engineer	1.00		
Information Services Analyst	2.00		
Network Engineer	6.00		
Information Technology Specialist	1.00		
Technology Support Technician	3.00		
Information Tech Analyst	4.00		
Information System Specialist II	1.00		
Telecommunications Engineer	1.00		
Secretary III - 12 Month	1.00		
Floater Custodian	5.00		
Custodian - Category I	196.50		
Building Supervisor - Category III	34.00		
Building Supervisor - Category IV	9.00		
Groundskeeper / Custodian - Category I	4.00		
Shift Foreman - Category II	12.00		
Custodian - Equipment Repair Technician	1.00		
Driver - Category III	4.60		
Building Services Manager - Central Office	1.00		
Warehouse Handler / Driver III	<u>1.00</u>		
Existing Classified Positions	288.10	<u>10,138,269</u>	
Total Existing Professional and Classified Positions	294.10		10,611,571

OPERATION OF PLANT

SALARIES AND WAGES - CONTINUED	APPROVED BUDGET
Temporary Classified Compensation to non-exempt employees on an hourly basis in order to substitute for permanent employees who are on vacation or extended sick leave, and to provide help as the need arises.	402,700
Overtime Classified Overtime payments to non-exempt employees	245,000
Longevity - Classified To comply with the longevity provision in the Master Agreement between non-exempt employees and the Board of Education.	5,480
Classified Vacation Payoff Compensation to non-exempt employees for unused vacation time.	130,000
Classified Educational Add-Ons Educational Add-Ons for non-exempt employees. Payments for certification for Boiler - Stationary Engineer, per negotiated contract.	2,500
Professional Educational Add-Ons	48,900
Security Guards Cost to cover security guard expenses for various student activities including police activities for school functions, traffic control on grounds, and in the vicinity of schools and buildings.	122,100
Insurance Opt-Out Reimbursement to employees who elect to opt-out of the Board insurance program.	5,510
Hiring Turnover (F.T.E.)	<u>(106,676)</u>
TOTAL SALARIES AND WAGES	11,467,085

OPERATION OF PLANT

**APPROVED
BUDGET**

CONTRACTED SERVICES

Maintenance and Repair of Equipment

Repair and maintenance services not provided by school system personnel. This includes contracts and agreements covering the upkeep of buildings and moveable equipment (instructional and non-instructional system-wide) except for costs related to Student Transportation and Maintenance of Plant.

Unrestricted	766,331	
Restricted	<u>501</u>	766,832

Printing and Binding

Printing of necessary forms used within Operation of Plant.	300
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Rental of Business Machines

2,721

Audio-Visual Repair

6,250

Asbestos Removal

Asbestos inspections and awareness training - contract.	23,000
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Cleaning Services

Collection and removal of refuse from all schools including Manchester Valley High on a regular schedule and recycling costs - contract.	274,500
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Rental of Building and Office Space

Payments to cover the cost of rental of spaces for instructional (Graduations and Alternative Programs) and non-instructional activities that are part of the school system's function to deliver needed services. In-Kind Services from Carroll County Government	1,552,400
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Contracted Services

Payments to contractors for services rendered to provide bottled drinking water, to remove and clean-up hazardous waste materials, indoor air quality (IAQ) testing, Integrated Pest Management Program which is mandated by the State of Maryland, recycling of old computers and audio-visual equipment, and shredding of documents. Additionally, health and safety requirements as mandated by OSHA/MDE/EPA, such as water testing and asbestos removal, or other emergency requests. Contracted services for technology initiatives.	<u>256,400</u>
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TOTAL CONTRACTED SERVICES

2,882,403

OPERATION OF PLANT

**APPROVED
BUDGET**

SUPPLIES AND MATERIALS

Office Supplies

Stationery, binders/folders, pens, pencils, and pads.

17,500

Uniforms - Clothing and Footwear

Uniforms for custodial personnel as required by negotiated agreement.

33,000

Custodial Materials

Items used in the cleaning and maintaining of schools and offices, such as mops, hand soaps, paper towels, and cleaning fluids.

510,500

Books and Periodicals

Purchase manuals and periodicals for use in Plant Operations area, and to assist in training efforts for school security.

150

Equipment Maintenance and Repair Supplies

Parts used to service, repair and maintain custodial and grounds equipment. Blanket orders: parts monitored by technology services, including cabling services and telephones.

94,750

Real Property Maintenance and Repair Supplies

Supplies used to maintain operation of buildings

2,700

Food

All day in-services for the entire custodial staff.

600

Computer Repair Supplies

Supplies used to repair computers used in the instructional and non-instructional (support) functions system wide.

30,000

Audio-Visual Repair Supplies

Purchase of parts and materials used to repair and maintain audio-visual equipment and systems.

12,000

Computer Equipment < \$5,000

Technology Services

5,000

Sensitive Items Non-I.T.

37,000

Miscellaneous Non-Instructional Materials and Supplies

Miscellaneous items such as buffers, leaf blowers, pressure washers, push mowers, snow blowers, backpack and upright vacuums, wet/dry vacs, wax-o-matics, and weed eaters for schools and Plant Operations.

Unrestricted 24,200

Restricted 20,000

44,200

TOTAL SUPPLIES AND MATERIALS

787,400

OPERATION OF PLANT

**APPROVED
BUDGET**

OTHER CHARGES

Local Mileage Reimbursement

Payment for mileage incurred for Board related travel by employees. 35,350

License Fees 15,000

Communications

To maintain communication costs for Central Office and schools.
Items include broadband services, Carroll County Public Library -
Internet Services, and Arch wireless - pagers. 307,500

Heating Fuels

Payments to firms for heating fuels. 1,071,000

Gas, Electricity and Steam

Payments to utility companies for gas, electricity for
lighting and heating. 7,747,852

Dues and Subscriptions

Dues to professional organizations, i.e. ASBO, and
subscriptions to professional magazines and publications. 760

Water and Sewage

Assessment and usage charges for water and sewage
disposal either through a municipal system or by an
outside disposal firm system-wide. 919,020

Conferences & Trainings

Costs of attending conferences, meetings, in-services, training and
other professional development. 16,100

Insurance - Property/Fire

Payments associated with the coverage of property/fire
insurance to safeguard the schools' assets (building,
equipment, contents). 362,196

Insurance - Self-Insurance (Property)

Self-insurance fund monies to cover the cost of replacement
items excluded as a deductible on the insurance coverage
in force. 50,000

OPERATION OF PLANT

**APPROVED
BUDGET**

OTHER CHARGES - Continued

Miscellaneous Other Charges

Fees for water certification licenses and to reimburse the cost of courses needed for water certification and stationary engineers licenses.

	Unrestricted	1,800
Various Grant Carryovers (800 series)	Restricted	<u>26,000</u>

27,800

TOTAL OTHER CHARGES

10,552,578

EQUIPMENT ADDITIONAL

Data Processing Equipment

50,000

Portable Tools and Minor Pieces of Equipment

Items for schools including automatic scrubbers and hydraulic lifts.

7,200

Audio-Visual Equipment & Furnishings

To provide security projects for schools.

100,000

TOTAL EQUIPMENT ADDITIONAL

157,200

EQUIPMENT REPLACEMENT

Data Processing Equipment

Technology Services

10,000

TOTAL EQUIPMENT REPLACEMENT

10,000

TOTAL OPERATION OF PLANT

\$25,856,666

Carroll County Public Schools

Westminster, Maryland 21157

Maintenance of Plant Category 07

Maintenance of plant includes all activities associated with keeping the grounds, buildings and fixed equipment (other than student transportation equipment) in their original condition. This category includes the directing, managing and supervision of all maintenance services. Also included is the scheduled and preventive maintenance of building property, system vehicles and fixed equipment.

Unrestricted Fund Summary	Actual 09-10	Approved 10-11	Approved 11-12	Approved Increase/ (Decrease)	% Change
07 Maintenance of Plant					
1 Salaries	\$3,154,587	\$3,141,527	\$3,289,262	\$147,735	4.70%
2 Contracted Services	\$2,193,132	\$1,125,958	\$1,186,684	\$60,726	5.39%
3 Supplies/Materials	\$1,210,961	\$1,089,580	\$1,054,150	(\$35,430)	-3.25%
4 Other Charges	\$165,802	\$185,050	\$190,700	\$5,650	3.05%
5 Land, Bldg, Equip Additional	\$31,926	\$8,000	\$6,000	(\$2,000)	-25.00%
6 Land, Bldg, Equip Replacement	\$905,098	\$614,249	\$909,568	\$295,319	48.08%
	\$7,661,506	\$6,164,364	\$6,636,364	\$472,000	7.66%
Restricted Fund Summary					
07 Maintenance of Plant					
1 Salaries	\$3,476	\$0	\$0	\$0	0.00%
2 Contracted Services	\$173,689	\$137,261	\$287,261	\$150,000	109.28%
3 Supplies/Materials	\$0	\$0	\$0	\$0	0.00%
4 Other Charges	\$0	\$10,000	\$15,000	\$5,000	50.00%
	\$177,165	\$147,261	\$302,261	\$155,000	105.26%

**Category 07 - Maintenance of Plant
Changes - FY 2012**

Non-Restricted Budget Changes

1. Decreases in supplies materials, including maintenance and repair supplies and security system supplies	\$ (35,430)
2. Changes in various contracted services, equipment, and other contracted services	(531)
3. Increase in hiring turnover	12,000
4. Increases in contracted services for maintenance of buildings and grounds	66,226
5. Changes in salary, mostly due to turnover	135,735
6. Increase in plant maintenance equipment (one-time)	<u>294,000</u>
Total Non-Restricted Increase - Category 07 - Maintenance of Plant	472,000
Restricted Budget Net Increase - Category 07 - Maintenance of Plant	<u>155,000</u>

TOTAL CHANGE - Category 07 - Maintenance of Plant \$ 627,000

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
MAINTENANCE OF PLANT				
Positions				
1. Exempt	3.00	3.00	3.00	3.00
2. Non-Exempt	<u>70.00</u>	<u>70.00</u>	<u>70.00</u>	<u>70.00</u>
Total Positions	73.00	73.00	73.00	73.00
1 Salaries and Wages				
Regular Classified	\$2,839,019	\$2,875,723	\$2,835,118	\$3,001,118
Temporary Classified	6,750	10,000	22,000	\$22,000
Overtime Classified	72,283	60,000	60,000	60,000
Longevity Classified	12	0	0	0
Vacation Pay-Off	14,363	15,000	15,000	15,000
Regular Professional	216,484	216,484	216,484	216,484
Classified Educational Add-Ons	3,660	4,075	3,725	3,725
Classified Insurance Opt-Out	2,016	2,620	1,310	1,310
Hiring Turnover (F.T.E.)	<u>0</u>	<u>(42,375)</u>	<u>(42,375)</u>	<u>(30,375)</u>
Object Total	3,154,587	3,141,527	3,111,262	3,289,262
2 Contracted Services				
Maintenance & Repair of Equipment	32,318	97,000	97,000	97,000
Maintenance & Repair of Vehicles	106,232	82,514	82,514	82,514
Printing & Binding	1	400	400	400
Rental of Business Machines	2,195	4,000	3,500	3,500
Asbestos Removal	8,950	15,000	15,000	15,000
Maintenance - Improvement to Grounds	730,107	29,000	32,000	32,000
Maintenance - Improvement to Buildings	1,176,859	837,044	900,270	900,270
Medical & Dental Fees	10	0	0	0
Vandalism Expenses	2,434	11,000	6,000	6,000
Other Contracted Services	<u>134,026</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
Object Total	2,193,132	1,125,958	1,186,684	1,186,684
3 Supplies and Materials				
Office Supplies	2,734	4,000	4,000	4,000
Safety Clothing	12,563	16,000	14,000	14,000
Books and Periodicals	0	500	500	500
Vehicle Repair Supplies	<u>58,679</u>	<u>53,500</u>	<u>53,000</u>	<u>53,000</u>

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
MAINTENANCE OF PLANT - continued				
3 Supplies and Materials - continued				
Equipment Maintenance & Repair Supplies	45,665	90,000	89,000	89,000
Real Property Maint & Rep Supplies	1,002,580	823,380	799,450	799,450
Food	546	200	200	200
Security Systems Supplies	2,827	42,000	34,000	34,000
Sensitive Items Non-I.T.	49,422	0	0	0
Vandalism Supplies	2,507	10,000	10,000	10,000
Misc. Non-Instr. Mat'ls & Supplies	33,438	50,000	50,000	50,000
Object Total	<u>1,210,961</u>	<u>1,089,580</u>	<u>1,054,150</u>	<u>1,054,150</u>
4 Other Charges				
Local Mileage Reimbursement	0	150	150	150
License Fees	138	0	0	0
Gasoline	162,708	176,000	176,500	176,500
Dues	165	350	350	350
Subscriptions	121	150	150	150
Conferences & Trainings	2,120	6,900	12,050	12,050
Miscellaneous - Other Charges	550	1,500	1,500	1,500
Object Total	<u>165,802</u>	<u>185,050</u>	<u>190,700</u>	<u>190,700</u>
5 Equipment Additional				
Office Furniture & Equipment	0	0	1,000	1,000
Office Machines	0	0	500	500
Motor Vehicles	26,426	0	0	0
Machinery	5,500	0	0	0
Portable Tools & Equipment	0	8,000	4,500	4,500
Object Total	<u>31,926</u>	<u>8,000</u>	<u>6,000</u>	<u>6,000</u>
6 Equipment Replacement				
Motor Vehicles	267,366	0	0	0
Machinery/Johnson Controls Equipment	639,756	608,249	612,568	906,568
Portable Tools & Equipment	0	6,000	3,000	3,000
Window Shades/Draperies	(2,024)	0	0	0
Object Total	<u>905,098</u>	<u>614,249</u>	<u>615,568</u>	<u>909,568</u>
TOTAL MAINTENANCE OF PLANT	\$7,661,506	\$6,164,364	\$6,164,364	\$6,636,364

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - RESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
MAINTENANCE OF PLANT				
1 Salaries and Wages				
Overtime Classified	\$3,476	\$0	\$0	\$0
Object Total	<u>3,476</u>	<u>0</u>	<u>0</u>	<u>0</u>
2 Contracted Services				
Asbestos Removal	\$3,478	\$0	\$0	0
Maintenance - Improvement to Building:	0	137,261	137,261	287,261
Other Contracted Services	170,211	0	0	0
Object Total	<u>173,689</u>	<u>137,261</u>	<u>137,261</u>	<u>287,261</u>
4 Other Charges				
Miscellaneous - Other Charges	0	10,000	10,000	15,000
Object Total	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>15,000</u>
TOTAL MAINTENANCE OF PLANT	\$177,165	\$147,261	\$147,261	\$302,261

MAINTENANCE OF PLANT

The category of Maintenance of Plant consists of those activities which keep school grounds, buildings and equipment in good condition either through repairs, preventive maintenance, or replacement.

SALARIES & WAGES

Existing Positions	Full-Time	APPROVED
Professional	<u>Equivalent</u>	<u>BUDGET</u>
Supervisor - Plant Maintenance	1.00	
Assistant Supervisor - Plant Maintenance	<u>2.00</u>	
Existing Professional Positions	3.00	216,484
Classified		
Clerk II - 12 Month	1.00	
Secretary IV - 12 Month	1.00	
Grounds Services Manager	1.00	
IPM Grounds Technician	4.00	
Painter / General Maintenance - Category II	6.00	
General Maintenance / Mechanic - Category II	1.00	
Carpenter / General Maintenance - Category III	1.00	
HVAC Control Technician / General Maintenance	1.00	
Painter - Category II	1.00	
Plumber / General Maintenance - Category III	1.00	
Electronic System Technician / General Maintenance - Category IV	3.00	
Audio Visual Technician - Category IV	1.00	
Locksmith / Carpenter/ General Maintenance - Category IV	1.00	
Dispatcher	1.00	
Warehouse Handler / Driver - Category III	1.00	
General Maintenance - Category II	12.00	
Boiler Mechanic / General Maintenance - Category III	1.00	
Lead Painter / General Maintenance - Category IV	1.00	
Plumber/General Maintenance - Category IV	1.00	
Boiler Mechanic - Category IV	1.00	
Mason / General Maintenance - Category IV	1.00	
Electrician / General Maintenance - Category IV	4.00	
Plumber - Category IV	1.00	
Roofer / Carpenter - Category IV	1.00	
Carpenter / General Maintenance - Category IV	2.00	
Groundskeeper / General Maintenance - Category III	1.00	
Preventive / General Maintenance - Category III	3.00	
Refrigeration Mechanic	1.00	
HVAC Control Technician / General Maintenance IV	3.00	
Vehicle Mechanic / General Maintenance Category IV	1.00	
Building Maintenance Mechanic - Category III	10.00	
Building Maintenance Mechanic - Category II	<u>1.00</u>	
Existing Classified Positions	70.00	3,001,118
Total Existing Professional and Existing Classified Positions	73.00	3,217,602

MAINTENANCE OF PLANT

SALARIES & WAGES - continued	APPROVED BUDGET
Temporary Classified	
Hourly compensated employees who substitute for permanent employees.	22,000
Overtime Classified	
Overtime payments to non-exempt employees.	60,000
Vacation Payoff	
Compensation to employees per Master Agreement between Board of Education and non-exempt employees for unused vacation time.	15,000
Educational Add-ons	
Payments for certification for Boiler-Stationary Engineers, per negotiated contract.	3,725
Insurance Opt-Out	
Reimbursement for employees, who elect to opt-out of the Board insurance program.	1,310
Hiring Turnover (F.T.E.)	<u>(30,375)</u>
TOTAL SALARIES AND WAGES	3,289,262
 CONTRACTED SERVICES	
Maintenance and Repair of Equipment	
Repair and maintenance services not provided by school system personnel. This includes contracts and agreements covering maintenance for chillers and inspection fees related to fire extinguishers.	97,000
Maintenance and Repair of Vehicles	
Funds allocated for upkeep of vehicles used by staff within multiple departments. Additionally, funds to test and inspect aerial lift trucks.	82,514
Printing and Binding	
Printing of necessary forms used within Maintenance of Plant.	400
Rental of Business Machines	3,500
Asbestos Removal	
Removal of floor and ceiling tile.	15,000
Maintenance: Improvements to Grounds	
Payments to firms and individual contractors for improvements to grounds, such as repair to/replacement of sidewalks, fencing, landscaping, and maintenance/inspection to athletic tracks relating to schools system-wide. Additionally, In-Kind expenses received from Carroll County Government.	32,000

MAINTENANCE OF PLANT

**APPROVED
BUDGET**

CONTRACTED SERVICES - continued

Maintenance: Improvements to Buildings

Payments to firms and individual contractors for improvements to buildings, such as electrical, heating, painting, plumbing and roofing relating to schools system-wide. Committed projects and their approved costs are detailed under Major Plant Maintenance projects. Items within Plant Maintenance include: inspections and repairs for elevators, folding partitions, and bleachers; handicapped accessibility improvements; and maintenance for electric, plumbing, and roofs.

Also included is the contract for Johnson Controls performance.

	Unrestricted	900,270	
State funded Aging Schools Projects	Restricted	<u>287,261</u>	1,187,531

Vandalism Expenses

Payments to private contractors to repair damages of vandalism.	6,000
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Other Contracted Services

Payments to contractors for services rendered and software upgrade.	<u>50,000</u>
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TOTAL CONTRACTED SERVICES

1,473,945

SUPPLIES AND MATERIALS

Office Supplies

Items for use by staff within Plant Maintenance.	4,000
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Clothing and Footwear

Uniforms for maintenance personnel as required by negotiated agreement.	14,000
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Books and Periodicals

Purchase manuals and periodicals for use in Plant Maintenance area.	500
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Vehicle Repair Supplies

To repair and maintain vehicles assigned to various departments.	53,000
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Equipment Maintenance and Repair Supplies

Parts used to maintain and repair equipment as initiated by schools on request line, by telephone and scheduled preventive maintenance.	89,000
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Real Property Maintenance and Repair Supplies

Purchase of items used to maintain and repair real property. Account includes supplies used for maintenance of land and buildings. Items include: water treatment, handicapped accessibility improvements, maintenance to air conditioning, electric, hardware, plumbing, roof and indoor air quality. Account includes preventive maintenance. Committed projects and their approved costs are detailed on the following pages.	799,450
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Food

200

Security Systems Supplies (system-wide)

34,000

Vandalism Supplies

Materials purchased to repair damage done by vandals.	10,000
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MAINTENANCE OF PLANT

	APPROVED BUDGET
SUPPLIES AND MATERIALS - continued	
Miscellaneous Non-Instructional Materials and Supplies	
Expenses related to snow removal.	<u>50,000</u>
TOTAL SUPPLIES AND MATERIALS	1,054,150
OTHER CHARGES	
Local Mileage Reimbursement	
Payments for travel incurred by employees.	150
Gasoline	
Fuels/lubricants for vehicles utilized by staff within various departments.	176,500
Dues and Subscriptions	
Dues to professional organizations, i.e. ASBO, and subscriptions to professional magazines and publications.	500
Conferences & Trainings	
Costs of attending conferences, meetings, in-services, training and other professional development.	12,050
Miscellaneous Other Charges	
To cover costs for trade licensing fees.	\$1,500
Grants Carryover (Project #800) - Restricted	<u>15,000</u>
	<u>16,500</u>
TOTAL OTHER CHARGES	205,700
EQUIPMENT ADDITIONAL	
Office Furniture & Equipment	1,000
Office Machines	500
Portable Tools and Minor Pieces of Equipment	
Additional items including MOSH safety equipment.	<u>4,500</u>
TOTAL EQUIPMENT ADDITIONAL	6,000
EQUIPMENT REPLACEMENT	
Machinery	
Johnson Controls energy efficiency project	\$612,568
One-time equipment replacements	<u>294,000</u>
	906,568
Portable Tools and Minor Pieces of Equipment	
Replacement items for use at schools.	<u>3,000</u>
TOTAL EQUIPMENT REPLACEMENT	909,568
TOTAL MAINTENANCE OF PLANT	\$6,938,625

PLANT MAINTENANCE

Major Plant Maintenance projects and their approved costs

<u>SCHOOL</u>	<u>PROJECT</u>	<u>APPROVED COST</u>
Taneytown Elementary	Replace carpet in office	\$ 2,200
	Replace carpet in media center	<u>1,300</u>
		\$ 3,500
Northwest Middle	Replace exterior door to POD 2	1,400
	Replace exterior door to POD 4	700
	Replace exterior door to Boy's locker room	<u>1,400</u>
		3,500
Francis Scott Key High	Replace cooling tower	25,000
Runnymede Elementary	Replace sidewalks, 1 at loading dock, and 2 at water shed	4,200
	Maintain playing fields	<u>800</u>
		5,000
Sandymount Elementary	Replace windows in lobby	1,800
Mechanicsville Elementary	Repair/Replace thermostat and control valves in twenty (20) classrooms.	2,200
Eldersburg Elementary	Replace sidewalk	1,200
	Replace skirting around portable classroom	<u>1,000</u>
		2,200
Linton Springs Elementary	Install fill drain by sidewalk at cafeteria entrance	800
Sykesville Middle	Replace ceiling tile in cafeteria	2,500
	Replace two doors with hardware in gym	4,000
	Replace door in auxiliary gym	1,000
	Replace door in Room 025	<u>400</u>
		7,900
Freedom Elementary	Replace stair treads on Kindergarten steps	450
Carrolltowne Elementary	Replace four outside speakers with bullhorn speakers	750
	Replace sidewalk and drain at side door, back of school	<u>1,800</u>
		2,550
Piney Ridge Elementary	Install emergency lighting in gym	400
Manchester Elementary	Replace tile floor in main office	2,000
	Replace tile in hallway by Rooms 164 through 167	500
	Complete replacement of kitchen floor	<u>1,200</u>
		3,700
Manchester Valley High	Furnish and install two (2) electrical reels and conduit in fish room	1,200
	Add four (4) new electric GFI receptacles in kitchen	800
	Supply ten (10) bundles of ceiling tile	520
	Supply replacement cartridge for waterless urinals	<u>480</u>
		3,000
Ebb Valley Elementary	Maintain playing fields	3,400
	Repair storm drain in back of school	<u>1,500</u>
		4,900
East Middle	Replace cafeteria lighting	4,800
	Replace ceiling tile in cafeteria	<u>6,000</u>
		10,800
West Middle	Replace four water fountains	2,000
Winters Mill High	Replace carpet with tile in four rooms	6,800
	Upgrade house lights & replace dimmer bar in auditorium	8,000
	Replace damper mechanism in greenhouse	<u>1,200</u>
		16,000

PLANT MAINTENANCE

Major Plant Maintenance projects and their approved costs

<u>SCHOOL</u>	<u>PROJECT</u>	<u>APPROVED COST</u>	
Westminster High	Replace two sets of auditorium doors	2,000	
	Replace two sets of doors in stairwell (#10)	<u>2,000</u>	4,000
CC Career & Technology Center	Upgrade electric in Cosmetology	2,250	
	Upgrade Auto Service with SCHS equipment	<u>12,000</u>	14,250
North Carroll Middle	Install metal soffit on 300 wing		3,000
Hampstead Elementary	Paint/Varnish all classroom doors	1,800	
	Replace eight (8) classroom counter tops	<u>5,000</u>	6,800
North Carroll High	Add emergency lighting in classrooms (Phase 1)	2,000	
	Caulk all exterior windows	4,200	
	Remove tombstone floor receptables in B206 and B207	<u>5,000</u>	11,200
Spring Garden Elementary	Add administrative office to JCI METASYS system		2,500
Shiloh Middle	Maintain playing fields		3,500
Winfield Elementary	Re-Point brick work as needed	21,000	
	Replace sidewalk at six locations	<u>3,600</u>	24,600
New Windsor Middle	Replace floor tile in hallway outside of Room 144		3,500
Elmer Wolfe Elementary	Replace carpet in media center	13,000	
	Replace carpet in computer lab	3,200	
	Install A/C in Server Room 116	<u>400</u>	16,600
Parr's Ridge Elementary	Install drain at tot lots		800
Mt. Airy Elementary	Replace exterior door in cafeteria	1,100	
	Replace HVAC piping as needed	<u>1,500</u>	2,600
Mt. Airy Middle	Replace water heater		3,000
South Carroll High	Replace door fronts to C & T Center	14,000	
	Install new hardware and card reader - C & T Center	8,000	
	Replace well pump #2 and tank controls	<u>4,200</u>	26,200
Westminster Elementary	Paint trim on outside of school	2,800	
	Replace sidewalk	<u>4,200</u>	7,000
Robert Moton Elementary	Add emergency lights in office, Kindergarten hall & media center		800
Friendship Valley Elementary	Repair sidewalk	3,800	
	Install magnetic door stops in media center	<u>3,000</u>	6,800
Cranberry Station Elementary	Replace classroom blinds in Kindergarten		700
Gateway School	Install two (2) hot water heaters	1,800	
	Replace side circulator on boiler	800	
	Replace soffit on back of building	1,200	
	Install new door hardware on four (4) restrooms	<u>700</u>	4,500
Kessler Building	Install four (4) heating circulators	1,800	
	Install dusk to dawn lights	<u>1,700</u>	3,500
Winchester Building	Renovate office space		<u>2,200</u>
TOTAL SCHOOL PROJECTS			\$243,750

Carroll County Public Schools

Westminster, Maryland 21157

Fixed Charges Category 08

Fixed Charges includes all costs associated with employee benefits such as board contributions for employee retirement, social security, medical, life and disability insurances. Also included are costs associated with tuition reimbursement and general liability insurances.

Unrestricted Fund Summary	Actual 09-10	Approved 10-11	Approved 11-12	Approved Increase/ (Decrease)	% Change
08 Fixed Charges					
4 Other Charges	\$56,219,990	\$58,567,091	\$59,723,600	\$1,156,509	1.97%
	\$56,219,990	\$58,567,091	\$59,723,600	\$1,156,509	1.97%
Restricted Fund Summary					
08 Fixed Charges					
4 Other Charges	\$2,291,775	\$2,770,737	\$8,095,350	\$5,324,613	192.17%
	\$2,291,775	\$2,770,737	\$8,095,350	\$5,324,613	192.17%

Category 08 - Fixed Charges
Changes - FY 2012

Non-Restricted Budget Changes

1. Transfer employee medical insurance charges to restricted to be paid with Employee Jobs Fund proceeds	\$ (3,261,629)
2. Reductions in benefit costs for positions reduced elsewhere in budget	(957,091)
3. Reductions in insurance policies, including liability and vehicle	(56,785)
4. Decrease in short-term interest on energy management contracts	(18,625)
5. Increase in employee tuition reimbursements	200,000
6. Increase in retiree health insurance subsidy including 5% increase	222,308
7. Increase for one-year extension of health benefits for former employees that took retirement incentive package	500,000
8. New retirement administration surcharge from Maryland State Retirement Agency	506,163
9. Cost of negotiated one-time premium changes	880,456
10. School system share of increase in employee insurances, including medical and dental (per negotiated agreements)	<u>3,141,712</u>
Total Non-Restricted Increase - Category 08 - Fixed Charges	1,156,509

Restricted Budget Net Increase - Category 08 - Fixed Charges **5,324,613**

TOTAL INCREASE - Category 08 - Fixed Charges \$ 6,481,122

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
FIXED CHARGES				
Positions				
None				
4 Other Charges				
Employee Fringe Benefits				
Tuition Reimbursement	\$1,334,836	\$1,200,000	\$1,400,000	\$1,400,000
Employee Retirement	1,404,664	2,417,861	2,384,268	2,869,358
Employee Social Security	14,356,895	15,181,091	14,699,817	14,754,443
Sick Leave Conversion	1,235,331	1,536,650	1,536,650	1,536,650
Insurance - Life	275,094	279,273	270,057	270,057
Insurance - Long Term Disability	42,259	41,195	40,579	40,579
Insurance - Unemployment	143,547	200,000	160,000	160,000
Insurance - Optical	226,757	5,820	4,968	4,968
Insurance - Medical	29,158,903	31,503,109	34,394,643	31,700,649
Insurance - Worker's Compensatio	1,144,908	1,802,940	1,693,254	1,691,976
Insurance - Dental	980,860	1,049,575	1,149,436	1,277,482
Insurance - Retirees Health	5,282,993	2,682,098	2,904,406	3,404,406
Employee Assistance Program	28,258	28,258	28,258	28,258
New Positions/Fringe Benefits	0	0	0	0
Short Term Interest	257,160	238,535	218,419	218,419
Employee Benefit Subsidy	47,880	35,426	57,880	57,880
Flexible Benefit Administration	85,580	100,000	100,000	100,000
Insurances				
General Liability	136,513	169,075	120,168	120,168
Vehicle	46,711	58,153	48,902	48,902
Catastrophic Student Athletic	28,941	33,032	34,405	34,405
Miscellaneous - Other Charges	1,900	5,000	5,000	5,000
Object Total	56,219,990	58,567,091	61,251,110	59,723,600
TOTAL FIXED CHARGES	\$56,219,990	\$58,567,091	\$61,251,110	\$59,723,600

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - RESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
FIXED CHARGES				
4 Other Charges				
Employee Fringe Benefits				
Employee Retirement	\$611,037	\$817,929	\$887,193	887,193
Employee Social Security	594,640	801,728	750,681	819,944
Insurance - Life	8,401	8,328	7,256	7,256
Insurance - Long Term Disability	591	607	474	474
Insurance - Optical	9,043	9,960	546	546
Insurance - Medical	1,001,337	1,056,607	1,305,343	6,309,431
Insurance - Worker's Compensatio	32,994	33,174	30,769	27,857
Insurance - Dental	33,732	42,404	42,649	42,649
Object Total	<u>2,291,775</u>	<u>2,770,737</u>	<u>3,024,911</u>	<u>8,095,350</u>
 TOTAL FIXED CHARGES	 \$2,291,775	 \$2,770,737	 \$3,024,911	 \$8,095,350

FIXED CHARGES

This category consists of charges for the employer's share of retirement, social security, term life insurance, worker's compensation, health insurance and sick leave pay. The costs for local school agency's general insurance activity is also recorded in this category. Costs include coverage for building, contents and liability.

OTHER CHARGES	APPROVED BUDGET						
<p>Tuition Reimbursement Professional and classified employees are eligible for reimbursement for advanced study and training as per the terms of the respective negotiated agreement.</p>	<p>Unrestricted 1,400,000</p>						
<p>Employee Retirement/Pension Provides funds for the employer's share of contributions to the State Teacher's and Employee Retirement System and Employee Pension System.</p>	<p>Restricted/ Unrestricted 3,756,551</p>						
<p>Employee Social Security This account includes the required employer contributions for all employees.</p>	<p>Restricted/ Unrestricted 15,574,387</p>						
<p>Sick Leave Conversion Provides funds for sick leave conversion at retirement or death per terms of the negotiated agreement.</p>	<p>Unrestricted 1,536,650</p>						
<p>Insurance/Employee Fringe Benefits This item includes the cost of the general liability business insurance program coverages. This item also includes the costs of insurance premiums for employees' health, life and worker's compensation insurance, unemployment insurance benefits, and medical insurance for retirees.</p>	<table border="0"> <tr> <td style="padding-left: 40px;">Insurance</td> <td align="right">203,475</td> <td></td> </tr> <tr> <td style="padding-left: 40px;">Employee Fringe Benefits</td> <td align="right"><u>45,024,468</u></td> <td align="right">45,227,943</td> </tr> </table>	Insurance	203,475		Employee Fringe Benefits	<u>45,024,468</u>	45,227,943
Insurance	203,475						
Employee Fringe Benefits	<u>45,024,468</u>	45,227,943					
<p>Short Term Interest Johnson Control Energy Savings Equipment Payments</p>	<p>Unrestricted 218,419</p>						
<p>Flexible Benefit Administration Payments to insurance carrier for annual plan documentation to meet the Internal Revenue Service regulations. Payments to the insurance carrier to maintain Flexible Spending Accounts for all employees. Payments to the consultant for annual review of the fringe benefits offered to employees.</p>	<p>Unrestricted 100,000</p>						
<p>Miscellaneous Other Charges Payments for inoculations for employees at-risk to exposure.</p>	<p>Unrestricted <u>5,000</u></p>						
TOTAL FIXED CHARGES	\$67,818,950						

Carroll County Public Schools

Westminster, Maryland 21157

Community Services Category 10

Community services includes the cost for the school system to provide activities for the community or some segment of the community. Included are public school evening activities, adult education programs/activities not directly related to the instruction of students such as community recreation programs and civic activities. Three types of salaries which fall into community services are the prorated portion of the normal salaries of regular day school employees, additional salaries paid to regular day school employees for community services, and salaries of personnel employed specifically for some community service activity.

Unrestricted Fund Summary	Actual 09-10	Approved 10-11	Approved 11-12	Approved Increase/ (Decrease)	% Change
10 Community Services					
1 Salaries	\$219,673	\$315,000	\$315,000	\$0	0.00%
	\$219,673	\$315,000	\$315,000	\$0	0.00%
Restricted Fund Summary					
10 Community Services					
1 Salaries	\$1,435	\$1,000	\$0	(\$1,000)	-100.00%
2 Contracted Services	\$6,323	\$2,925	\$0	(\$2,925)	-100.00%
3 Supplies/Materials	\$3,130	\$0	\$0	\$0	0.00%
4 Other Charges	\$375	\$20,000	\$31,000	\$11,000	55.00%
	\$11,263	\$23,925	\$31,000	\$7,075	29.57%

Category 10 - Community Services
Changes - FY 2012

Non-Restricted Budget Changes

none \$ _____ -

Total Non-Restricted Change - Category 10 - Community Services -

Restricted Budget Net Increase - Category 10 - Community Services 7,075

TOTAL INCREASE - Category 10 - Community Services \$ 7,075

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
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COMMUNITY SERVICES

Positions

None

1 Salaries and Wages

Overtime Classified

\$219,673

\$315,000

\$315,000

315,000

Object Total

\$219,673

\$315,000

\$315,000

315,000

TOTAL COMMUNITY SERVICES

\$219,673

\$315,000

\$315,000

\$315,000

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - RESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
COMMUNITY SERVICES				
Positions				
None				
1 Salaries and Wages				
Temporary Classified	\$1,435	\$1,000	\$0	\$0
Object Total	<u>1,435</u>	<u>1,000</u>	<u>0</u>	<u>0</u>
2 Contracted Services				
Medical and Dental Fees	257	0	0	0
Other Contracted Services	6,066	2,925	0	0
Object Total	<u>6,323</u>	<u>2,925</u>	<u>0</u>	<u>0</u>
3 Supplies and Materials				
Clothing and Footwear	1,891	0	0	0
Food	300	0	0	0
General Supplies	150	0	0	0
Other Non-Instr Suppl & Matls	788	0	0	0
Object Total	<u>3,130</u>	<u>0</u>	<u>0</u>	<u>0</u>
4 Other Charges				
Admission Fees	175	0	0	0
Donations/Memorials	200	0	0	0
Miscellaneous - Other Charges	0	20,000	21,000	31,000
Object Total	<u>375</u>	<u>20,000</u>	<u>21,000</u>	<u>31,000</u>
TOTAL COMMUNITY SERVICES	\$11,263	\$23,925	\$21,000	\$31,000

COMMUNITY SERVICES

The category of Community Services consists of those activities which are not directly related to the program of education for students. Salaries of employees are specifically identified as related to Community Services activities (community recreation, civic activities, community welfare activities).

APPROVED BUDGET

SALARIES AND WAGES

Overtime Classified

Overtime payments to non-exempt employees who provide custodial support and building security for community activities.

Unrestricted 315,000

TOTAL SALARIES AND WAGES

\$ 315,000

OTHER CHARGES

Miscellaneous: Other Charges

Various Grants Carryover (#800) Restricted 31,000

TOTAL OTHER CHARGES

31,000

TOTAL COMMUNITY SERVICES

\$346,000

Carroll County Public Schools

Westminster, Maryland 21157

Capital Outlay Category 11

Capital outlay includes those activities associated with the cost of directing/managing the acquisition, construction and renovations of land, buildings and equipment. Included are expenditures for land, buildings, improvement of grounds and buildings, construction or remodeling of buildings and additions, and installation and extension of service systems and other built-in equipment not included in the capital improvement program budget.

Unrestricted Fund Summary	Actual 09-10	Approved 10-11	Approved 11-12	Approved Increase/ (Decrease)	% Change
11 Capital Outlay					
1 Salaries	\$766,766	\$766,766	\$766,766	\$0	0.00%
2 Contracted Services	\$36,558	\$62,640	\$61,640	(\$1,000)	-1.60%
3 Supplies/Materials	\$4,947	\$8,035	\$8,035	\$0	0.00%
4 Other Charges	\$15,981	\$15,106	\$16,106	\$1,000	6.62%
	\$824,252	\$852,547	\$852,547	\$0	0.00%
Restricted Fund Summary					
11 Capital Outlay					
6 Land, Bldg, Equip Replacement	\$75,000	\$0	\$0	\$0	0.00%
	\$75,000	\$0	\$0	\$0	0.00%

Category 11 - Capital Outlay
Changes - FY 2012

Non-Restricted Budget Changes

none \$ _____ -

Total Non-Restricted Change - Category 11 - Capital Outlay -

Restricted Budget Net Change - Category 11 - Capital Outlay _____ -

TOTAL CHANGE - Category 11 - Capital Outlay \$ -

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
CAPITAL OUTLAY				
Positions				
1. Exempt	7.00	7.00	7.00	7.00
2. Non-Exempt	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total	9.00	9.00	9.00	9.00
1 Salaries and Wages				
Regular Classified	\$73,987	\$73,987	\$73,987	\$73,987
Longevity Classified	1,370	1,370	1,370	1,370
Regular Professional	691,019	691,019	691,019	691,019
Classified Educational Add-Ons	300	300	300	300
Insurance Opt-Out	<u>90</u>	<u>90</u>	<u>90</u>	<u>90</u>
Object Total	766,766	766,766	766,766	766,766
2 Contracted Services				
Printing and Binding	122	140	140	140
Advertising	337	2,000	1,000	1,000
Consultants	7,340	35,000	35,000	35,000
Other Contracted Services	<u>28,759</u>	<u>25,500</u>	<u>25,500</u>	<u>25,500</u>
Object Total	36,558	62,640	61,640	61,640
3 Supplies and Materials				
Office Supplies	4,371	7,335	7,335	7,335
Books & Periodicals	0	500	500	500
Food	<u>576</u>	<u>200</u>	<u>200</u>	<u>200</u>
Object Total	4,947	8,035	8,035	8,035
4 Other Charges				
Local Mileage Reimbursement	9,026	7,576	7,576	7,576
License Fees	126	0	0	0
Dues	2,214	3,130	3,130	3,130
Conferences & Trainings	<u>4,615</u>	<u>4,400</u>	<u>5,400</u>	<u>5,400</u>
Object Total	15,981	15,106	16,106	16,106
TOTAL CAPITAL OUTLAY	\$824,252	\$852,547	\$852,547	\$852,547

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - RESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
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CAPITAL OUTLAY

6 Equipment Replacement				
Classroom Furniture & Equipment	\$75,000	\$0	\$0	\$0
Object Total	75,000	0	0	0
 TOTAL CAPITAL OUTLAY	 \$75,000	 \$0	 \$0	 \$0

CAPITAL OUTLAY

The Capital Outlay category consists of activities concerned with the cost of directing and managing the acquisition, construction and renovations of land, buildings and equipment. In this section, costs are included for site acquisition and improvement services; architectural and engineering services; educational specifications; development services; and building acquisition, construction and improvement services.

SALARIES AND WAGES		APPROVED <u>BUDGET</u>
Existing Positions Professional	Full-Time <u>Equivalent</u>	
Director of Facilities	1.00	
Supervisor - Construction	1.00	
Construction Project Manager	4.00	
Facilities Planner	<u>1.00</u>	
Total Existing Professional Positions	7.00	691,019
Existing Positions Classified		
Director's Secretary	1.00	
Secretary III - 12 Month	<u>1.00</u>	
Total Existing Classified Positions	2.00	<u>73,987</u>
Total Professional and Classified Positions	9.00	765,006
Other Salaries and Wages		
Classified Longevity		1,370
Classified Educational Add-Ons		300
Insurance Opt-Out		<u>90</u>
TOTAL SALARIES AND WAGES		766,766

CONTRACTED SERVICES

Printing and Binding	140
To fund forms for School Facilities.	
Advertising	1,000
To support bidding of Aging School and other projects funded thru grants.	

CAPITAL OUTLAY

**APPROVED
BUDGET**

CONTRACTED SERVICES - continued

Consultants

To fund feasibility studies and scope studies including structural investigations, subfloor investigation, design, surveying, and scheduling services, and geotechnical investigations to support paving and resurfacing projects.

35,000

Other Contracted Services

25,500

TOTAL CONTRACTED SERVICES

61,640

SUPPLIES AND MATERIALS

Office Supplies

Paper, forms, stationery and general supplies to be used by the Capital Outlay staff.

7,335

Books and Periodicals

Purchase of books and periodicals for use within Capital Outlay.

500

Food

Payments for food purchased in connection with meetings held by Capital Outlay.

200

TOTAL SUPPLIES AND MATERIALS

8,035

OTHER CHARGES

Local Mileage Reimbursement

To reimburse personnel for fulfilling assigned duties.

7,576

Dues

Payments for participation in professional organizations.

3,130

Conferences & Trainings

Costs of attending conferences, meetings, in-services, training and other professional development.

5,400

TOTAL OTHER CHARGES

16,106

TOTAL CAPITAL OUTLAY

\$852,547

Carroll County Public Schools

Westminster, Maryland 21157

Mid-Level Administration

Category 12

Mid-Level Administration includes the administration and supervision of the school system's instructional programs and activities. The following areas are included:

- **Office of the Principal** - activities concerned with managing the operation of all schools, including duties performed by the principal, assistant principals, office staff, school communication costs and graduation expenses.
- **Instructional Administration and Supervision** - activities which enhance instruction and assist instructional staff in planning, developing and evaluating the process of providing learning experiences for students. Included are:
 - **Instructional Program Direction and Improvement** – activities associated with directing, managing, supervising and evaluating the non-career and technology instructional program.
 - **Career & Technology Program Direction and Improvement** - activities associated with directing, managing, supervising and evaluating the career and technology instructional program.
 - **Professional Media Support Services** - activities associated with directing and supervising educational media services.

Unrestricted Fund Summary	Actual 09-10	Approved 10-11	Approved 11-12	Approved Increase/ (Decrease)	% Change
12 Mid-Level Administration					
1 Salaries	\$22,408,198	\$21,465,711	\$21,469,564	\$3,853	0.02%
2 Contracted Services	\$189,524	\$294,178	\$279,946	(\$14,232)	-4.84%
3 Supplies/Materials	\$353,417	\$293,005	\$412,727	\$119,722	40.86%
4 Other Charges	\$422,532	\$453,060	\$692,512	\$239,452	52.85%
5 Land, Bldg, Equip Additional	\$41,468	\$21,100	\$36,000	\$14,900	70.62%
6 Land, Bldg, Equip Replacement	\$195,941	\$5,800	\$10,000	\$4,200	72.41%
	\$23,611,080	\$22,532,854	\$22,900,749	\$367,895	1.63%
Restricted Fund Summary					
12 Mid-Level Administration					
1 Salaries	\$262,083	\$172,238	\$175,705	\$3,467	2.01%
2 Contracted Services	\$44,861	\$13,000	\$8,500	(\$4,500)	-34.62%
3 Supplies/Materials	\$17,830	\$120,500	\$6,210	(\$114,290)	-94.85%
4 Other Charges	\$88,003	\$462,664	\$318,338	(\$144,326)	-31.19%
5 Land, Bldg, Equip Additional	\$0	\$10,000	\$0	(\$10,000)	-100.00%
6 Land, Bldg, Equip Replacement	\$0	\$35,000	\$0	(\$35,000)	-100.00%
	\$412,777	\$813,402	\$508,753	(\$304,649)	-37.45%

Category 12 - Mid Level Administration Changes - FY 2012

Non-Restricted Budget Changes

1. Elimination of 3.0 FTE clerical positions within central office	\$	(120,000)
2. Elimination of Supervisor of K-12 Reading position (1.0 FTE)		(119,439)
3. Elimination of Coordinator of Substance Abuse Education position (0.6 FTE)		(53,431)
4. Reduction of Coordinator of Community & Business Partnerships position to 0.5 FTE (0.5 FTE reduction)		(43,375)
5. Changes in contracted services including printing, consultants, and rental of business machines		(14,232)
6. Increase in hiring turnover		(12,000)
7. Reductions in office furniture and equipment		(10,900)
8. Reduction for savings from one-day reduction to work year for 10-month CASE bargaining group employees		(8,000)
9. Changes in supplies & materials including office supplies, books, and food		(578)
10. Changes in other charges including mileage, postage, dues, subscriptions, and conferences		1,356
11. Changes in salaries due to turnover		360,098
12. Move computer equipment, communications, and supplies and materials back from restricted budget (State Fiscal Stabilization Fund)		<u>388,396</u>
Total Non-Restricted Increase - Category 12 - Mid Level Administration		367,895
Restricted Budget Net Decrease - Category 12 - Mid Level Administration		<u>(304,649)</u>
TOTAL INCREASE - Category 12 - Mid Level Administration \$		63,246

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
MID-LEVEL ADMINISTRATION				
Positions				
1. Exempt	157.85	149.45	151.75	151.75
2. Non-Exempt	180.90	184.70	180.70	177.70
Total Positions	<u>338.75</u>	<u>334.15</u>	<u>332.45</u>	<u>329.45</u>
1 Salaries and Wages				
Regular Classified	\$6,119,184	\$6,225,019	\$6,204,552	\$6,076,552
Temporary Classified	77,963	99,829	99,829	99,829
Overtime Classified	23,329	12,200	12,200	12,200
Longevity Classified	20,043	19,780	21,150	21,150
Vacation Payoff	220,307	190,000	190,000	190,000
Substitute Employees	476	0	0	0
Regular Professional	15,682,932	14,861,906	15,012,444	15,012,444
Temporary Professional	201,958	193,748	202,485	202,485
All Other Add-On Salaries	25,320	25,680	27,120	27,120
Student Service Coordinator/SIT	3,144	3,177	4,192	4,192
Classified Educational Add-Ons	16,903	17,520	17,520	17,520
Insurance Opt-Out	16,639	16,404	17,624	17,624
Hiring Turnover (F.T.E.)	0	(199,552)	(199,552)	(211,552)
Object Total	<u>22,408,198</u>	<u>21,465,711</u>	<u>21,609,564</u>	<u>21,469,564</u>
2 Contracted Services				
Maintenance & Repair of Equipment	220	0	0	0
Printing & Binding	66,724	90,425	86,585	86,585
Advertising	397	525	525	525
Rental of Business Machines	92,329	95,276	100,832	100,832
Consultants	9,780	13,000	11,000	11,000
Other Contracted Services	20,074	94,952	81,004	81,004
Object Total	<u>189,524</u>	<u>294,178</u>	<u>279,946</u>	<u>279,946</u>
3 Supplies and Materials				
Office Supplies	213,737	247,870	242,942	242,942
Clothing & Footwear	159	0	0	0
Books & Periodicals	14,277	15,645	16,845	16,845
Food	20,022	18,350	16,700	18,100
Library Media	3,295	5,000	5,000	5,000
General Supplies	6,292	0	0	0
Library Media Supplies	2,235	2,240	2,240	2,240
Computer Equipment < \$5,000	63,375	0	120,300	120,300
Sensitive Items Non-I.T.	14,892	0	3,500	3,500
Misc. Non-Instr. Materials & Supplies	15,133	3,900	5,200	3,800
Object Total	<u>353,417</u>	<u>293,005</u>	<u>412,727</u>	<u>412,727</u>

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
MID-LEVEL ADMINISTRATION - continued				
4 Other Charges				
Local Mileage Reimbursement	92,933	101,441	107,016	107,016
License Fees	4,965	32,000	32,000	32,000
Communications	150,703	76,904	315,000	315,000
Postage	104,433	111,395	112,275	112,275
Dues	26,022	36,530	37,053	37,053
Subscriptions	8,890	9,225	7,545	7,545
Conferences & Trainings	29,380	80,565	76,373	76,373
Accreditation Expenses	0	5,000	5,000	5,000
Donations/Memorials	193	0	250	250
Miscellaneous - Other Charges	5,013	0	0	0
Object Total	<u>422,532</u>	<u>453,060</u>	<u>692,512</u>	<u>692,512</u>
5 Equipment Additional				
Office Furniture & Equipment	202	6,100	0	0
Office Machines	0	15,000	16,000	16,000
Data Processing Equipment	22,905	0	20,000	20,000
Motor Vehicles	18,361	0	0	0
Object Total	<u>41,468</u>	<u>21,100</u>	<u>36,000</u>	<u>36,000</u>
6 Equipment Replacement				
Office Furniture & Equipment	0	5,800	0	0
Office Machines	0	0	0	0
Data Processing Equipment	195,941	0	10,000	10,000
Object Total	<u>195,941</u>	<u>5,800</u>	<u>10,000</u>	<u>10,000</u>
TOTAL MID-LEVEL ADMINISTRATION	\$23,611,080	\$22,532,854	\$23,040,749	\$22,900,749

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - RESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
MID-LEVEL ADMINISTRATION				
Positions				
1. Exempt	2.60	3.10	1.70	1.70
2. Non-Exempt	1.00	1.00	0.00	0.00
Total Positions	<u>3.60</u>	<u>4.10</u>	<u>1.70</u>	<u>1.70</u>
1 Salaries and Wages				
Regular Classified	\$24,019	\$0	\$0	0
Temporary Classified	100	0	0	0
Regular Professional	221,625	162,013	127,013	127,013
Temporary Professional	15,649	10,225	5,526	42,217
Substitute Employees	690	0	0	6,475
Object Total	<u>262,083</u>	<u>172,238</u>	<u>132,539</u>	<u>175,705</u>
2 Contracted Services				
Consultants	23,189	8,000	0	0
Other Contracted Services	21,672	5,000	8,500	8,500
Object Total	<u>44,861</u>	<u>13,000</u>	<u>8,500</u>	<u>8,500</u>
3 Supplies and Materials				
Office Supplies	207	0	300	300
Books & Periodicals	1,915	0	499	5,127
Food	556	500	783	783
Computer Equipment < \$ 5,000	15,152	120,000	0	0
Other Non-Instr Sup & Mat	0	0	0	0
Object Total	<u>17,830</u>	<u>120,500</u>	<u>1,582</u>	<u>6,210</u>
4 Other Charges				
Local Mileage Reimbursement	4,705	5,568	2,500	2,500
Communications	65,572	238,096	0	0
Postage	1,434	700	1,187	1,187
Dues	30	0	0	0
Subscriptions	2,576	1,000	3,000	3,000
Conferences & Trainings	12,686	13,800	8,151	8,151
Miscellaneous - Other Charges	1,000	203,500	203,500	303,500
Object Total	<u>88,003</u>	<u>462,664</u>	<u>218,338</u>	<u>318,338</u>
5 Equipment Additional				
Data Processing Equipment	0	10,000	0	0
Object Total	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>0</u>
5 Equipment Replacement				
Data Processing Equipment	0	35,000	0	0
Object Total	<u>0</u>	<u>35,000</u>	<u>0</u>	<u>0</u>
TOTAL MID-LEVEL ADMINISTRATION	\$412,777	\$813,402	\$360,959	\$508,753

CARROLL COUNTY PUBLIC SCHOOLS

Category: MID-LEVEL ADMINISTRATION

Table 8

Program: OFFICE OF THE PRINCIPAL

Service Area: BASIC/SUPPLEMENTAL PROGRAMS

	Approved Budget 2010-11	Approved Budget 2011-12
Positions		
1 Professional	104.00	106.00
2 Classified	<u>158.70</u>	<u>154.70</u>
TOTAL F.T.E. POSITIONS	262.70	260.70
SALARIES AND WAGES		
Regular Professional	10,049,482	10,225,592
Regular Classified	5,224,287	5,194,801
Temporary Classified	46,989	46,989
Longevity Classified	600	600
Vacation Payoff	190,000	190,000
Educational Add-Ons	25,200	25,680
Temporary Professional	31,081	31,043
Student Service Coordinator/SIT	3,177	4,192
Classified Add-Ons	15,020	15,020
Insurance Opt-Out	15,094	15,094
Hiring Turnover (F.T.E.)	<u>(199,552)</u>	<u>(211,552)</u>
TOTAL SALARIES AND WAGES	15,401,378	15,537,459
CONTRACTED SERVICES		
Printing and Binding	87,425	83,785
Business Machines Rental	88,276	93,432
Consultants	3,000	0
Other Contracted Services	<u>75,448</u>	<u>75,500</u>
TOTAL CONTRACTED SERVICES	254,149	252,717
SUPPLIES AND MATERIALS		
Office Supplies	136,635	131,089
Books and Periodicals	5,400	10,792
Food	13,150	11,883
Computer Equipment < \$5,000	100,000	100,300
Sensitive Items - Non-I.T.	0	3,500
Other Non-Instructional Supplies	<u>2,200</u>	<u>3,500</u>
TOTAL SUPPLIES AND MATERIALS	257,385	261,064

CARROLL COUNTY PUBLIC SCHOOLS

Category: MID-LEVEL ADMINISTRATION
Program: OFFICE OF THE PRINCIPAL
Service Area: BASIC/SUPPLEMENTAL PROGRAMS

Table 8

	Approved Budget 2010-11	Approved Budget 2011-12
OTHER CHARGES		
Local Mileage Reimbursement	37,752	38,875
License Fees	32,000	32,000
Communications	315,000	315,000
Postage	105,875	108,462
Dues and Subscriptions	29,660	30,310
Conferences and Trainings	44,825	43,101
Accreditation Expenses	5,000	5,000
Donations/Memorials	0	250
Miscellaneous Other Charges	<u>1,000</u>	<u>1,000</u>
TOTAL OTHER CHARGES	571,112	573,998
EQUIPMENT ADDITIONAL		
Office Furniture and Equipment	6,100	0
Office Machines	15,000	16,000
Data Processing Equipment	<u>0</u>	<u>10,000</u>
TOTAL EQUIPMENT ADDITIONAL	21,100	26,000
EQUIPMENT REPLACEMENT		
Office Furniture and Equipment	5,800	0
Data Processing Equipment	<u>35,000</u>	<u>10,000</u>
TOTAL EQUIPMENT REPLACEMENT	40,800	10,000
 TOTAL OFFICE OF THE PRINCIPAL	 16,545,924	 16,661,238

MID-LEVEL ADMINISTRATION

**OFFICE OF THE PRINCIPAL
BASIC/SUPPLEMENTAL PROGRAMS**

In this section, rationale for the approved budget for the Office of the Principal is summarized.

SALARIES AND WAGES	Full-Time Equivalent	APPROVED BUDGET
Professional Positions (Unrestricted)		
Principal - Elementary	23.00	
Principal - Middle	9.00	
Principal - High	8.00	
Principal - Gateway	1.00	
Supervisor - Outdoor School	1.00	
Assistant Principal - Elementary Schools	24.00	
Assistant Principal - Middle Schools	12.00	
Assistant Principal - High Schools	19.00	
Coordinator - Facility Use/Activities/Athletics	<u>8.00</u>	
	105.00	10,149,471
Professional Position (Restricted)		
Judy Center Coordinator	<u>1.00</u>	<u>76,121</u>
Total Existing Professional Positions	106.00	10,225,592
Classified Positions (Unrestricted)		
Data Clerk II - 10 Month	13.50	
Data Clerk II - 12 Month	1.00	
Clerk I - 10 Month	11.20	
Clerk I - 12 Month	1.50	
Clerk II - 10 Month	24.00	
Clerk II - 12 Month	59.50	
Registrar II - 12 Month	3.00	
Secretary III - 12 Month	1.00	
School Secretary IV - 12 Month	<u>40.00</u>	
Total Existing Classified Positions	154.70	<u>5,194,801</u>
Total Professional and Classified Positions	260.70	15,420,393
Temporary Classified		
Salaries to non-exempt employees for services rendered on an intermittent or short term basis.		
a. Director of High Schools	Unrestricted	10,700
b. Director of Middle Schools	Unrestricted	4,494
c. Middle School - Temporary Clerical (#356)	Unrestricted	<u>31,795</u>
		46,989
Exempt Staff Vacation Payoff	Unrestricted	190,000
Temporary Professional		
Salaries to exempt employees for services rendered on an intermittent or short term basis. Many of these individuals are assigned to special projects which are funded by federal/state monies.		
Employees are paid on an hourly basis to provide the following educational services.		
a. Judith P. Hoyer Early Learning Center (#036)	Unrestricted	11,930
b. Student Support Center (#081)	Unrestricted	<u>19,113</u>
		31,043

MID-LEVEL ADMINISTRATION

OFFICE OF THE PRINCIPAL BASIC/SUPPLEMENTAL PROGRAMS SALARIES AND WAGES - continued	APPROVED BUDGET
<p>Longevity Classified To comply with the longevity provision in the Master Agreement between the Board of Education and non-exempt employees.</p>	600
<p>Educational Add-Ons - Professional/Classified To comply with the add-on provision in the Master Agreement between the Board of Education and exempt/non-exempt employees.</p>	40,700
<p>Student Service Coordinator/SIT</p>	4,192
<p>Insurance Opt-Out Reimbursement to employees who elect to opt-out of the Board's insurance program.</p>	15,094
<p>Hiring Turnover (F.T.E.) Amount reflects anticipated turnover of mid-level positions.</p>	<u>(211,552)</u>
TOTAL SALARIES AND WAGES	15,537,459
CONTRACTED SERVICES	
Printing and Binding	
Printing of special brochures, forms, letterhead, flyers	
a. Schools	Unrestricted 50,715
b. Director of High Schools	Unrestricted 1,050
c. Director of Elementary Schools	Unrestricted 17,000
d. Technology Services	Unrestricted 15,000
e. Summer School: Middle (#223)	Unrestricted <u>20</u>
	83,785
Business Machine Rentals	
Payments on lease purchase agreements for business machines used in the Office of the Principal.	
a. Schools	Unrestricted 93,432
Other Contracted Services	
a. High School	Unrestricted 100
b. Management Information Systems to contract for network solutions and Rediker - annual update and support Schedule Pro Maintenance	Unrestricted 75,000
c. School/Community/Family Partnership	Unrestricted <u>400</u>
	<u>75,500</u>
TOTAL CONTRACTED SERVICES	252,717

MID-LEVEL ADMINISTRATION

**APPROVED
BUDGET**

**OFFICE OF THE PRINCIPAL
BASIC/SUPPLEMENTAL PROGRAMS
SUPPLIES AND MATERIALS**

Office Supplies

Paper, stationery and general office supplies to be used in each school and special projects.

a. Schools	Unrestricted	128,304
b. Gateway School	Unrestricted	1,900
c. Summer School: High (#033)	Unrestricted	115
d. Student Support Center (#081)	Unrestricted	440
e. Carroll County Student Government Association (#098)	Unrestricted	230
f. Summer School: Middle (#223)	Unrestricted	<u>100</u>

131,089

Books and Periodicals

Purchase of books and periodicals for principals, assistant principals, coordinators and office staff

a. Schools	Unrestricted	7,600
b. RTTT: Y2 Training Teacher Evaluation (#737)	Restricted	<u>3,192</u>

10,792

Food

a. NCLB Title I-A: Targeted Assistance (#020)	Restricted	283
b. Judith P. Hoyer Early Learning Center (#046)	Restricted	500
c. Schools (Elementary, Middle, High)	Unrestricted	10,600
d. Gateway	Unrestricted	200
e. School/Community/Family Partnership	Unrestricted	200
f. Outdoor School (#016)	Unrestricted	<u>100</u>

11,883

Computer Equipment < \$5,000

a. Technology Services	Unrestricted	
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100,300

Sensitive Items - Non-I.T.

a. Elementary School	Unrestricted	
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3,500

Other Non-Instructional Supplies

Miscellaneous needs and other program expenses

a. Schools	Unrestricted	2,500
b. Gateway School	Unrestricted	<u>1,000</u>

3,500

TOTAL SUPPLIES AND MATERIALS

261,064

MID-LEVEL ADMINISTRATION

**APPROVED
BUDGET**

**OFFICE OF THE PRINCIPAL
BASIC/SUPPLEMENTAL PROGRAMS
OTHER CHARGES**

Local Mileage Reimbursement

Reimbursement to employees in order to carry out their assigned duties.

a.	Judith P. Hoyer Early Learning Center (#046)	Restricted	1,500	
b.	Schools (office/administrative personnel)	Unrestricted	33,475	
c.	Gateway School	Unrestricted	700	
d.	Outdoor School (#016)	Unrestricted	<u>3,200</u>	
				38,875

License Fees

a.	Technology Services	Unrestricted		32,000
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Communications

Services associated with the transmitting and receiving messages and information including telephone and modem. Telephone service for non-school and warehousing operations.

a.	Technology Services	Unrestricted		315,000
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Postage

Postage expenses for all schools and projects

a.	NCLB Title I-A: Targeted Assistance (#020)	Restricted	794	
b.	Judith P. Hoyer Early Learning Center (#036)	Restricted	393	
c.	Schools	Unrestricted	105,350	
d.	Gateway School	Unrestricted	1,800	
e.	Families Learning Together (#031)	Unrestricted	<u>125</u>	
				108,462

Dues and Subscriptions

Payment for membership in professional organizations and for professional publications

a.	Schools (Elementary, Middle, High)	Unrestricted	17,910	
b.	Gateway School	Unrestricted	1,000	
c.	A & S Professional Development (#019)	Unrestricted	<u>11,400</u>	
				30,310

Conferences & Trainings

Costs of attending conferences, meetings, in-services, training and other professional development.

a.	NCLB Title I-A: Targeted Assistance (#020)	Restricted	351	
b.	Judith P. Hoyer Early Learning Center (#036)	Restricted	1,500	
c.	School Administrators - Elementary	Unrestricted	2,050	
d.	School Administrators - Middle	Unrestricted	1,350	
e.	School Administrators - High	Unrestricted	500	
f.	Gateway School	Unrestricted	750	
g.	Student Personnel Services	Unrestricted	300	
h.	Minority Achievement/Intervention Programs	Unrestricted	800	
i.	Outdoor School (#016)	Unrestricted	1,000	
j.	A & S Professional Development (#019)	Unrestricted	31,000	
k.	Teacher Development (#055)	Unrestricted	2,000	
l.	Local Intervention Initiatives - Targeted Poverty (#325)	Unrestricted	<u>1,500</u>	
				43,101

MID-LEVEL ADMINISTRATION

OFFICE OF THE PRINCIPAL BASIC/SUPPLEMENTAL PROGRAMS OTHER CHARGES - continued	APPROVED <u>BUDGET</u>
Accreditation Expenses	
a. Director: High Schools	Unrestricted 5,000
Donations/Memorials	
a. High School	Unrestricted 250
Miscellaneous: Other Charges	
a. CCPS Educational Foundation Grants (#804)	Restricted <u>1,000</u>
TOTAL OTHER CHARGES	573,998
 EQUIPMENT ADDITIONAL	
Office Machines	
a. Regular Education - High School	Unrestricted 16,000
Data Processing Equipment	
a. Technology Services	Unrestricted <u>10,000</u>
TOTAL EQUIPMENT ADDITIONAL	26,000
 EQUIPMENT REPLACEMENT	
Data Processing Equipment	
a. Technology Services	Unrestricted <u>10,000</u>
TOTAL EQUIPMENT REPLACEMENT	10,000
 TOTAL OFFICE OF THE PRINCIPAL	 \$16,661,238

CARROLL COUNTY PUBLIC SCHOOLS

Category: MID-LEVEL ADMINISTRATION
Program: OFFICE OF THE PRINCIPAL
Service Area: CAREER TECHNOLOGY PROGRAMS

Table 9

	Approved Budget 2010-11	Approved Budget 2011-12
Positions		
1 Professional	2.00	2.00
2 Classified	<u>3.00</u>	<u>3.00</u>
TOTAL F.T.E. POSITIONS	5.00	5.00
SALARIES AND WAGES		
Regular Professional	197,178	197,178
Regular Classified	102,477	102,477
Classified Add-Ons	200	200
Educational Add-Ons	<u>480</u>	<u>480</u>
TOTAL SALARIES AND WAGES	300,335	300,335
CONTRACTED SERVICES		
Printing and Binding	1,500	1,200
Rental of Business Machines	<u>1,100</u>	<u>1,500</u>
TOTAL CONTRACTED SERVICES	2,600	2,700
SUPPLIES AND MATERIALS		
Office Supplies	<u>3,532</u>	<u>3,500</u>
TOTAL SUPPLIES AND MATERIALS	3,532	3,500
OTHER CHARGES		
Local Mileage Reimbursement	500	500
Postage	<u>5,700</u>	<u>5,000</u>
TOTAL OTHER CHARGES	6,200	5,500
TOTAL CAREER/TECHNOLOGY	312,667	312,035

MID-LEVEL ADMINISTRATION

**OFFICE OF THE PRINCIPAL
CAREER/TECHNOLOGY PROGRAMS**

In this section, rationale for the approved budget for the Office of the Principal Program in the Career/Technology Service Area is summarized.

	Full-Time Equivalent	APPROVED BUDGET
SALARIES AND WAGES		
Professional Positions (Unrestricted)		
Principal - Career & Technology Center	1.00	
Assistant Principal - Career & Technology Center	<u>1.00</u>	
Total Existing Professional Positions	2.00	197,178
Classified Positions (Unrestricted)		
Clerk II - 12 Month	2.00	
School Secretary IV - 12 Month	<u>1.00</u>	
Total Existing Classified Positions	3.00	<u>102,477</u>
Total Existing Professional and Classified Positions	5.00	299,655
Professional Add-Ons		480
Classified Add-Ons		<u>200</u>
TOTAL SALARIES AND WAGES		300,335
CONTRACTED SERVICES		
Printing and Binding		
Printing of special brochures, forms, letterhead, flyers for the Career/Technology Program		
a. Perkins Title I-C: Program Improvement (#029)	Unrestricted	1,200
Rental of Business Machines		
a. Perkins Title I-C: Program Improvement (#029)	Unrestricted	<u>1,500</u>
TOTAL CONTRACTED SERVICES		2,700
SUPPLIES AND MATERIALS		
Office Supplies		
a. Perkins Title I-C: Program Improvement (#029)	Unrestricted	<u>3,500</u>
TOTAL SUPPLIES AND MATERIALS		3,500
OTHER CHARGES		
Local Mileage Reimbursement		
a. Perkins Title I-C: Program Improvement (#029)	Unrestricted	500
Postage		
Postage expenses for the Career/Technology Programs		
a. Perkins Title I-C: Program Improvement (#029)	Unrestricted	<u>5,000</u>
TOTAL OTHER CHARGES		5,500
TOTAL OFFICE OF THE PRINCIPAL - CAREER/TECHNOLOGY SERVICE AREA		\$312,035

CARROLL COUNTY PUBLIC SCHOOLS

Category: MID-LEVEL ADMINISTRATION Table 10
Program: INSTRUCTIONAL ADMINISTRATION AND SUPERVISION
Service Area: INSTRUCTIONAL PROGRAMS DIRECTION AND IMPROVEMENT

	Approved Budget 2010-11	Approved Budget 2011-12
Positions		
1 Professional	42.55	40.45
2 Classified	<u>20.00</u>	<u>16.00</u>
TOTAL F.T.E. POSITIONS	62.55	56.45
SALARIES AND WAGES		
Regular Professional	4,373,937	4,238,737
Regular Classified	722,331	603,349
Temporary Classified	12,840	12,840
Overtime Classified	5,200	5,200
Longevity Classified	19,180	20,550
Classified Add-ons	2,300	2,300
Educational Add-Ons	0	960
Temporary Professional	161,632	201,599
Substitute Employees	0	6,475
Insurance Opt-Out	<u>90</u>	<u>1,310</u>
TOTAL SALARIES AND WAGES	5,297,510	5,093,320
CONTRACTED SERVICES		
Printing and Binding	1,500	1,500
Advertising	525	525
Rental of Business Machines	5,900	5,900
Consultants	18,000	11,000
Other Contracted Services	<u>12,504</u>	<u>14,004</u>
TOTAL CONTRACTED SERVICES	38,429	32,929
SUPPLIES AND MATERIALS		
Office Supplies	90,276	91,326
Books and Periodicals	9,695	10,630
Food	4,700	6,000
Computer Equipment < \$5,000	20,000	20,000
Other Non-Instructional Supplies	<u>1,400</u>	<u>0</u>
TOTAL SUPPLIES AND MATERIALS	126,071	127,956

CARROLL COUNTY PUBLIC SCHOOLS

Category: MID-LEVEL ADMINISTRATION **Table 10**
Program: INSTRUCTIONAL ADMINISTRATION AND SUPERVISION
Service Area: INSTRUCTIONAL PROGRAMS DIRECTION AND IMPROVEMENT

	Approved Budget 2010-11	Approved Budget 2011-12
OTHER CHARGES		
Local Mileage Reimbursement	60,257	61,641
Postage	520	0
Dues	7,730	8,353
Subscriptions	3,690	5,260
Conferences & Trainings	43,923	39,823
Miscellaneous - Other Charges	<u>202,500</u>	<u>302,500</u>
TOTAL OTHER CHARGES	318,620	417,577
EQUIPMENT ADDITIONAL		
Data Processing Equipment	<u>10,000</u>	<u>10,000</u>
TOTAL EQUIPMENT ADDITIONAL	10,000	10,000
 TOTAL OFFICE OF THE PRINCIPAL	 5,790,630	 5,681,782

MID-LEVEL ADMINISTRATION

**INSTRUCTIONAL ADMINISTRATION AND SUPERVISION
INSTRUCTIONAL PROGRAMS DIRECTION AND IMPROVEMENT**

In this section, rationale for the approved budget for the Instructional Programs Direction and Improvement is summarized.

SALARIES AND WAGES	Full-Time Equivalent	APPROVED BUDGET
Professional Positions - Unrestricted		
Members of the Superintendent's Cabinet		
Assistant Superintendent - Instruction	1.00	
Director - Elementary Schools	1.00	
Director - Middle Schools	1.00	
Director - High Schools	1.00	
Director - Research and Accountability	1.00	
Director - Minority Achievement / Intervention Programs	1.00	
Director - Curriculum & Instruction	1.00	
Other Professional Personnel		
Supervisor - Accountability & Assessment	1.00	
Supervisor - Athletics	1.00	
Supervisor - Compliance & Quality Assurance	1.00	
Supervisor - Early Childhood Education	1.00	
Supervisor - Elementary Education	4.00	
Supervisor - English / Modern & Classical Languages	1.00	
Supervisor - English Speakers of Other Languages (ESOL)	1.00	
Supervisor - Fine Arts	1.00	
Supervisor - School Counselors	1.00	
Supervisor - Health & Physical Education K-12	1.00	
Supervisor - Mathematics	1.00	
Supervisor - Middle School Reading / Language Arts	1.00	
Supervisor - Research & Program Accountability	1.00	
Supervisor - Science	1.00	
Supervisor - Social Studies	1.00	
Supervisor - Staff Development	2.00	
Supervisor - Student Services & Special Programs	0.25	
Supervisor - Pupil Personnel & Student Support Services	1.00	
Title I Supervisor - Minority Achievement / Intervention Programs	1.00	
Coordinator - Business & Community Partnerships	0.50	
Coordinator - Health Education	1.00	
Coordinator - Minority Achievement & Community Relations	1.00	
Coordinator - Modern & Classical Languages	1.00	
Coordinator - Specialized Reading Intervention	1.00	
Coordinator - Staff Development	1.00	
Coordinator - Youth Development & Student Learning	1.00	
STEM Resource Coordinator	1.00	
Foundation Manager	1.00	
Technology Integration Specialists	<u>2.00</u>	
	39.75	4,187,845
Professional Positions - Restricted		
Coordinator - Teacher Induction Programs	<u>0.70</u>	<u>50,892</u>
Total Existing Professional Positions	40.45	4,238,737

MID-LEVEL ADMINISTRATION

INSTRUCTIONAL ADMINISTRATION AND SUPERVISION INSTRUCTIONAL PROGRAMS DIRECTION AND IMPROVEMENT SALARIES AND WAGES - continued	APPROVED <u>BUDGET</u>
Classified Positions - Unrestricted	
Director's Secretary	5.00
Cabinet Secretary	1.00
Clerk II- 12 Month	2.00
Secretary III - 12 Month	6.00
Secretary IV - 12 Month	1.00
Financial Secretary III - Curriculum	<u>1.00</u>
Total Existing Classified	16.00 <u>603,349</u>
Total Existing Professional & Classified Positions	56.45 4,842,086
Temporary Classified	
Salaries to non-exempt employees for services rendered on an intermittent or short term basis, typing curriculum guides, hourly payments to temporary employees.	
a. Director of Elementary Schools	Unrestricted 12,840
Overtime Classified	
Salaries paid to non-exempt employees for working more than scheduled work hours.	
a. Director of High Schools	Unrestricted 1,500
b. Curriculum	Unrestricted 500
c. Minority Achievement/Intervention Programs	Unrestricted 2,300
d. School/Community/Family Partnership	Unrestricted <u>900</u>
	5,200
Longevity Classified	
To comply with the longevity provision in the Master Agreement between the Board of Education and non-exempt employees.	
	Unrestricted 20,550
Temporary Professional	
Salaries to exempt employees for services rendered on an intermittent or short term basis.	
a. NCLB Title I-A: Targeted Assistance (#020)	Restricted 3,276
b. Sexual Harassment / Assault Prevention (#214)	Restricted 2,250
c. RTTT: Y2 Curriculum Revision (#707)	Restricted 36,691
d. Curriculum	Unrestricted 128,286
e. Minority Achievement/Intervention Programs	Unrestricted <u>31,096</u>
	201,599
Other Add-Ons	
Additional compensation for exempt employees in accordance with negotiated agreements.	
	960
Classified Add-Ons	
Payments to individuals with B.S., A.A. and Secretarial College certifi:Unrestricted	
	2,300
Substitute Employees	
a. RTTT: Y2 20% Local Evaluation Tool (#727)	5,550
b. RTTT: Y2 Revise Evaluation Tool (#732)	<u>925</u>
	6,475
Insurance Opt-Out	
Reimbursement to employees who elect to opt-out of the Board's insurance program.	
	<u>1,310</u>
TOTAL SALARIES AND WAGES	5,093,320

MID-LEVEL ADMINISTRATION

**APPROVED
BUDGET**

**INSTRUCTIONAL ADMINISTRATION AND SUPERVISION
INSTRUCTIONAL PROGRAMS DIRECTION AND IMPROVEMENT
CONTRACTED SERVICES**

Printing and Binding			
Report card envelopes, evaluations and observation forms, letterhead and announcements			
a.	Director of Middle Schools	Unrestricted	800
b.	Curriculum	Unrestricted	200
c.	Minority Achievement/Intervention Programs	Unrestricted	<u>500</u>
			1,500
Advertising			
a.	Minority Achievement/Intervention Programs	Unrestricted	525
Rental of Business Machines			
a.	Director of High Schools	Unrestricted	1,000
b.	Director of Middle Schools	Unrestricted	1,100
c.	Director of Elementary Schools	Unrestricted	1,300
d.	Curriculum	Unrestricted	<u>2,500</u>
			5,900
Consultants			
Consultants for general purposes: A&S program, Essential Curriculum, A&S Retreat and Schools/Instructional Technology			
a.	Director of Elementary Schools	Unrestricted	1,000
b.	Staff Development	Unrestricted	<u>10,000</u>
			11,000
Other Contracted Services			
To provide other contracted services for distribution by Elementary Supervisors and Curriculum			
a.	Judith P. Hoyer Early Learning Center (#036)	Restricted	8,500
b.	Community & Media Relations	Unrestricted	500
c.	Director of Middle Schools	Unrestricted	3,500
d.	Curriculum	Unrestricted	500
e.	Staff Development	Unrestricted	<u>1,004</u>
			14,004
TOTAL CONTRACTED SERVICES			32,929

SUPPLIES AND MATERIALS

Office Supplies

Paper, forms, stationery and general office supplies to be used by the Instructional Programs Direction/Improvement personnel

a.	NCLB Title I-A: Targeted Assistance (#020)	Restricted	300	
b.	System wide	Unrestricted	90,276	
c.	Limited English Proficient (#238)	Unrestricted	<u>750</u>	91,326

MID-LEVEL ADMINISTRATION

**INSTRUCTIONAL ADMINISTRATION AND SUPERVISION
INSTRUCTIONAL PROGRAMS DIRECTION AND IMPROVEMENT
SUPPLIES AND MATERIALS - continued**

**APPROVED
BUDGET**

Books and Periodicals			
Purchase of books and periodicals for Instructional Programs/Direction/Improvement use			
a.	NCLB Title I-A: Targeted Assistance (#020)	Restricted	499
b.	RTTT: Y2 Training Teacher Evaluation (#737)	Restricted	1,436
c.	System wide	Unrestricted	<u>8,695</u>
			10,630
Food			
Curriculum Council and opening in-service			
a.	System wide	Unrestricted	5,900
b.	Multicultural Curriculum Development (#345)	Unrestricted	<u>100</u>
			6,000
Computer Equipment < \$5,000			
a.	Technology Services	Unrestricted	<u>20,000</u>
TOTAL SUPPLIES AND MATERIALS			127,956

OTHER CHARGES

Local Mileage Reimbursement

Reimbursement to employees in order to carry out their assigned duties.

a.	NCLB Title I-A: Targeted Assistance (#020)	Restricted	200
b.	NCLB Title II - A: Teacher Quality (#062)	Restricted	800
c.	Local Intervention Programs - Compensatory Education (#096)	Unrestricted	80
d.	High School Dropout Prevention (#122)	Unrestricted	511
e.	Limited English Proficient (#238)	Unrestricted	500
f.	Multicultural Curriculum Development (#345)	Unrestricted	2,000
g.	System wide	Unrestricted	<u>57,550</u>
			61,641

Dues

Payments for membership in professional organizations

a.	System wide	Unrestricted	6,553
b.	A & S Professional Development (#019)	Unrestricted	<u>1,800</u>
			8,353

MID-LEVEL ADMINISTRATION

**APPROVED
BUDGET**

**INSTRUCTIONAL ADMINISTRATION AND SUPERVISION
INSTRUCTIONAL PROGRAMS DIRECTION AND IMPROVEMENT
OTHER CHARGES - continued**

Subscriptions

Subscriptions to newspapers, magazines and professional publications for Instructional Programs/Direction/Improvement staff

a.	NCLB Title I - Part A: Targeted Assistance (#020)	Restricted	3,000	
b.	Multicultural Curriculum Development (#345)	Unrestricted	200	
c.	System wide	Unrestricted	<u>2,060</u>	5,260

Conferences & Trainings

Costs of attending conferences, meetings, in-services, training and other professional development.

a.	NCLB Title I -A: Targeted Assistance (#0201)	Restricted	1,500	
b.	NCLB Title II-A: Teacher Quality (#062)	Restricted	3,000	
c.	Sexual Harassment / Assault Prevention (#214)	Restricted	<u>1,800</u>	
				6,300
d.	Assistant Superintendent - Administration	Unrestricted	1,200	
e.	Assistant Superintendent - Instruction	Unrestricted	1,900	
f.	Director of High Schools	Unrestricted	1,000	
g.	Director of Middle Schools	Unrestricted	300	
h.	Director of Elementary Schools	Unrestricted	1,200	
i.	Technology Services	Unrestricted	1,000	
j.	Curriculum	Unrestricted	1,600	
k.	Staff Development	Unrestricted	2,900	
l.	Minority Achievement/Intervention Programs	Unrestricted	3,100	
m.	School/Community/Family Partnership	Unrestricted	2,223	
n.	Research and Accountability	Unrestricted	<u>500</u>	
				16,923
o.	A.T.S.P. Professional Development (#018)	Unrestricted	2,500	
p.	A & S Professional Development (#019)	Unrestricted	7,500	
q.	Teacher Development (#055)	Unrestricted	2,000	
r.	Local Intervention Programs - Compensatory Education (#096)	Unrestricted	800	
s.	High School Dropout Prevention (#122)	Unrestricted	300	
t.	Limited English Proficient (#238)	Unrestricted	1,500	
u.	Multicultural Curriculum Development (#345)	Unrestricted	<u>2,000</u>	
				16,600
				39,823

Miscellaneous - Other Charges

	Various Grants Carryover			
a.	Carryover Account (#800)	Restricted	200,000	
b.	Other School Grants (#802)	Restricted	1,500	
c.	Other MD Incentive Grants (#803)	Restricted	1,000	
d.	New Grants (#805)	Restricted	<u>100,000</u>	
				<u>302,500</u>

TOTAL OTHER CHARGES

417,577

EQUIPMENT ADDITIONAL

Data Processing Equipment

a.	Technology Services	Unrestricted		<u>10,000</u>
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TOTAL EQUIPMENT ADDITIONAL

10,000

TOTAL INSTRUCTIONAL PROGRAMS DIRECTION AND IMPROVEMENT

\$5,681,782

CARROLL COUNTY PUBLIC SCHOOLS

Category: MID-LEVEL ADMINISTRATION **Table 11**
Program: INSTRUCTIONAL ADMINISTRATION AND SUPERVISION
Service Area: CAREER TECHNOLOGY PROGRAM DIRECTION AND IMPROVEMENT

	Approved Budget 2010-11	Approved Budget 2011-12
Positions		
1 Professional	2.00	3.00
2 Classified	<u>1.00</u>	<u>1.00</u>
TOTAL F.T.E. POSITIONS	3.00	4.00
SALARIES AND WAGES		
Regular Professional	204,934	279,563
Regular Classified	38,879	38,879
Temporary Professional	<u>8,200</u>	<u>8,000</u>
TOTAL SALARIES AND WAGES	252,013	326,442
CONTRACTED SERVICES		
Printing and Binding	0	100
SUPPLIES AND MATERIALS		
Office Supplies	800	700
Books and Periodicals	550	550
Food	<u>500</u>	<u>500</u>
TOTAL SUPPLIES AND MATERIALS	1,850	1,750
OTHER CHARGES		
Local Mileage Reimbursement	5,000	4,000
Dues	500	500
Conferences & Trainings	<u>4,717</u>	<u>700</u>
TOTAL OTHER CHARGES	10,217	5,200
TOTAL CAREER/TECHNOLOGY	264,080	333,492

MID-LEVEL ADMINISTRATION

**INSTRUCTIONAL ADMINISTRATION AND SUPERVISION
CAREER/TECHNOLOGY PROGRAM DIRECTION AND IMPROVEMENT**

In this section, rationale for the approved budget for the Instructional Administration and Supervision Program of the Career/Technology Program of Direction and Improvement is summarized.

SALARIES AND WAGES	<u>Full-Time Equivalent</u>	<u>APPROVED BUDGET</u>
Professional (Unrestricted)		
Supervisor - Career & Technology Education	1.00	
Assistant Supervisor - Career & Technology Education	1.00	
Coordinator - Career Development	<u>1.00</u>	
Total Existing Professional Positions	3.00	279,563
Classified (Unrestricted)		
Secretary III - 12 Month	<u>1.00</u>	
Total Existing Classified Position	1.00	<u>38,879</u>
Total All Professional and Classified Positions	4.00	318,442
Temporary Professional		
Wages paid on an hourly basis to professional employees.		
a. Perkins Title I-C: Program Improvement (#029) Unrestricted		<u>8,000</u>
TOTAL SALARIES AND WAGES		326,442
CONTRACTED SERVICES		
Printing and Binding		
a. Perkins Title I-C: Program Improvement (#029) Unrestricted		<u>100</u>
TOTAL CONTRACTED SERVICES		100
SUPPLIES AND MATERIALS		
Office Supplies		
Paper, stationery and general office supplies to be used by the Career/Technology Services		
a. Perkins Title I-C: Program Improvement (#029) Unrestricted		500
b. Career Technology Education - Match (#429) Unrestricted		<u>200</u> 700
Books and Periodicals		
Purchase of books and periodicals for supervisors, principals, assistant principals, and office staff		
a. Perkins Title I-C: Program Improvement (#029) Unrestricted		300
b. Career Technology Education - Match (#429) Unrestricted		<u>250</u> 550
Food		
a. Perkins Title I-C: Program Improvement (#029) Unrestricted		400
b. Career Technology Education - Match (#429) Unrestricted		<u>100</u> 500
TOTAL SUPPLIES AND MATERIALS		1,750

MID-LEVEL ADMINISTRATION

APPROVED
BUDGET

INSTRUCTIONAL ADMINISTRATION AND SUPERVISION
CAREER/TECHNOLOGY PROGRAM DIRECTION AND IMPROVEMENT
OTHER CHARGES

Local Mileage Reimbursement

Reimbursement to employees in order to carry out their assigned duties.

a. Perkins Title I-C: Program Improvement (#029) Unrestricted 4,000

Dues/Subscriptions

Payments to/for professional organizations

a. Perkins Title I-C: Program Improvement (#029) Unrestricted 500

Conferences & Trainings

Costs of attending conferences, meetings, in-services, training and other professional development.

a. Perkins Title I-C: Program Improvement (#029) Unrestricted 700

TOTAL OTHER CHARGES

5,200

TOTAL CAREER TECHNOLOGY PROGRAM OF DIRECTION AND IMPROVEMENT \$333,492

CARROLL COUNTY PUBLIC SCHOOLS

Category: MID-LEVEL ADMINISTRATION **Table 12**
Program: INSTRUCTIONAL ADMINISTRATION AND SUPERVISION
Service Area: PROFESSIONAL MEDIA SUPPORT

	Approved Budget 2010-11	Approved Budget 2011-12
Positions		
1 Professional	2.00	2.00
2 Classified	<u>3.00</u>	<u>3.00</u>
TOTAL F.T.E. POSITIONS	5.00	5.00
SALARIES AND WAGES		
Regular Professional	198,387	198,387
Regular Classified	137,046	137,046
Temporary Classified	40,000	40,000
Overtime Classified	7,000	7,000
Temporary Professional	3,060	4,060
Insurance Opt-Out	<u>1,220</u>	<u>1,220</u>
TOTAL SALARIES AND WAGES	386,713	387,713
CONTRACTED SERVICES		
Other Contracted Services	<u>12,000</u>	<u>0</u>
TOTAL CONTRACTED SERVICES	12,000	0
SUPPLIES AND MATERIALS		
Office Supplies	16,627	16,627
Food	500	500
Library Books	5,000	5,000
Library Media Supplies	2,240	2,240
Other Non-Instructional Supplies	<u>300</u>	<u>300</u>
TOTAL SUPPLIES AND MATERIALS	24,667	24,667

CARROLL COUNTY PUBLIC SCHOOLS

Category: MID-LEVEL ADMINISTRATION **Table 12**
Program: INSTRUCTIONAL ADMINISTRATION AND SUPERVISION
Service Area: PROFESSIONAL MEDIA SUPPORT

	Approved Budget 2010-11	Approved Budget 2011-12
<hr/>		
OTHER CHARGES		
Local Mileage Reimbursement	3,500	4,500
Dues	440	440
Subscriptions	4,735	2,735
Conferences & Trainings	<u>900</u>	<u>900</u>
TOTAL OTHER CHARGES	9,575	8,575
TOTAL PROFESSIONAL MEDIA SUPPORT	432,955	420,955

MID-LEVEL ADMINISTRATION

PROFESSIONAL MEDIA SUPPORT

In this section, rationale for the approved budget for the Professional Media Support is summarized.

SALARIES AND WAGES	<u>Full-Time Equivalent</u>	<u>APPROVED BUDGET</u>
Professional Positions		
Supervisor - Media & Technology	1.00	
Television Manager	<u>1.00</u>	
Total Existing Professional Positions	2.00	198,387
Classified Positions		
Broadcast Programmer for Channel 21	1.00	
Video Production Specialist	1.00	
Secretary IV - 12 Month	<u>1.00</u>	
Total Existing Classified Positions	3.00	<u>137,046</u>
Total All Professional and Classified Position	5.00	335,433
Temporary Classified		
Salaries to non-exempt employees for services rendered on an intermittent or short term basis.		
a. Community and Media Relations	Unrestricted	35,000
b. Media Centers	Unrestricted	<u>5,000</u>
		40,000
Overtime Classified		
a. Community and Media Relations	Unrestricted	7,000
Temporary Professional		
Salaries to exempt employees for services rendered on an intermittent or short term basis.		
a. Media Centers	Unrestricted	4,060
Insurance Opt-Out		<u>1,220</u>
TOTAL SALARIES AND WAGES		387,713

MID-LEVEL ADMINISTRATION

**APPROVED
BUDGET**

**PROFESSIONAL MEDIA SUPPORT
SUPPLIES AND MATERIALS**

Office Supplies

Paper, stationery and general office supplies for the Professional Media Support Services

a. Community and Media Relations	Unrestricted	10,577	
b. Media Centers	Unrestricted	<u>6,050</u>	16,627

Food

Staff Development Conference Room, coffee supplies

a. Community and Media Relations	Unrestricted	300	
b. Media Centers	Unrestricted	<u>200</u>	500

Library Books

To replace and supplement the current library books used by the Resource Center

a. Media Centers	Unrestricted		5,000
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Library Media Supplies

Film, filmstrips, slides, transparencies, and other general supplies.

a. Media Centers	Unrestricted		2,240
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Other Non-Instructional Supplies

a. Media Centers	Unrestricted		<u>300</u>
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TOTAL SUPPLIES AND MATERIALS

24,667

OTHER CHARGES

Local Mileage Reimbursement

Reimbursement to employees in order to carry out their assigned duties.

a. Community and Media Relations	Unrestricted	2,500	
b. Media Centers	Unrestricted	<u>2,000</u>	4,500

Dues/Subscriptions

Payments for membership in professional organizations

Subscriptions to newspapers, magazines and other professional publications

a. Community and Media Relations	Unrestricted	650	
b. Media Centers	Unrestricted	<u>2,525</u>	3,175

Conferences & Trainings

Costs of attending conferences, meetings, in-services, training and other professional development.

a. Media Centers	Unrestricted		<u>900</u>
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TOTAL OTHER CHARGES

8,575

TOTAL PROFESSIONAL MEDIA SUPPORT

\$420,955

Carroll County Public Schools

Westminster, Maryland 21157

Special Education Category 13

Special education includes all activities designed for students who, through appropriate assessment, have been determined to have temporary or long-term special education needs arising from cognitive, emotional and/or physical factors as defined by the state's board of education's special education bylaw. Special education expenditures related to the following areas are charged to this category:

- **Public School Instruction Program** - instructional activities for students with disabilities within the school system.
- **Education Programs in State Institutions** - day and residential programs for students with disabilities who receive their educational services in a state institution.
- **Nonpublic School Programs** – special education day or residential programs provided to students placed in state-approved nonpublic schools.
- **Instructional Staff Development** - activities that contribute to the professional or occupational growth and competence of school-based instructional staff.
- **Office of the Principal** - activities associated with managing the operation of a specialized education facility.
- **Instructional Administration and Supervision** - activities associated with directing, managing, supervising and evaluating the special education instructional program

Unrestricted Fund Summary	Actual 09-10	Approved 10-11	Approved 11-12	Approved Increase/ (Decrease)	% Change
13 Special Education					
1 Salaries	\$22,324,753	\$22,335,397	\$22,063,138	(\$272,259)	-1.22%
2 Contracted Services	\$1,093,710	\$1,022,933	\$1,026,403	\$3,470	0.34%
3 Supplies/Materials	\$291,206	\$267,760	\$289,363	\$21,603	8.07%
4 Other Charges	\$78,236	\$58,275	\$60,825	\$2,550	4.38%
5 Land, Bldg, Equip Additional	\$5,015	\$16,400	\$2,000	(\$14,400)	-87.80%
6 Land, Bldg, Equip Replacement	\$0	\$4,400	\$0	(\$4,400)	-100.00%
9 Transfers	\$4,521,691	\$3,798,000	\$3,798,000	\$0	0.00%
	\$28,314,611	\$27,503,165	\$27,239,729	(\$263,436)	-0.96%
Restricted Fund Summary					
13 Special Education					
1 Salaries	\$5,002,424	\$5,801,968	\$4,937,526	(\$864,442)	-14.90%
2 Contracted Services	\$521,459	\$643,431	\$308,807	(\$334,624)	-52.01%
3 Supplies/Materials	\$1,027,560	\$893,016	\$124,335	(\$768,681)	-86.08%
4 Other Charges	\$395,754	\$1,062,085	\$2,502,510	\$1,440,425	135.62%
5 Land, Bldg, Equip Additional	\$242,324	\$108,000	\$0	(\$108,000)	-100.00%
9 Transfers	\$3,758,413	\$5,400,000	\$4,600,000	(\$800,000)	-14.81%
	\$10,947,934	\$13,908,500	\$12,473,178	(\$1,435,322)	-10.32%

Category 13 - Special Education
Changes - FY 2012

Non-Restricted Budget Changes

1. Special Education Department reorganization resulting in 2.0 FTE net reduction	\$ (194,059)
2. Changes in salaries due to turnover	(59,200)
3. Reduction for savings from one-day reduction to work year for 10-month CASE bargaining group employees	(19,000)
4. Reductions in classroom furniture and equipment	(18,800)
5. Increases in other charges including postage and mileage	2,550
6. Changes in other contracted services including rental of business machines, printing, and occupational/physical therapy	3,470
7. Increases in instructional supplies & materials for students with disabilities at schools	<u>21,603</u>
Total Non-Restricted Decrease - Category 13 - Special Education	(263,436)

Restricted Budget Net Decrease - Category 13 - Special Education **(1,435,322)**

TOTAL DECREASE - Category 13 - Special Education \$ (1,698,758)

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
SPECIAL EDUCATION				
Positions				
1. Exempt	273.85	268.35	270.55	271.55
2. Non-Exempt	<u>151.30</u>	<u>148.30</u>	<u>150.20</u>	<u>150.20</u>
Total Positions	425.15	416.65	420.75	421.75
1 Salaries				
Assistants	\$3,421,752	\$3,416,761	\$3,435,928	\$3,416,928
Clerks & Secretaries	133,965	133,235	165,649	165,649
Temporary Classified	961,566	904,653	899,653	899,653
Overtime Classified	360	360	360	360
Longevity Classified	6,128	5,891	7,124	7,124
Vacation Payoff	1,664	0	0	0
Substitute Employees	379,415	294,450	294,450	294,450
Teachers	15,847,514	16,088,576	15,884,849	15,884,849
Principals	116,552	98,170	98,170	98,170
Other Professionals	1,077,752	1,179,053	1,040,649	1,040,649
Temporary Educational - Home Teaching	72,159	100,000	100,000	100,000
Temporary Educational - Other	124,427	136,400	136,400	136,400
Educational Add-Ons	48,557	47,980	47,980	47,980
Team Leaders	29,125	29,033	54,000	54,000
Department Chairman	10,129	10,236	25,500	25,500
Student Service Coord./SIT	2,620	2,648	4,192	4,192
Classified Educational Add-Ons	35,741	33,440	36,410	36,410
Summer Work - Educational	20,970	13,305	13,236	13,236
Summer Work - Classified	2,314	2,314	2,448	2,448
Insurance Opt-Out	32,043	32,799	29,047	29,047
Hiring Turnover (F.T.E.)	<u>0</u>	<u>(193,907)</u>	<u>(193,907)</u>	<u>(193,907)</u>
Object Total	22,324,753	22,335,397	22,082,138	22,063,138
2 Contracted Services				
Maintenance & Repair of Equipment	800	1,000	1,000	1,000
Printing & Binding	5,549	7,100	5,400	5,400
Rental of Business Machines	14,416	16,643	18,863	19,863
Consultants	150	0	0	0
Legal Fees	95,624	112,500	112,500	112,500
Rental of Motor Vehicles	423	1,000	1,000	0
Occupational/Physical Therapy	60,109	100,500	98,500	98,500
Other Contracted Services	<u>916,639</u>	<u>784,190</u>	<u>789,140</u>	<u>789,140</u>
Object Total	1,093,710	1,022,933	1,026,403	1,026,403

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
SPECIAL EDUCATION - continued				
3 Supplies and Materials				
Office Supplies	7,825	4,575	4,150	4,150
Clothing & Footwear	68	0	0	0
Books & Periodicals	385	900	900	900
Food	6,954	11,200	10,600	10,600
Textbooks	212	1,600	1,850	1,850
Library Media	1,093	1,200	1,500	1,500
General Supplies	252,398	247,985	253,663	253,663
Library Media Supplies	185	300	300	300
Computer Equipment < \$ 5,000	1,272	0	6,400	6,400
Sensitive Items Non-I.T.	16,721	0	5,000	5,000
Other Non-Instr Sup & Mat	4,093	0	5,000	5,000
Object Total	<u>291,206</u>	<u>267,760</u>	<u>289,363</u>	<u>289,363</u>
4 Other Charges				
Local Mileage Reimbursement	42,683	48,905	49,505	49,505
License Fees	4,583	0	0	0
Postage	2,390	3,500	5,200	5,200
Dues	0	900	900	900
Subscriptions	1,979	1,270	2,020	2,020
Conferences & Trainings	85	2,200	2,200	2,200
Admissions/Entrance Fees	147	1,500	1,000	1,000
Donations/Memorials	110	0	0	0
Miscellaneous - Other Charges	26,259	0	0	0
Object Total	<u>78,236</u>	<u>58,275</u>	<u>60,825</u>	<u>60,825</u>
5 Equipment Additional				
Office Furniture & Equipment	0	1,500	0	0
Audio-Visual Equipment	0	3,400	0	0
Classroom Furniture & Equipment	5,015	11,500	2,000	2,000
Object Total	<u>5,015</u>	<u>16,400</u>	<u>2,000</u>	<u>2,000</u>
6 Equipment Replacement				
Audio-Visual Equipment	0	800	0	0
Classroom Furniture & Equipment	0	3,600	0	0
Object Total	<u>0</u>	<u>4,400</u>	<u>0</u>	<u>0</u>
9 Transfers				
Other Transfers MD L.E.A.'s	(12,651)	48,000	48,000	48,000
Other Out-Going Transfers	4,534,342	3,750,000	3,750,000	3,750,000
Object Total	<u>4,521,691</u>	<u>3,798,000</u>	<u>3,798,000</u>	<u>3,798,000</u>
TOTAL SPECIAL EDUCATION	\$28,314,611	\$27,503,165	\$27,258,729	\$27,239,729

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - RESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
SPECIAL EDUCATION				
Positions				
1. Exempt	42.80	48.30	43.90	45.90
2. Non-Exempt	48.20	47.30	49.60	49.60
Total Positions	<u>91.00</u>	<u>95.60</u>	<u>93.50</u>	<u>95.50</u>
1 Salaries				
Assistants	\$975,312	\$995,430	\$1,040,515	\$1,040,515
Clerks & Secretaries	123,645	115,546	131,583	131,583
Temporary Classified	877,396	1,082,182	834,924	834,924
Substitute Employees	110,171	116,784	77,018	77,018
Teachers	2,401,229	2,780,306	2,587,797	2,585,160
Other Professionals	123,493	128,800	28,630	28,630
Temporary Educational	364,836	557,021	49,358	211,902
Teacher Team Leader	0	439	2,000	2,000
Classified Educational Add-Ons	13,059	10,987	13,621	13,621
Summer Work - Educational	5,339	5,481	5,712	5,712
Insurance Opt-Out	7,944	8,992	6,461	6,461
Object Total	<u>5,002,424</u>	<u>5,801,968</u>	<u>4,777,619</u>	<u>4,937,526</u>
2 Contracted Services				
Printing & Binding	3,758	2,000	0	0
Rental of Business Machines	2,426	0	0	0
Occupational & Physical Therapy	105,852	125,433	165,000	165,000
Other Contracted Services	409,423	515,998	143,807	143,807
Object Total	<u>521,459</u>	<u>643,431</u>	<u>308,807</u>	<u>308,807</u>
3 Supplies and Materials				
Food	5,241	1,616	0	0
General Supplies	760,478	887,422	110,704	114,335
Computer Equipment < \$ 5,000	92,194	0	0	0
Sensitive Items Non-I.T.	169,048	0	10,000	10,000
Other Non-Instr Supp & Matls	599	3,978	0	0
Object Total	<u>1,027,560</u>	<u>893,016</u>	<u>120,704</u>	<u>124,335</u>

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - RESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
SPECIAL EDUCATION - continued				
4 Other Charges				
Local Mileage Reimbursement	82,064	103,079	65,500	104,190
License Fees	167,975	6,826	0	0
Postage	179	0	0	0
Subscriptions	1,596	0	0	0
Conferences & Trainings	17,324	7,476	20,020	20,020
Miscellaneous-Other Charges	<u>126,616</u>	<u>944,704</u>	<u>803,300</u>	<u>2,378,300</u>
Object Total	395,754	1,062,085	888,820	2,502,510
5 Equipment Additional				
Classroom Furniture & Equipment	<u>242,324</u>	<u>108,000</u>	<u>0</u>	<u>0</u>
Object Total	242,324	108,000	0	0
9 Transfers				
Other Out-Going Transfers	<u>3,758,413</u>	<u>5,400,000</u>	<u>4,600,000</u>	<u>4,600,000</u>
Object Total	3,758,413	5,400,000	4,600,000	4,600,000
TOTAL SPECIAL EDUCATION	\$10,947,934	\$13,908,500	\$10,695,950	\$12,473,178

SPECIAL EDUCATION

Special Education provides instructional and related services to students with disabilities ages 0 Instruction is provided in a variety of environments based upon a student's approved Individualized Program (IEP). Services are provided in the environment deemed Least Restrictive (LRE).

The range of educational settings include:

1. The student's home school with resource room services provided either within the regular education program or a pull out program.
2. Partial Self-Contained Special Education programming with mainstream opportunities the remainder of the school day.
3. Self-Containing programming within the student's home school, at a regional school, or a state approved non-public school.

In addition, itinerant services from specialists are assigned to work with students and teachers speech, vision and hearing services. Supportive services include psychological services, home counseling, occupational and physical therapy, supervision, pupil services and transportation. This focuses on the fulfillment of the Comprehensive Special Education Plan and the implementation of PL-94-142/PL 101-476 and COMAR.

SALARIES AND WAGES		APPROVED BUDGET
Existing Positions Classified	Full-Time Equivalent	
Assistants		
Restricted		
PRIDE Instructional Assistant	1.00	
BEST Special Education Assistant	3.00	
Special Education Assistant	34.00	
Paraprofessionals	<u>8.00</u>	
	46.00	1,040,515
Non-Restricted		
PRIDE Instructional Assistant	1.00	
Instructional Assistant	4.00	
BEST Special Education Assistant	8.00	
Special Education Assistant	121.40	
Paraprofessionals	<u>11.50</u>	
	145.90	<u>3,416,928</u>
Total Existing Assistants - Restricted and Non-Restricted	191.90	4,457,443
Clerical		
Restricted		
Clerk II - 12 Month	1.00	
Secretary III - 12 Month	1.60	
Medicaid Reimbursement Technician	<u>1.00</u>	
	3.60	131,583
Non-Restricted		
Clerk II - 10 Month	1.00	
Director's Secretary	1.30	
School Secretary IV - 12 Month	1.00	
Secretary IV - 12 Month	<u>1.00</u>	
	4.30	<u>165,649</u>
Total Existing Clerical - Restricted and Non-Restricted	7.90	<u>297,232</u>
Total Existing and New Classified Positions	199.80	4,754,675

SPECIAL EDUCATION

**APPROVED
BUDGET**

**SALARIES AND WAGES - continued
Professional Positions - Existing
Non-Restricted**

	Full-Time Equivalent	
Director - Student Services	0.20	
Director - Special Education	1.00	
Supervisor - Compliance & Quality Assurance	1.00	
Coordinator - Special Education	4.00	
Program Specialist - 712/Autism Program	1.00	
Program Specialist - Birth to 5 Program	1.00	
Program Specialist - Post Secondary Program	1.00	
Program Specialist - Related Services	1.00	
Instructional Specialist - Non-Public Placements	1.00	
Early Childhood Teacher	1.00	
Pupil Personnel Worker	2.55	
Parent / Child Worker	0.80	
Speech Therapist	43.70	
Career Tech Support Services	1.00	
Art	0.60	
General Music - Elementary/Middle	0.60	
Health Education	0.60	
Physical Education	1.40	
Infants & Toddlers	1.90	
Interpreters	3.00	
Reading	1.00	
Consulting Teacher	8.00	
Learning For Independence (LFI) Teacher	19.00	
Special Education Resource	122.70	
Cooperative Work Study	1.00	
Hearing Resource	0.80	
Early Identification Kindergarten	2.00	
Pre-Kindergarten	1.00	
Pre-Kindergarten - Special Education Teacher	1.60	
Hearing Impaired	0.80	
Visually Impaired	3.00	
Adapted Physical Education	6.60	
Special Needs	8.00	
Occupational Therapist	5.10	
BEST Teacher	17.00	
Physical Therapist	3.60	
Certified Occupational Therapist Assistant	<u>2.00</u>	
	271.55	17,023,668

SPECIAL EDUCATION

**APPROVED
BUDGET**

SALARIES AND WAGES - continued

Professional Positions - Existing - continued

Restricted

BEST Teacher	1.00
Consulting Teacher	2.00
Grants Analyst	0.40
Parent / Child Worker	0.20
Parent Educator	1.00
Speech Therapist	7.80
Pre-Kindergarten Special Education Teacher	0.40
Reading Intervention Teacher	2.00
Learning For Independence (LFI) Teacher	4.00
Special Education Resource	13.60
Hearing Resource	0.70
Infants & Toddlers	1.80
Adapted Physical Education	2.30
Special Needs	1.00
Occupational Therapist	1.30
Certified Occupational Therapist Assistant	1.60
Physical Therapist	1.80
Physical Therapist Assistant	1.00
Interpreter	<u>2.00</u>
	45.90

2,613,790

Total Existing Professional Positions

317.45

19,637,458

Total All Existing Positions

517.25

24,392,133

Temporary Classified - 1:1 Assistants Hourly

Salaries to non-exempt employees for services rendered on an intermittent or short term basis.

a. Hourly Assistants 1:1	Unrestricted	879,653
b. Extended School Year Services for Disabled Students (#101)	Unrestricted	20,000
c. IDEA: Part B: State Pass-through (#010)	Restricted	763,000
d. IDEA: Part B: Discretionary (#078)	Restricted	15,000
e. IDEA: Part B: Discretionary: High School Assessments (#087)	Restricted	41,302
f. IDEA: Part B: Adequate Yearly Progress (AYP) (#092)	Restricted	<u>15,622</u>

1,734,577

Substitute Teachers

Wages paid to persons substituting for teachers on sick leave.

a.	Unrestricted	294,450
b. IDEA: Part B: State Pass-through (#010)	Restricted	35,000
c. IDEA: Part B: Discretionary (#078)	Restricted	2,000
d. IDEA: Part B: Discretionary: High School Assessments (#087)	Restricted	1,275
e. IDEA: Part B: Adequate Yearly Progress (AYP) (#092)	Restricted	5,810
f. IDEA: Part B: Discretionary: ALT-MSA (#094)	Restricted	17,425
g. IDEA: Part B: Discretionary: Assistive Technology (#095)	Restricted	9,180
h. IDEA: Part B: Discretionary: SECAC (#180)	Restricted	2,264
i. MD Model for School Readiness- State (#212)	Restricted	<u>4,064</u>

371,468

SPECIAL EDUCATION

**APPROVED
BUDGET**

SALARIES AND WAGES - continued

Home Teaching/Temporary Educational - Other

Salaries paid to home and hospital teachers on an intermittent and short-term basis according to state law. Also, payments to teachers on an hourly basis for short-term work.

a. Special Education	Unrestricted	65,500
b. Home & Hospital (Level VII)	Unrestricted	100,000
c. Extended School Year Services for Disabled Students (#101)	Unrestricted	70,900
d. Medicaid - Infants & Toddlers (#065)	Restricted	20,000
e. IDEA: Part B: Discretionary: High School Assessments (#087)	Restricted	7,100
f. IDEA: Part B: Preschool Pass-through CEIS (#089)	Restricted	1,431
g. IDEA: Part B: Adequate Yearly Progress (AYP) (#092)	Restricted	2,348
h. IDEA: Part B: Discretionary: ALT-MSA (#094)	Restricted	2,730
i. IDEA: Part B: (619) Infants & Toddlers (#097)	Restricted	6,652
j. IDEA: Part B: Infants & Toddlers (#107)	Restricted	12,025
k. Infants & Toddlers - State (#285)	Restricted	122,436
l. IDEA: Part B: Pass-through CEIS (#310)	Restricted	<u>37,180</u>

448,302

Educational Add-Ons

Negotiated salary compensation for additional educational certificate.

Unrestricted

47,980

Longevity Classified

To comply with the longevity provision in the Master Agreement between the Board of Education and non-exempt employees.

Unrestricted

7,124

Team Leaders and Department Chairmen

Payments to Special Education Team Leaders and Department Chairmen

Unrestricted
Restricted

81,500

Student Service Coordinator/School Improvement Team

Unrestricted

4,192

Classified Educational Add-Ons

Negotiated salary compensation for education certification.

Unrestricted
Restricted

50,031

Summer Work - Educational

Negotiated salary compensation for summer work.

Unrestricted
Restricted

18,948

Summer Work - Classified

Unrestricted

2,448

Overtime Classified

Unrestricted

360

Insurance Opt-Out

Salary compensation for employees who opt-out of the insurance program.

Unrestricted
Restricted

35,508

Hiring Turnover (F.T.E.)

Amounts anticipated to be developed through turnover.

Unrestricted

(193,907)

TOTAL SALARIES AND WAGES

27,000,664

SPECIAL EDUCATION

CONTRACTED SERVICES		APPROVED BUDGET	
Maintenance & Repair of Equipment			
a. Specialized School	Unrestricted		1,000
Printing and Binding			
Form costs for school Special Education programs, such as pre-printed I.E.P. forms			
a. Schools	Unrestricted		5,400
Business Machine Rental			
Payments on lease purchase agreements for business machines.			
a. Schools including Carroll Springs	Unrestricted	11,835	
b. Special Education	Unrestricted	<u>8,028</u>	19,863
Legal Fees			
a. Special Education	Unrestricted		112,500
Occupational & Physical Therapy			
Individuals who contract as occupational and physical therapists for treatment of students with related conditions.			
a. Special Education	Unrestricted	92,500	
b. Extended School Year Services for Disabled Students (#101)	Unrestricted	6,000	
c. IDEA: Part B: State Pass-through (#010)	Restricted	<u>165,000</u>	263,500
Other Contracted Services			
Contracted services for speech and language therapy services for extended school year program (Project 101).			
	Unrestricted	10,000	
Payments to other counties who provide Home & Hospital Teaching to those Carroll County Public School students who are hospitalized.			
	Unrestricted	20,000	
To offset projected expenditures regarding Public School instruction programs within Special Education.			
	Unrestricted	<u>759,140</u>	
		789,140	
a. Medicaid (Medical Assistance) (#007)	Restricted	18,000	
b. IDEA: Part B: State Pass-through (#010)	Restricted	60,000	
c. IDEA: Part B: Discretionary: Transition (#076)	Restricted	40,500	
d. IDEA: Part B: Discretionary: High School Assessments (#087)	Restricted	16,307	
e. IDEA: Part B: Adequate Yearly Progress (AYP) (#092)	Restricted	<u>9,000</u>	
		143,807	<u>932,947</u>
Contracted services with the Carroll County Health Department.			
Contracted services with various departments/agencies of a technical nature as well as to utilize vendors for procedures where we do not have staffing.			
TOTAL CONTRACTED SERVICES			1,335,210

SPECIAL EDUCATION

SUPPLIES AND MATERIALS

**APPROVED
BUDGET**

Office Supplies

Paper, forms, stationery and general office supplies to be used in Carroll Springs School, Special Education Department of regular schools and by Special Education Supervisors.

a. Carroll Springs School	Unrestricted	1,200	
b. Special Education	Unrestricted	2,700	
c. Extended School Year Services for Disabled Students (#101)	Unrestricted	<u>250</u>	

4,150

Books and Periodicals

Purchase of pamphlets and periodicals for the professional libraries and media centers.

a. Specialized School	Unrestricted	600	
b. Elementary School	Unrestricted	<u>300</u>	

900

Food

Snacks for children in activities, classes, and programs for special education.

a. Specialized Schools	Unrestricted	1,200	
b. Schools	Unrestricted	<u>9,400</u>	

10,600

Textbooks

Textbooks to replace and supplement current texts and to purchase textbooks related to Special Education (Schools).

Unrestricted	1,850
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Library Media

a. Carroll Springs School	Unrestricted	1,500
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General Supplies

Covers the normal distribution of supplies to all teachers for materials required for the Special Education activities of studies.

a. IDEA: Part B: State Pass-through (#010)	Restricted	50,000	
b. IDEA: Part B Discretionary: Transition (#076)	Restricted	5,250	
c. IDEA: Part B: Discretionary: PFS (#080)	Restricted	7,275	
d. IDEA: Part B: Adequate Yearly Progress (AYP) (#092)	Restricted	34,998	
e. IDEA: Part B: Discretionary: ALT - MSA (#094)	Restricted	223	
f. IDEA: Part B: Discretionary: Assistive Technology (#095)	Restricted	7,078	
g. IDEA: Part B Discretionary: Transition (#280)	Restricted	5,880	
h. IDEA: Part B: Pass-through CEIS (#310)	Restricted	3,631	
i. Schools	Unrestricted	198,149	
j. Specialized Schools	Unrestricted	38,575	
k. Special Education	Unrestricted	8,671	
l. Student Personnel Services	Unrestricted	755	
m. Extended School Year Services for Disabled Students (#101)	Unrestricted	600	
n. PRIDE - Elementary (#118)	Unrestricted	<u>6,913</u>	

367,998

SPECIAL EDUCATION

SUPPLIES AND MATERIALS - continued		APPROVED BUDGET
Library Media Supplies		
a. Carroll Springs School	Unrestricted	300
Computer Equipment < \$5,000		
a. High School	Unrestricted	2,400
b. Specialized School	Unrestricted	<u>4,000</u>
		6,400
Sensitive Items - Non-I.T.		
a. IDEA: Part B: State Pass-through (#010)	Restricted	10,000
b. Specialized School	Unrestricted	<u>5,000</u>
		15,000
Other Non-Instructional Supplies & Materials		
a. Specialized School	Unrestricted	<u>5,000</u>
TOTAL SUPPLIES AND MATERIALS		413,698
OTHER CHARGES		
Local Mileage Reimbursement		
Reimbursement to employees in order to carry out assigned duties. It includes itinerant staff, school based personnel and home & hospital students.		
a. IDEA: Part B: State Pass-through (#010)	Restricted	65,000
b. Medicaid - Infants & Toddlers (#065)	Restricted	18,000
c. IDEA: Part B: Preschool Pass-through (#079)	Restricted	20,690
d. IDEA: Part B: Discretionary: PFS (#080)	Restricted	500
e. High School	Unrestricted	300
f. Specialized Schools	Unrestricted	1,700
g. Special Education	Unrestricted	30,705
h. Curriculum	Unrestricted	1,000
i. Student Personnel Services	Unrestricted	15,000
j. Extended School Year Services for Disabled Students (#101)	Unrestricted	<u>800</u>
		153,695
Postage		
Postage expenses for schools and school projects.		
a. Elementary Schools, High Schools	Unrestricted	4,700
b. Carroll Springs School	Unrestricted	450
c. Extended School Year Services for Disabled Students (#101)	Unrestricted	<u>50</u>
		5,200
Dues		
Membership in professional organizations.		
a. Carroll Springs School	Unrestricted	100
b. A & S Professional Development (#019)	Unrestricted	<u>800</u>
		900
Subscriptions		
Subscriptions to newspapers, magazines and other publications for classrooms, professional libraries and media centers.		
a. Schools	Unrestricted	1,120
b. Carroll Springs School	Unrestricted	<u>900</u>
		2,020

SPECIAL EDUCATION

**APPROVED
BUDGET**

OTHER CHARGES - continued

Conferences & Trainings

Costs of attending conferences, meetings, in-services, training and other professional development.

a. IDEA: Part B: State Pass-through (#010)	Restricted	11,000	
b. IDEA: Part B: Discretionary (#078)	Restricted	2,020	
c. IDEA: Part B: Discretionary: PFS (#080)	Restricted	2,000	
d. IDEA: Part B: Discretionary: High School Assessments (#087)	Restricted	5,000	
e. Gateway School	Unrestricted	200	
f. A & S Professional Development (#019)	Unrestricted	<u>2,000</u>	

22,220

Admission Fees

To cover admission fees for special education students.

a. Schools	Unrestricted		1,000
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Miscellaneous - Other Charges

a. IDEA: Part B: Adequate Yearly Progress (AYP) (#092)	Restricted	300	
b. Various Grant Carryovers (#800)	Restricted	2,100,000	
c. CCPS Educational Foundation Grants (#804)	Restricted	3,000	
d. New Grants (#805)	Restricted	<u>275,000</u>	

2,378,300

TOTAL OTHER CHARGES

2,563,335

EQUIPMENT ADDITIONAL

Classroom Furniture & Equipment

a. High School	Unrestricted		<u>2,000</u>
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TOTAL EQUIPMENT ADDITIONAL

2,000

TRANSFERS

Other Transfers MD L.E.A.'s

Payments to other Sate Public School Systems

	Unrestricted		48,000
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Other Out-Going Transfers

Special Education students requiring excess funding for services outside of Carroll County. These funds may only be used at approved non-public institutions.

	Unrestricted	3,750,000	
	Restricted	<u>4,600,000</u>	

8,350,000

TOTAL TRANSFERS

8,398,000

TOTAL SPECIAL EDUCATION

\$39,712,907

Carroll County Public Schools

Westminster, Maryland 21157

Textbooks and Instructional Supplies Category 16

Textbooks and instructional supplies includes all materials used in the support of instruction. Additionally, the category includes all library books/media supplies and other instructional books, periodicals and supplies.

Unrestricted Fund Summary	Actual 09-10	Approved 10-11	Approved 11-12	Approved Increase/ (Decrease)	% Change
16 Textbooks & Instructional Supplies					
3 Supplies/Materials	\$7,384,197	\$4,468,058	\$7,402,544	\$2,934,486	65.68%
Restricted Fund Summary					
16 Textbooks & Instructional Supplies					
3 Supplies/Materials	\$1,715,685	\$3,396,956	\$788,630	(\$2,608,326)	-76.78%

Category 16- Textbooks & Instructional Supplies
Changes - FY 2012

Non-Restricted Budget Changes

1. Changes to general supplies and materials, primarily at schools	\$ 27,680
2. Move textbooks and computer equipment back from restricted budget (State Fiscal Stabilization Fund)	<u>2,906,806</u>
Total Non-Restricted Increase - Category 16- Textbooks & Instructional Supplies	2,934,486

Restricted Budget Net Decrease - Category 16- Textbooks & Instructional Supplies (2,608,326)

TOTAL INCREASE - Category 16- Textbooks & Instructional Supplies \$ 326,160

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
TEXTBOOKS & INSTRUCTIONAL SUPPLIES				
3 Supplies and Materials				
Office Supplies	\$70,381	\$3,000	\$0	0
Clothing & Footwear	132,561	17,100	21,975	21,975
Books & Periodicals	23,227	35,112	32,842	32,842
Equipment Maintenance & Repair Supplies	496	0	0	0
Health Room Supplies	294	2,000	2,500	2,500
Food	37,138	60,298	58,868	58,868
Textbooks	1,769,217	0	1,252,129	1,252,129
Library Media	513,608	498,796	516,893	519,693
General Supplies	3,667,301	3,659,113	3,577,284	3,617,284
Library Media Supplies	140,696	109,375	101,412	101,412
Computer Equipment < \$5,000	762,503	76,234	1,730,911	1,730,911
Sensitive Items Non - I.T.	202,659	3,500	54,300	54,300
Vandalism Supplies	0	250	250	250
Miscellaneous Materials & Supplies	64,116	3,280	8,980	10,380
Object Total	<u>7,384,197</u>	<u>4,468,058</u>	<u>7,358,344</u>	<u>7,402,544</u>
 TOTAL TEXTBOOKS & INSTRUCTIONAL SUPPLIES	 \$7,384,197	 \$4,468,058	 \$7,358,344	 \$7,402,544

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - RESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
TEXTBOOKS & INSTRUCTIONAL SUPPLIES				
3 Supplies and Materials				
Clothing & Footwear	\$3,237	\$0	\$0	2,500
Books & Periodicals	10,474	9,100	6,240	6,240
Food	31,063	25,700	15,633	15,633
Textbooks	1,425	1,206,112	12,090	12,090
Library Media	2,627	0	0	0
General Supplies	316,274	532,307	446,842	634,342
Library Media Supplies	157	0	0	0
Computer Equipment < \$5,000	1,186,404	1,611,912	75,000	75,000
Sensitive Items Non-I.T.	158,480	0	35,000	35,000
Miscellaneous Materials & Supplies	<u>5,544</u>	<u>11,825</u>	<u>1,825</u>	<u>7,825</u>
Object Total	1,715,685	3,396,956	592,630	788,630
 TOTAL TEXTBOOKS & INSTRUCTIONAL SUPPLIES	 \$1,715,685	 \$3,396,956	 \$592,630	 \$788,630

TEXTBOOKS AND INSTRUCTIONAL SUPPLIES

The Textbooks and Instructional Supplies Category consists of those activities which have as their purpose teaching students, aiding the teaching process, and improving the quality of the classroom instruction program.

Under this category are involved such activities as classroom instruction of pupils, school based media services, guidance services, and psychological services.

The budget category of Textbooks and Instructional Supplies includes all of the non-salary items which pertain to textbooks, library books, other books, and consumable classroom materials.

			APPROVED BUDGET
SUPPLIES AND MATERIALS			
Clothing and Footwear			
To cover cost of boots, rainwear, and winter clothing for students (on loan) at Outdoor School.			
a. Judith P. Hoyer Foundation Award (#146)	Restricted		2,500
b. High School	Unrestricted		1,175
c. Outdoor School (#016)	Unrestricted		800
d. High School Academic Competition (#147)	Unrestricted		1,500
e. Student Body Activities	Unrestricted		4,000
f. Fine Arts	Unrestricted		<u>14,500</u>
			24,475
Books and Periodicals			
Purchase of books and periodicals for instructional use.			
a. NCLBA Title I-A: Targeted Assistance (#020)	Restricted	240	
b. NCLBA Title II-A: Teacher Quality (#062)	Restricted	<u>6,000</u>	
			6,240
c. Schools	Unrestricted	13,993	
d. Student Services - Guidance	Unrestricted	6,354	
e. Student Services - Psychological Testing	Unrestricted	665	
f. Perkins Title I-C: Program Improvement (#029)	Unrestricted	3,530	
g. Pre-Kindergarten (#056)	Unrestricted	500	
h. Local Intervention Programs - Compensatory Education (#096)	Unrestricted	2,500	
i. Local Intervention Initiatives - Targeted Poverty (#325)	Unrestricted	500	
j. Multicultural Curriculum Development (#345)	Unrestricted	<u>4,800</u>	
			<u>32,842</u>
			39,082
Health Room Supplies			
a. High School	Unrestricted		2,500

TEXTBOOKS AND INSTRUCTIONAL SUPPLIES

**APPROVED
BUDGET**

SUPPLIES AND MATERIALS - continued

Food

a. NCLBA Title I-A: Targeted Assistance (#020)	Restricted	9,085	
b. Judith P. Hoyer Early Learning Center (#036)	Restricted	1,500	
c. NCLBA Title II-A: Teacher Quality (#062)	Restricted	2,000	
d. NCLBA Title III-A: English Language Acquisition (#128)	Restricted	600	
e. Continuing Education Fair (#166)	Restricted	300	
f. Community & Family Literacy (#179)	Restricted	500	
g. MD Model for School Readiness (State) (#212)	Restricted	<u>1,648</u>	
			15,633
h. Schools	Unrestricted	6,550	
i. School/Community/Family Partnership	Unrestricted	970	
j. Perkins Title I-C: Program Improvement (#029)	Unrestricted	3,110	
k. Families Learning Together (#031)	Unrestricted	540	
l. Pre-Kindergarten (#056)	Unrestricted	34,920	
m. Local Intervention Programs - Compensatory Education (#096)	Unrestricted	2,500	
n. Carroll County Student Government Association (#098)	Unrestricted	459	
o. Middle School Reading and Mathematics Intervention (#119)	Unrestricted	6,750	
p. Distance Learning (#136)	Unrestricted	500	
q. Limited English Proficient (#238)	Unrestricted	100	
r. Families Learning Together (#259)	Unrestricted	300	
s. Local Intervention Initiatives - Targeted Poverty (#325)	Unrestricted	1,019	
t. Multicultural Curriculum Development (#345)	Unrestricted	600	
u. Even Start Type Program (#378)	Unrestricted	<u>550</u>	
			<u>58,868</u>

74,501

Textbooks

Purchase of textbooks and workbooks to replace/supplement current texts, and to buy new textbooks.

a. Curriculum / System-Wide	Unrestricted	1,236,112	
b. Perkins Title I-C: Program Improvement (#029)	Unrestricted	1,017	
c. Career Technology Education - Match (#429)	Unrestricted	15,000	
d. Fine Arts Initiatives (#305)	Restricted	<u>12,090</u>	
			1,264,219

Library Media

To replace/supplement current library books, and purchase additional library books to improve pupil/book ratio.

a. Schools	Unrestricted	346,594	
b. Resource Centers / System-Wide	Unrestricted	172,589	
c. Outdoor School (#016)	Unrestricted	<u>510</u>	
			519,693

TEXTBOOKS AND INSTRUCTIONAL SUPPLIES

**APPROVED
BUDGET**

SUPPLIES AND MATERIALS - continued

General Supplies

Consumable materials:

Test, art supplies, industrial art supplies, science materials, regular classroom supplies and materials, home economic supplies, medals, ribbons, trophies and awards.

a. NCLBA Title I-A: Targeted Assistance (#020)	Restricted	31,883
b. Perkins Title I-C: Program Improvement (#029)	Restricted	35,000
c. Judith P. Hoyer Early Learning Center (#036)	Restricted	1,000
d. NCLBA Title II-A: Teacher Quality (#062)	Restricted	5,000
e. "Every Fifteen Minutes" Donations (#103)	Restricted	500
f. Garrett Lee Smith Youth Suicide Prevention Sch. Pgm. (#127)	Restricted	185
g. NCLBA Title III: English Language Acquisition (#128)	Restricted	12,963
h. CTE Reserve Fund Project (#129)	Restricted	20,000
i. Judith P. Hoyer Foundation Award (#146)	Restricted	2,500
j. Continuing Education Fair (#166)	Restricted	300
k. Summer Enrichment Program (#167)	Restricted	2,700
l. Outdoor School Donations (#174)	Restricted	500
m. Community & Family Literacy (#179)	Restricted	500
n. Safe & Drug Free School Donations (#203)	Restricted	800
o. Sexual Harassment / Assault Prevention (#214)	Restricted	3,000
p. Fine Arts Initiatives (#205)	Restricted	7,947
q. Parents As Teachers (PAT) - Judy Center (#336)	Restricted	4,564
r. Various Grants Carryover (#800)	Restricted	230,000
s. Other Environmental Grants (#801)	Restricted	21,000
t. Other School Grants (#802)	Restricted	12,000
u. Other MD Incentive Grants (#803)	Restricted	17,000
v. CCPS Educational Foundation Grants (#804)	Restricted	50,000
w. New Grants (#805)	Restricted	<u>175,000</u>

634,342

x. Schools	Unrestricted	2,879,924
y. Assistant Superintendent - Instruction	Unrestricted	4,000
z. Director of High Schools	Unrestricted	7,500
aa. Director of Middle Schools	Unrestricted	7,700
bb. Guidance / System-Wide	Unrestricted	25,000
cc. Gateway	Unrestricted	30,000
dd. Technology Services	Unrestricted	5,000
ee. Student Services - Psychological Testing	Unrestricted	22,496
ff. Student Body Activities - Schools	Unrestricted	55,000
gg. Fine Arts	Unrestricted	12,500
hh. Curriculum	Unrestricted	3,150
ii. Minority Achievement/Intervention Programs	Unrestricted	1,000
jj. School/Community/Family Partnership	Unrestricted	11,480
kk. Research and Accountability	Unrestricted	200
ll. Outdoor School (#016)	Unrestricted	10,585
mm. Serve America Sub-Grant (#024)	Unrestricted	3,300
nn. Perkins Title I-C: Program Improvement (#029)	Unrestricted	334,871
oo. Families Learning Together (#031)	Unrestricted	3,927
pp. Summer School - High (#033)	Unrestricted	157
qq. Teacher Development (#055)	Unrestricted	2,000
rr. Student Support Center (#081)	Unrestricted	<u>2,117</u>
Subtotal		3,421,907

TEXTBOOKS AND INSTRUCTIONAL SUPPLIES

			APPROVED BUDGET
SUPPLIES AND MATERIALS - continued			
General Supplies - continued			
ss. Local Intervention Programs - Compensatory Education (#096)	Unrestricted	5,000	
tt. Environmental Education Projects (#116)	Unrestricted	4,000	
uu. Middle School Reading and Mathematics Intervention (#119)	Unrestricted	64,869	
vv. Distance Learning (#136)	Unrestricted	500	
ww. High School Academic Competition (#147)	Unrestricted	2,500	
xx. Summer School - Middle (#223)	Unrestricted	433	
yy. Limited English Proficient (#238)	Unrestricted	16,550	
zz. Families Learning Together (#259)	Unrestricted	4,067	
aaa. Local Intervention Initiatives - Targeted Poverty (#325)	Unrestricted	15,064	
bbb. Even Start Type Program (#378)	Unrestricted	4,060	
ccc. Career Technology Education - Match (#429)	Unrestricted	<u>78,334</u>	
Subtotal		195,377	
			<u>3,617,284</u>
			4,251,626
Library Media Supplies			
Purchase of filmstrips, transparencies, film for schools.			
a. Schools	Unrestricted	101,062	
b. Gateway	Unrestricted	<u>350</u>	
			101,412
Computer Equipment < \$5,000			
a. Perkins Title I-C: Program Improvement (#029)	Restricted		75,000
b. Schools	Unrestricted	23,411	
c. Technology Services	Unrestricted	1,625,000	
d. Perkins Title I-C: Program Improvement (#029)	Unrestricted	7,500	
e. Career Technology Education - Match (#429)	Unrestricted	<u>75,000</u>	<u>1,730,911</u>
			1,805,911
Sensitive Items Non-I.T.			
a. Perkins Title I-C: Program Improvement (#029)	Restricted	35,000	
b. Schools	Unrestricted	10,000	
c. Career Technology Education - Match (#429)	Unrestricted	15,000	
d. Perkins Title I-C: Program Improvement (#029)	Unrestricted	9,300	
e. Career Technology Education - Match (#429)	Unrestricted	<u>20,000</u>	
			89,300
Vandalism Materials and Supplies			
Supplies used to repair equipment that has been vandalized in any student activities.			
High School	Unrestricted		250
Other Non-Instructional Materials and Supplies			
a. Carroll County Student Government Association (#098)	Restricted	6,525	
b. Continuing Education Fair (#166)	Restricted	900	
c. Safe and Drug Free School Donations (#203)	Restricted	400	
d. Schools	Unrestricted	7,100	
e. Student Body Activities - Schools	Unrestricted	1,400	
f. Local Intervention Programs - Compensatory Education (#096)	Unrestricted	250	
g. Multicultural Curriculum Development (#345)	Unrestricted	1,500	
h. Even Start Type Program (#378)	Unrestricted	<u>130</u>	
			<u>18,205</u>
TOTAL TEXTBOOKS AND INSTRUCTIONAL SUPPLIES			\$8,191,174

Carroll County Public Schools

Westminster, Maryland 21157

Other Instructional Costs Category 17

Other instructional costs include all expenditures associated with contracted services, other charges, new and replacement equipment (including instructional technology) and transfers as they relate to the following instructional programs:

- Art
- Business
- Computer Science
- Drama/Theater
- English Language Arts
- Foreign Language
- Health
- Physical Education/Recreation
- Mathematics
- Music
- Outdoor Education
- Science
- Social Studies
- Extra-curricular/Co-curricular Activities

Unrestricted Fund Summary	Actual 09-10	Approved 10-11	Approved 11-12	Approved Increase/ (Decrease)	% Change
17 Other Instructional Costs					
2 Contracted Services	\$898,408	\$942,733	\$955,500	\$12,767	1.35%
4 Other Charges	\$510,509	\$497,795	\$481,810	(\$15,985)	-3.21%
5 Land, Bldg, Equip Additional	\$94,464	\$91,115	\$250,400	\$159,285	174.82%
6 Land, Bldg, Equip Replacement	\$261,429	\$36,400	\$30,000	(\$6,400)	-17.58%
9 Transfers	(\$13,332)	\$45,000	\$445,000	\$400,000	888.89%
	\$1,751,478	\$1,613,043	\$2,162,710	\$549,667	34.08%
Restricted Fund Summary					
17 Other Instructional Costs					
2 Contracted Services	\$624,177	\$293,193	\$286,248	(\$6,945)	-2.37%
4 Other Charges	\$145,851	\$406,420	\$492,120	\$85,700	21.09%
5 Land, Bldg, Equip Additional	\$80,825	\$50,000	\$20,000	(\$30,000)	-60.00%
6 Land, Bldg, Equip Replacement	\$8,468	\$20,000	\$20,000	\$0	0.00%
9 Transfers	\$30,154	\$47,361	\$45,222	(\$2,139)	-4.52%
	\$889,475	\$816,974	\$863,590	\$46,616	5.71%

Category 17- Other Instructional Costs Changes - FY 2012

Non-Restricted Budget Changes

1. Changes in contracted services including printing, laundry & cleaning, and other	\$	(22,802)
2. Eliminate contract with Rape Crisis Intervention Service of Carroll County for classroom presentations		(24,000)
3. Changes in other charges including license fees		(15,985)
4. Decreases in classroom furniture and equipment at schools		(13,115)
5. Increase in game officials		29,632
6. Increase in rental of business machines at schools		29,937
7. Increase in career and technology education equipment (one-time)		166,000
8. Increase for new State charges for youth in adjudicated placements		<u>400,000</u>
Total Non-Restricted Increase - Category 17- Other Instructional Costs		549,667
Restricted Budget Net Increase - Category 17- Other Instructional Costs		<u>46,616</u>

TOTAL INCREASE - Category 17- Other Instructional Costs \$ 596,283

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
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OTHER INSTRUCTIONAL COSTS

2 Contracted Services

Maintenance & Repair of Equipment	\$8,164	\$0	\$0	\$0
Printing & Binding	33,544	42,292	37,842	37,842
Rental of Business Machines	309,751	326,829	356,766	359,766
Consultants	18,031	25,500	27,500	27,500
Laundry & Cleaning	22,043	51,800	35,000	35,000
Test Scoring	0	0	2,300	2,300
Game Officials	220,411	203,968	233,600	233,600
Outdoor School Meals	28,363	28,000	28,000	28,000
Other Contracted Services	258,101	264,344	231,492	231,492
Object Total	<u>898,408</u>	<u>942,733</u>	<u>952,500</u>	<u>955,500</u>

4 Other Charges

Local Mileage Reimbursement	109,053	155,653	155,243	155,243
License Fees	197,836	124,800	105,300	102,500
Postage	137	74	74	74
Dues	9,296	7,590	7,840	7,840
Subscriptions	113,649	108,842	108,542	108,542
Conferences & Trainings	49,569	86,546	87,471	87,471
Admissions/Entrance Fees	10,055	3,250	9,700	9,700
Donations/Memorials	1,092	0	0	0
Miscellaneous - Other Charges	19,822	11,040	10,440	10,440
Object Total	<u>510,509</u>	<u>497,795</u>	<u>484,610</u>	<u>481,810</u>

5 Equipment Additional

Data Processing Equipment	(19,066)	0	0	0
Machinery	7,748	0	0	166,000
Audio-Visual Equip. & Furn.	126	1,100	0	0
Classroom Furniture & Equipment	105,656	90,015	84,400	84,400
Object Total	<u>94,464</u>	<u>91,115</u>	<u>84,400</u>	<u>250,400</u>

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - UNRESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
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OTHER INSTRUCTIONAL COSTS - continued

6 Equipment Replacement				
Data Processing Equipment	250,960	0	0	0
Audio-Visual Equip. & Furn.	1,399	0	0	0
Classroom Furniture & Equipment	<u>9,070</u>	<u>36,400</u>	<u>30,000</u>	<u>30,000</u>
Object Total	261,429	36,400	30,000	30,000
9 Transfers				
Out-Going Transfers to Other MD LEA's	(13,332)	45,000	45,000	45,000
Other Out-Going Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>400,000</u>
Object Total	(13,332)	45,000	45,000	445,000
 TOTAL OTHER INSTRUCTIONAL COSTS	 \$1,751,478	 \$1,613,043	 \$1,596,510	 \$2,162,710

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - RESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
OTHER INSTRUCTIONAL COSTS				
2 Contracted Services				
Printing & Binding	\$1,499	\$0	\$0	\$0
Consultants	25,854	33,093	29,950	29,950
Outdoor School Meals	120,480	132,000	132,000	132,000
Other Contracted Services	476,344	128,100	94,298	124,298
Object Total	<u>624,177</u>	<u>293,193</u>	<u>256,248</u>	<u>286,248</u>
4 Other Charges				
Local Mileage Reimbursement	9,822	6,369	10,328	10,328
License Fees	75,287	5,675	0	0
Postage	12	0	0	0
Dues	499	0	1,055	1,055
Subscriptions	5,146	0	0	0
Conferences & Trainings	37,608	47,476	63,517	63,517
Admissions/Entrance Fees	13,165	2,500	2,770	2,770
Donations/Memorials	600	0	0	0
Miscellaneous - Other Charges	3,712	344,400	339,450	414,450
Object Total	<u>145,851</u>	<u>406,420</u>	<u>417,120</u>	<u>492,120</u>
5 Equipment Additional				
Classroom Furniture & Equipment	80,825	50,000	20,000	20,000
Object Total	<u>80,825</u>	<u>50,000</u>	<u>20,000</u>	<u>20,000</u>
6 Equipment Replacement				
Data Processing Equipment	6,708	0	0	0
Classroom Furniture & Equipment	1,760	20,000	20,000	20,000
Object Total	<u>8,468</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
9 Transfers				
Other Out-Going Transfers	30,154	47,361	45,222	45,222
Object Total	<u>30,154</u>	<u>47,361</u>	<u>45,222</u>	<u>45,222</u>
TOTAL OTHER INSTRUCTIONAL COSTS	\$889,475	\$816,974	\$758,590	\$863,590

OTHER INSTRUCTIONAL COSTS

The Other Instructional Costs Category consists of those activities which have as their purpose teaching students, aiding the teaching process, and improving the quality of the classroom instructional program.

Under this category are involved such activities as classroom instruction of pupils, school based media services, guidance services, and psychological services.

The budget category of Other Instructional Costs includes expenditures for contracted services, other charges, equipment additional, equipment replacement, and transfers.

			APPROVED BUDGET
CONTRACTED SERVICES			
Printing and Binding			
Most of the duplicating work is done in the schools or in the Central Office Print Room, but some special work is contracted with local printers. This is for report cards, high school brochures, certificate programs, revised elementary and middle school activities of studies, and parent permission forms for student activities.			
a. Schools	Unrestricted	21,700	
b. Director of High Schools	Unrestricted	10,192	
c. Student Body Activities	Unrestricted	1,000	
d. Curriculum	Unrestricted	1,350	
e. School/Community/Family Partnership	Unrestricted	2,000	
f. Perkins Title I-C: Program Improvement (#029)	Unrestricted	<u>1,600</u>	
			37,842
Rental of Business Machines			
Payments on lease purchase agreements and maintenance agreements for data processing equipment used in instructional activities. Items include reading systems and copiers for school based personnel.			
a. Schools	Unrestricted	321,270	
b. Student Services	Unrestricted	2,000	
c. Media/Resource Center	Unrestricted	2,712	
d. School/Community/Family Partnership	Unrestricted	6,204	
e. Outdoor School (#016)	Unrestricted	750	
f. Perkins Title I-C: Program Improvement (#029)	Unrestricted	22,500	
g. Student Support Center (#081)	Unrestricted	3,080	
h. PRIDE - Elementary (#118)	Unrestricted	1,100	
i. Families Learning Together (#259)	Unrestricted	<u>150</u>	
			359,766
Consultants			
Individuals are utilized in in-service certification of teachers in special areas, summer workshops for teachers, staff development and to focus on particular areas of improvement.			
a. NCLBA Title II-A: Teacher Quality (#062)	Restricted	16,000	
b. Maryland Model for School Readiness - State (#212)	Restricted	<u>13,950</u>	
			29,950
c. Fine Arts	Unrestricted	9,000	
d. Minority Achievement/Intervention Programs	Unrestricted	2,500	
e. Local Intervention Programs - Compensatory Education (#096)	Unrestricted	3,000	
f. Multicultural Curriculum Development (#345)	Unrestricted	12,500	
g. Career Technology Education - Match (#429)	Unrestricted	<u>500</u>	
			57,450

OTHER INSTRUCTIONAL COSTS

CONTRACTED SERVICES - continued			APPROVED BUDGET
Laundry and Cleaning			
Cost which allows each of eight (8) high schools to clean and recondition athletic equipment for football and lacrosse.			
Student Body Activities	Unrestricted		35,000
Test Scoring			
a. Local Intervention Programs - Compensatory Education (#096)	Unrestricted		2,300
Game Officials			
To cover the cost of officials for various student sports.			
Student Body Activities	Unrestricted		233,600
Outdoor School Meals			
To cover the cost of meals for students and faculty at Outdoor School.			
a. Outdoor School (#016) - meals for students (reimbursed from student fees)	Restricted	132,000	
b. Outdoor School (#016) - meals for faculty	Unrestricted	<u>28,000</u>	160,000
Other Contracted Services			
a. NCLBA Title I-A: Targeted Assistance (#020)	Restricted	35,690	
b. Judith P. Hoyer Early Learning Center (#036)	Restricted	51,319	
c. NCLBA Title II-A: Teacher Quality (#062)	Restricted	2,400	
d. Garrett Lee Smith Youth Suicide Prevention Sch. Pgm. (#127)	Restricted	3,500	
e. Continuing Education Fair (#166)	Restricted	4,500	
f. MD School Psychologists Association Grant (#194)	Restricted	800	
g. Maryland Model for School Readiness - State (#212)	Restricted	23,089	
h. Sexual Harassment / Assault Prevention (#214)	Restricted	<u>3,000</u>	
			124,298
i. Elementary Schools	Unrestricted	850	
j. Director of High Schools	Unrestricted	30,000	
k. Gateway	Unrestricted	25,000	
l. Student Body Activities	Unrestricted	70,000	
m. Fine Arts	Unrestricted	3,060	
n. Student Personnel Services/ All Levels	Unrestricted	2,500	
o. Minority Achievement/Intervention Programs	Unrestricted	3,500	
p. Research and Accountability	Unrestricted	9,000	
q. Perkins Title I-C: Program Improvement (#029)	Unrestricted	42,000	
r. Teacher Development (#055)	Unrestricted	4,000	
s. ADA Accommodations (#090)	Unrestricted	14,140	
t. Local Intervention Programs - Compensatory Education (#096)	Unrestricted	3,000	
u. Middle School Reading and Mathematics Intervention (#119)	Unrestricted	1,100	
v. Limited English Proficient (#238)	Unrestricted	5,000	
w. Local Intervention Initiatives - Targeted Poverty (#325)	Unrestricted	1,000	
x. Multicultural Curriculum Development (#345)	Unrestricted	14,142	
y. Even Start Type Program (#378)	Unrestricted	1,200	
z. Career Technology Education - Match (#429)	Unrestricted	<u>2,000</u>	
		<u>231,492</u>	<u>355,790</u>
TOTAL CONTRACTED SERVICES			1,241,748

OTHER INSTRUCTIONAL COSTS

**APPROVED
BUDGET**

OTHER CHARGES

Local Mileage Reimbursement

Reimbursement to employees in order to carry out their assigned duties, including negotiated mileage allowance for itinerant teachers.

a. NCLBA Title I-A: Targeted Assistance (#020)	Restricted	550	
b. Judith P. Hoyer Early Learning Center (#036)	Restricted	2,278	
c. NCLBA Title II-A: Teacher Quality (#062)	Restricted	4,500	
d. Parents As Teachers (PAT) - Judy Center (#336)	Restricted	<u>3,000</u>	10,328
e. Schools	Unrestricted	6,850	
f. Curriculum	Unrestricted	28,000	
g. Student Services - Guidance	Unrestricted	10,000	
h. Student Services - Psychological Testing	Unrestricted	19,000	
i. Student Personnel Services/All Levels	Unrestricted	30,000	
j. School/Community/Family Partnership	Unrestricted	1,175	
k. Staff Development	Unrestricted	5,500	
l. Outdoor School (#016)	Unrestricted	2,000	
m. Serve America Sub-Grant (#024)	Unrestricted	163	
n. Perkins Title I-C: Program Improvement (#029)	Unrestricted	14,000	
o. Families Learning Together (#031)	Unrestricted	810	
p. Pre-Kindergarten (#056)	Unrestricted	500	
q. Local Intervention Programs - Compensatory Education (#096)	Unrestricted	4,250	
r. Carroll County Student Government Association (#098)	Unrestricted	275	
s. Limited English Proficient (#238)	Unrestricted	22,000	
t. Families Learning Together (#259)	Unrestricted	1,720	
u. Transitions Project (#361)	Unrestricted	1,000	
v. Even Start Type Program (#378)	Unrestricted	7,500	
w. Career Technology Education - Match (#429)	Unrestricted	<u>500</u>	165,571

License Fees

a. Technology Services	Unrestricted	100,000	
b. Career Technology Education - Match (#429)	Unrestricted	<u>2,500</u>	102,500

Postage

a. Even Start Type Program (#378)	Unrestricted		74
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Dues

Payments for membership in professional organizations; payments for dues in athletic organizations.

a. NCLBA Title I-A: Targeted Assistance (#020)	Restricted	1,055	
b. Schools	Unrestricted	4,806	
c. Student Services - Guidance	Unrestricted	2,000	
d. Staff Development	Unrestricted	500	
e. A & S Professional Development (#019)	Unrestricted	200	
f. Perkins Title I-C: Program Improvement (#029)	Unrestricted	150	
g. Carroll County Student Government Association (#098)	Unrestricted	<u>184</u>	8,895

OTHER INSTRUCTIONAL COSTS

**APPROVED
BUDGET**

OTHER CHARGES - continued

Subscriptions

Subscriptions to newspapers, magazines and other publications for classrooms, professional libraries, media centers, and athletic programs.

a. Schools	Unrestricted	99,520	
b. Student Services - Guidance	Unrestricted	3,121	
c. Student Services - Psychological Testing	Unrestricted	202	
d. School/Community/Family Partnership	Unrestricted	525	
e. Outdoor School (#016)	Unrestricted	350	
f. Perkins Title I-C: Program Improvement (#029)	Unrestricted	3,800	
g. Families Learning Together (#031)	Unrestricted	624	
h. Families Learning Together (#259)	Unrestricted	150	
i. Even Start Type Program (#378)	Unrestricted	<u>250</u>	108,542

Conferences & Trainings

Costs of attending conferences, meetings, in-services, training and other professional development.

a. NCLBA Title I-A: Targeted Assistance (#020)	Restricted	7,252	
b. Judith P. Hoyer Early Learning Center (#036)	Restricted	200	
c. NCLBA Title II-A: Teacher Quality (#062)	Restricted	33,000	
d. Garrett Lee Smith Youth Suicide Prevention Sch. Pgm. (#127)	Restricted	765	
e. CTE Reserve Fund Project (#129)	Restricted	20,000	
f. Safe and Drug Free School Donations (#203)	Restricted	1,300	
g. Fine Arts Initiatives (#305)	Restricted	<u>1,000</u>	63,517
h. Schools	Unrestricted	10,750	
i. Student Personnel Services	Unrestricted	4,700	
j. Staff Development	Unrestricted	4,300	
k. Minority Achievement/Intervention Programs	Unrestricted	3,500	
l. School/Community/Family Partnership	Unrestricted	3,424	
m. Gateway School	Unrestricted	225	
n. Outdoor School (#016)	Unrestricted	3,000	
o. Perkins Title I-C: Program Improvement (#029)	Unrestricted	13,500	
p. Families Learning Together (#031)	Unrestricted	1,196	
q. Teacher Development (#055)	Unrestricted	4,000	
r. Pre-Kindergarten (#056)	Unrestricted	1,000	
s. Local Intervention Programs - Compensatory Education (#096)	Unrestricted	1,000	
t. Carroll County Student Government Association (#098)	Unrestricted	1,000	
u. Middle School Reading and Mathematics Intervention (#119)	Unrestricted	2,000	
v. Limited English Proficient (#238)	Unrestricted	2,650	
w. Local Intervention Initiatives - Targeted Poverty (#325)	Unrestricted	2,000	
x. Multicultural Curriculum Development (#345)	Unrestricted	3,500	
y. Even Start Type Program (#378)	Unrestricted	726	
z. Career Technology Education - Match (#429)	Unrestricted	<u>25,000</u>	150,988

OTHER INSTRUCTIONAL COSTS

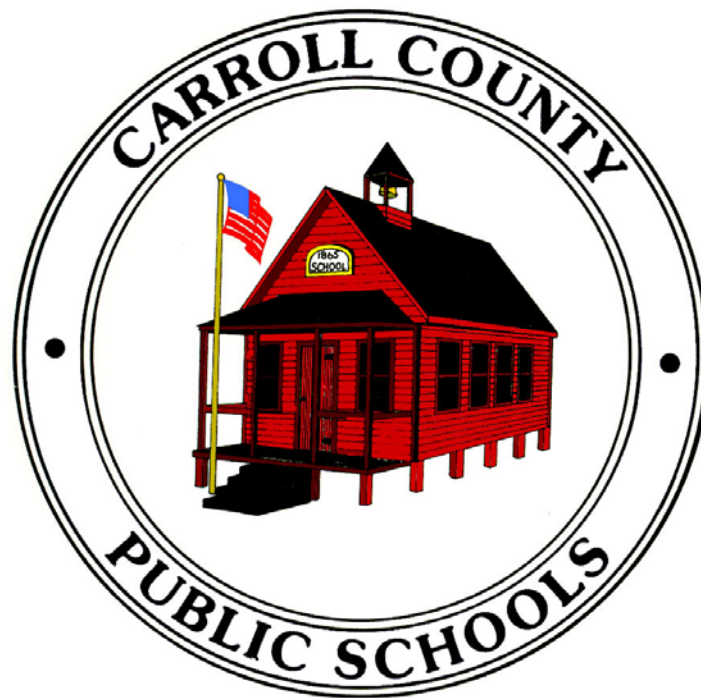
			APPROVED BUDGET
OTHER CHARGES - continued			
Admission Fees			
a. NCLBA Title I-A: Targeted Assistance (#020)	Restricted	2,270	
b. Community and Family Literacy (#179)	Restricted	<u>500</u>	
			2,770
c. Gateway	Unrestricted		200
d. Student Body Activities	Unrestricted		6,500
e. Curriculum	Unrestricted		2,500
f. Local Intervention Plans - Compensatory Education (#096)	Unrestricted		<u>500</u>
			12,470
Miscellaneous Other Charges			
a. NCLBA Title I-A: Targeted Assistance (#020)	Restricted	4,500	
b. Garrett Lee Smith Youth Suicide Prevention Sch. Pgm. (#127)	Restricted	50	
c. Community and Family Literacy (#179)	Restricted	200	
d. Various Grants Carryover (#800)	Restricted	310,000	
e. Other Environmental Grants (#801)	Restricted	3,300	
f. Other School Grants (#802)	Restricted	6,000	
g. Other MD Incentive Grants (#803)	Restricted	5,400	
h. CCPS Educational Foundation Grants	Restricted	10,000	
i. New Grants (#805)	Restricted	<u>75,000</u>	
			414,450
j. Gateway	Unrestricted		900
k. Perkins Title I-C: Program Improvement (#029)	Unrestricted		1,000
l. Families Learning Together (#031)	Unrestricted		100
m. Limited English Proficient (#238)	Unrestricted		8,240
n. Families Learning Together (#259)	Unrestricted		100
o. Even Start Type Program (#378)	Unrestricted		<u>100</u>
			<u>424,890</u>
TOTAL OTHER CHARGES			973,930
EQUIPMENT ADDITIONAL			
Machinery			
a. Carroll County Career & Technology Center	Unrestricted		166,000
Classroom Furniture and Equipment			
a. Perkins Title I-C: Program Improvement (#029)	Restricted	20,000	
b. High School	Unrestricted	5,000	
c. Student Body Activities	Unrestricted	5,500	
d. Perkins Title I-C: Program Improvement (#029)	Unrestricted	13,900	
e. Career Technology Education - Match (#429)	Unrestricted	<u>60,000</u>	
			<u>270,400</u>
TOTAL EQUIPMENT ADDITIONAL			270,400

OTHER INSTRUCTIONAL COSTS

			APPROVED BUDGET
EQUIPMENT REPLACEMENT			
Classroom Furniture and Equipment			
a. Perkins Title I-C: Program Improvement (#029)	Restricted	20,000	
b. Career Technology Education - Match (#429)	Unrestricted	<u>30,000</u>	<u>50,000</u>
TOTAL EQUIPMENT REPLACEMENT			50,000
TRANSFERS			
Out-Going Transfers to Other MD LEA's			
a. Student Personnel Services	Unrestricted	45,000	
Other Out-Going Transfers			
a. NCLBA Title I-A: Targeted Assistance (#020)	Restricted	20,222	
b. NCLBA Title II-A: Teacher Quality (#062)	Restricted	25,000	
c. Student Personnel Services	Unrestricted	<u>400,000</u>	
			<u>490,222</u>
TOTAL TRANSFERS			490,222
TOTAL OTHER INSTRUCTIONAL COSTS			\$3,026,300

Carroll County Public Schools

Westminster, Maryland 21157



Section III

Debt Service Fund and
Food Service Fund

Carroll County Public Schools

Westminster, Maryland 21157

Debt Service Fund

The debt service fund represents the long term debt incurred for the construction of school facilities and consists of school construction bonds issued by the Carroll County Commissioners. All debt service payments are made by the County Commissioners of Carroll County. The information presented represents the local interest and principal obligation for local government.

Debt Service Fund Summary	Actual 09-10	Approved 10-11	Approved 11-12	Approved Increase/ (Decrease)	% Change
14 Debt Service					
Interest - Local Share	\$4,465,513	\$4,985,196	\$4,935,000	(\$50,196)	-1.01%
Principal - Local Share	\$7,098,636	\$7,074,804	\$8,565,000	\$1,490,196	21.06%
Total Debt Service	\$11,564,149	\$12,060,000	\$13,500,000	\$1,440,000	11.94%

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - DEBT SERVICE FUND
 DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
EXPENDITURES				
Debt Service				
Interest - Local Share	\$4,465,513	\$4,985,196	\$5,035,000	\$4,935,000
Principal - Local Share	<u>7,098,636</u>	<u>7,074,804</u>	<u>8,565,000</u>	<u>8,565,000</u>
Object Total	11,564,149	12,060,000	13,600,000	13,500,000
 TOTAL DEBT SERVICE				
 REVENUES				
Sources of Funding				
Local Government	11,564,149	12,060,000	13,600,000	13,500,000
 TOTAL FUNDING	 \$11,564,149	 \$12,060,000	 \$13,600,000	 \$13,500,000

Carroll County Public Schools

Westminster, Maryland 21157

Food Service Fund

The food service fund includes all activities and expenses associated with providing food to students and staff in Carroll County Public Schools. The food service program is basically self supporting and no longer receives additional county support for retirement expenses.

Expenditures for employee benefits equal \$1,507,122. These fixed charges include employees pension/retirement costs, social security payments, sick leave conversion benefits, medical, optical, dental insurances as well as worker's compensation insurance. All food service employees also receive an employee benefit subsidy for out-of-pocket insurance costs.

Food Service Fund Summary	Actual 09-10	Approved 10-11	Approved 11-12	Approved Increase/ (Decrease)	% Change
09 Food Service Fund					
1 Salaries	\$2,705,719	\$2,744,065	\$2,614,524	(\$129,541)	-4.72%
2 Contracted Services	\$21,451	\$5,000	\$5,000	\$0	0.00%
3 Supplies/Materials	\$2,321,071	\$2,741,650	\$2,571,177	(\$170,473)	-6.22%
4 Other Charges	\$1,309,786	\$1,449,150	\$1,549,122	\$99,972	6.90%
5 Land, Bldg, Equip Additional	\$0	\$15,400	\$11,400	(\$4,000)	-25.97%
6 Land, Bldg, Equip Replacement	\$29,828	\$95,100	\$92,100	(\$3,000)	-3.15%
	\$6,387,855	\$7,050,365	\$6,843,323	(\$207,042)	-2.94%

**CARROLL COUNTY PUBLIC SCHOOLS
SOURCES OF REVENUE TO SUPPORT THE APPROVED FOOD SERVICE FUND**

(Table 1-F)

FOOD SERVICE FUND REVENUES	APPROVED REVENUE 2009-10	APPROVED REVENUE 2010-11	APPROVED REVENUE 2011-12	INCREASE (DECREASE) OVER APPROVED	PER CENT INCREASE OVER APPROVED
I. Local Revenue					
Total Local Revenue	-	-	-	-	0.00%
II. Sale School Lunches/Various					
1. Food Service Interest	15,000	2,000	1,000	(1,000)	-50.00%
2. Child Breakfast	105,000	110,000	115,000	5,000	4.55%
3. Child Lunch	4,048,592	3,692,365	3,392,323	(300,042)	-8.13%
4. Milk	73,000	70,000	65,000	(5,000)	-7.14%
5. A La Carte	625,000	610,000	615,000	5,000	0.82%
6. Adult Lunch	163,000	155,000	135,000	(20,000)	-12.90%
7. Early Childhood Programs	60,000	30,000	25,000	(5,000)	-16.67%
8. Miscellaneous	50,000	50,000	50,000	-	0.00%
9. State Breakfast/Lunch	55,000	56,000	60,000	4,000	7.14%
10. U.S.D.A. Commodities	415,000	380,000	400,000	20,000	5.26%
11. Federal Lunch	440,000	440,000	440,000	-	0.00%
12. Federal Breakfast	215,000	225,000	270,000	45,000	20.00%
13. Child Feeding	1,030,000	1,200,000	1,240,000	40,000	3.33%
14. Rebates	30,000	30,000	35,000	5,000	16.67%
Total Sale Lunches/Various	7,324,592	7,050,365	6,843,323	(207,042)	-2.94%
TOTAL FOOD SERVICE	7,324,592	7,050,365	6,843,323	(207,042)	-2.94%

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - RESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
FOOD SERVICE FUND				
Positions				
1. Professional	1.00	1.00	1.00	1.00
2. Classified	124.65	124.65	124.65	119.45
Total Positions	<u>125.65</u>	<u>125.65</u>	<u>125.65</u>	<u>120.45</u>
1 Salaries and Wages				
Regular Classified	\$2,450,584	\$2,464,494	\$2,352,300	\$2,352,300
Temporary Classified	57,273	75,000	65,000	65,000
Regular Professional	111,364	111,364	111,364	111,364
Educational Add-Ons Classified	23,074	23,076	22,039	22,039
Overtime Classified	40,522	50,000	45,000	45,000
Longevity Classified	10,960	10,960	10,960	10,960
Vacation Pay-Off	3,628	0	0	0
Insurance Opt-Out	8,314	9,171	7,861	7,861
Object Total	<u>2,705,719</u>	<u>2,744,065</u>	<u>2,614,524</u>	<u>2,614,524</u>
2 Contracted Services				
Maintenance & Repair of Equipment	21,451	2,500	2,500	2,500
Maintenance & Repair of Vehicles	0	2,500	2,500	2,500
Object Total	<u>21,451</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
3 Supplies and Materials				
Office Supplies	301	1,000	1,000	1,000
Clothing and Footwear	13,575	15,000	15,000	15,000
Books & Periodicals	0	150	150	150
Vehicle Repair Supplies	0	500	500	500
Equipment Maintenance & Repair Supplies	63,898	75,000	70,000	70,000
Non-Food Supplies	45,494	50,000	50,000	50,000
Food	2,088,815	2,450,000	2,187,527	2,287,527
Food Related Supplies	95,481	120,000	110,000	110,000
Other Food Service Supplies	4,373	28,000	25,000	25,000
Sensitive Items Non-I.T.	8,545	0	0	0
Other Non-Instr Sup & Mat	589	2,000	12,000	12,000
Object Total	<u>2,321,071</u>	<u>2,741,650</u>	<u>2,471,177</u>	<u>2,571,177</u>

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - RESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
FOOD SERVICE FUND				
4 Other Charges				
Local Mileage Reimbursement	6,433	8,000	7,000	7,000
License Fees	0	150	150	150
Postage	0	400	400	400
Food Locker Storage	25,531	24,000	24,000	24,000
Gasoline	3,130	4,000	4,000	4,000
Dues	216	250	250	250
Subscriptions	0	150	100	100
Conferences & Trainings	447	1,100	1,100	1,100
Miscellaneous - Other Charges	4,669	5,500	5,000	5,000
Object Total	<u>40,426</u>	<u>43,550</u>	<u>42,000</u>	<u>42,000</u>
5 Equipment Additional				
Office Furniture & Equipment	0	1,000	0	0
Office Machines	0	1,000	0	0
Data Processing Equipment	0	1,000	0	0
Cafeteria Equipment	0	11,400	11,400	11,400
Classroom Furniture & Equipment	0	1,000	0	0
Object Total	<u>0</u>	<u>15,400</u>	<u>11,400</u>	<u>11,400</u>
6 Equipment Replacement				
Office Furniture & Equipment	0	1,000	0	0
Office Machines	0	1,000	0	0
Data Processing Equipment	0	1,000	0	0
Cafeteria Equipment	29,828	87,000	92,100	92,100
Classroom Furniture & Equipment	0	5,100	0	0
Object Total	<u>29,828</u>	<u>95,100</u>	<u>92,100</u>	<u>92,100</u>
TOTAL FOOD SERVICES	\$5,118,495	\$5,644,765	\$5,236,201	\$5,336,201

FOOD SERVICE FUND

Food Services consists of those activities where the manager prepares and serves regular and incidental meals.

SALARIES AND WAGES	Full-Time Equivalent	APPROVED <u>BUDGET</u>
Existing Positions		
Professional		
Supervisor - Food Services - 12 Month	1.00	
Classified		
Clerk Accountant III - 12 Month	0.40	
Food Service Field Personnel	1.00	
Secretary III - 12 Month	1.00	
Cafeteria Managers - 10 Month	43.00	
Cafeteria Workers - 10 Month	<u>74.05</u>	
Total Existing Classified Positions	119.45	
Total Professional / Classified Positions	120.45	\$2,463,664
Other Salaries		
Temporary Classified		65,000
Educational Add-Ons Classified		22,039
Overtime Classified		45,000
Longevity Classified		10,960
Insurance Opt-Out		<u>7,861</u>
TOTAL SALARIES AND WAGES		2,614,524
CONTRACTED SERVICES		
Maintenance and Repair of Equipment		
Repairs to cafeteria equipment such as cash registers, dishwashers, freezers, mixers, slicers, and stoves.		2,500
Maintenance and Repair of Vehicles		
Repairs to trucks used for transporting food to satellite dining rooms and from food storage facility.		<u>2,500</u>
TOTAL CONTRACTED SERVICES		5,000

FOOD SERVICE FUND

	<u>APPROVED BUDGET</u>
SUPPLIES AND MATERIALS	
Office Supplies	
Stationery, forms, other items for the Food Service Office.	1,000
Clothing and Footwear	
Uniforms for Food Services personnel as required by negotiated agreement.	15,000
Books and Periodicals	150
Vehicle Repair Supplies	500
Equipment Maintenance and Repair Supplies	
Purchase of parts used to repair and maintain equipment.	70,000
Food Related Supplies	
Supplies and materials used in Food Services operation other than food. Items include detergent, dish towels, dispensers, disposable cups, plates, napkins and silverware.	110,000
Food	
Provides funds to purchase food.	2,287,527
Other Food Service Supplies	
Supplies needed for Food Service operations.	25,000
Miscellaneous Non-Instructional Materials and Supplies	<u>62,000</u>
TOTAL SUPPLIES AND MATERIALS	2,571,177
OTHER CHARGES	
Local Mileage Reimbursement	
Reimbursement to personnel carrying out assigned duties.	7,000
License Fees	150
Postage	400
Rental of Food Lockers	
Rental of food storage locker where government commodities can be stored.	24,000
Gasoline	4,000
Other Expenses	
Dues and Subscriptions	350
Other Professional Development/A.T.S.P. Professional Development	
Training for professionals in Food Service	1,100
Miscellaneous - Other Charges	<u>5,000</u>
TOTAL OTHER CHARGES	42,000

FOOD SERVICE FUND

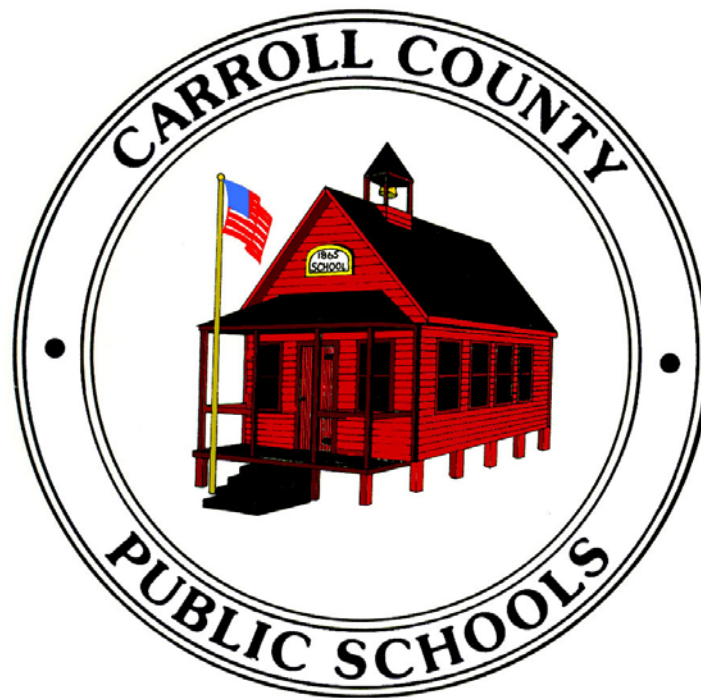
	<u>APPROVED BUDGET</u>
EQUIPMENT ADDITIONAL	
Cafeteria Equipment	<u>11,400</u>
TOTAL EQUIPMENT ADDITIONAL	11,400
EQUIPMENT REPLACEMENT	
Cafeteria Equipment	<u>92,100</u>
TOTAL EQUIPMENT REPLACEMENT	92,100
TOTAL FOOD SERVICES	\$5,336,201

CARROLL COUNTY PUBLIC SCHOOLS
APPROVED BUDGET - RESTRICTED FUNDS
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Approved Budget 2011-12
FIXED CHARGES				
4 Other Charges				
Employee Fringe Benefits				
Employee Retirement	\$189,159	\$239,171	\$321,820	321,820
Employees Social Security	196,904	200,076	191,314	191,314
Sick Leave Conversion	20,778	25,000	25,000	25,000
Life Insurance	2,672	2,727	2,586	2,586
Long Term Disability	259	259	259	259
Optical Plan	5,150	6,301	122	122
Medical Insurance	710,249	766,580	810,304	810,304
Worker's Compensation	89,309	93,658	89,522	89,522
Dental Insurance	23,172	34,328	34,195	34,195
Employee Benefit Subsidy	31,708	37,500	32,000	32,000
Object Total	<u>1,269,360</u>	<u>1,405,600</u>	<u>1,507,122</u>	<u>1,507,122</u>
 TOTAL FIXED CHARGES	 \$1,269,360	 \$1,405,600	 \$1,507,122	 \$1,507,122

Carroll County Public Schools

Westminster, Maryland 21157



Section IV

Grant Summaries, IDEA Funding Information,
and Carroll County Public Schools Information

Education Jobs Act

Estimated Funding / FTEs: \$ 5,211,930 / 0.00

Purpose of Grant: Federal funds used in lieu of State funds to provide formula funding under Maryland Bridge to Excellence school funding formulas.

Race to the Top

Estimated Funding / FTEs: \$ 115,138 / 0.00

Purpose of Funds: Formula and discretionary grants to assist in complying with the Race to the Top program objectives.

Individuals with Disabilities Education Act (IDEA) Part B – Special Education

Estimated Funding / FTEs: \$ 6,202,213 / 70.30

Purpose of Grant: Formula and discretionary grants to provide educational services to students with disabilities in the school system.

IDEA Parts B & C – Infant & Toddler Program

Estimated Funding / FTEs: \$ 229,474 / 2.40

Purpose of Grant: To develop and implement a comprehensive, coordinated, multi-disciplinary, interagency system that provides early intervention services for infants and toddlers with disabilities and their families. Services are provided through a cooperative agreement with the Carroll County Health Department, Department of Social Services, and Human Services programs.

Medicaid

Estimated Funding / FTEs: \$ 1,303,030 / 22.40

Purpose of Grant: To address academic and social needs of children in grades four through eight with school-based mentoring programs and activities.

Perkins Vocational & Technical Education Act – (Perkins) Program Development

Estimated Funding / FTEs: \$ 259,850 / 0.00

Purpose of Grant: To provide career and technology education programs that are aligned with current labor market demands.

No Child Left Behind Act (NCLBA)

Title I, Part A – Improving Basic Programs

Estimated Funding / FTEs: \$ 1,943,168 / 11.10

Purpose of Grant: To improve the academic achievement of at-risk students in schools with high percentages of students eligible for free and reduced price meals through additional instructional services for students, staff training, and parental support.

NCLBA Title II, Part A –

Teacher and Principal Training & Recruiting

Estimated Funding / FTEs: \$ 715,742 / 2.40

Purpose of Grant: To increase student achievement by improving teacher and principal quality through staff development and reducing class size.

NCLBA Title III – Limited English Proficient

Estimated Funding / FTEs: \$ 34,230 / 0.00

Purpose of Grant: To ensure that children with limited English proficiency develop high levels of academic achievement in English through high-quality language instruction programs staffed by trained professionals.

Assorted Small Grants

Estimated Funding / FTEs: \$ 675,766 / 0.00

Purpose of Funds: Other small grants received from various parts of the federal government to be used as directed by the giver.

Other Federal Revenue

Other Carry Forwards: \$ 3,290,000 / 0.00

FY 2012 Grant Summary – State Funding

Estimated Funding / FTEs: \$ 6,314,935 / 2.40

Aging Schools

Estimated Funding / FTEs: \$ 287,261 / 0.00

Purpose of Grant: To assist the school system in upgrading aging school facilities.

Infants and Toddlers Program

Estimated Funding / FTEs: \$ 234,954 / 1.40

Purpose of Grant: To develop and implement a comprehensive, coordinated, multi-disciplinary, interagency system that provides early intervention services for infants and toddlers with disabilities and their families. Services are provided through a cooperative agreement with the Carroll County Health Department, Department of Social Services, and Human Services programs.

Judy Center

Estimated Funding / FTEs: \$ 337,695 / 1.00

Purpose of Grant: To establish an early child care and education center serving children birth through age 5 at Robert Moton Elementary School to promote school readiness.

Maryland Model for School Readiness

Estimated Funding / FTEs: \$ 77,498 / 0.00

Purpose of Grant: To provide training to early childhood educators to ensure that children are ready to learn by grade 2.

Non-Public Placements

Estimated Funding / FTEs: \$ 4,600,000 / 0.00

Purpose of Grant: To provide for the placement of students with disabilities in an appropriate educational environment.

Parents As Teachers

Estimated Funding / FTEs: \$ 89,000 / 0.00

Purpose of Funds: To enhance child development and school readiness for children from birth through five through early childhood parent education and a family support program.

Assorted Small Grants

Estimated Funding / FTEs: \$ 288,527 / 0.00

Purpose of Funds: Other small grants received from various parts of the State government to be used as directed by the giver.

Other Restricted State Revenue

Other Carry Forwards: \$ 400,000 / 0.00

FY 2012 Grant Summary – Other Funding

Estimated Funding / FTEs: \$ 625,912 / 0.00

Tuition & Fees – Summer School Programs

Estimated Funding / FTEs: \$ 40,300 / 0.00

Purpose of Funds: Tuition and fees paid by students participating in summer programs.

Tuition & Fees – Carroll Co. General Hospital

Estimated Funding / FTEs: \$ 31,187 / 0.00

Purpose of Funds: Fees paid by Carroll County General Hospital for providing tutoring to patients.

Carroll County Public Schools Education Foundation – Estimated Awards

Estimated Funding / FTEs: \$ 75,000 / 0.00

Purpose of Funds: Grants made to teachers and programs within the school system.

Outdoor School

Estimated Funding / FTEs: \$ 132,000 / 0.00

Purpose of Funds: Receipts from students and expenditures for student meals while at Carroll County Outdoor School at Hashawha Environmental Center.

Assorted Small Grants and Donations

Estimated Funding / FTEs: \$ 147,425 / 0.00

Purpose of Funds: Other small grants and donations received from non-governmental individuals and organizations used as directed by the giver.

Other Non-Governmental Revenue

Other Carry Forwards: \$ 200,000 / 0.00

Individuals with Disabilities Education Act Funding Information

The federal Individuals with Disabilities Education Act (IDEA) was reauthorized in 2004. Part B, Section 611(a)2 of the Act¹ provides the maximum amount to be provided to the States. While the generally understood intent was for federal funding to be 40% of the cost of special education, the actual calculation is forty percent of national average per pupil expenditures multiplied by the number of children with disabilities served in the 2004-2005 school year, subject to several adjustments annually.

Actual federal appropriations are significantly less than the maximum authorized amounts. While the federal appropriation varies annually, it has recently been between 12.4% and 18.2%. “Full” funding of IDEA in fiscal year 2008 would have required an additional \$14.5 billion to be appropriated by Congress and this amount has likely increased since then. As a result, a greater portion of the financial burden relating to educating students in accordance with IDEA falls to the state and local levels. The American Recovery and Reinvestment Act (ARRA) provides additional federal funding for the education of children with disabilities, but this funding only covers two fiscal years. As new federal funding generally can only be used to cover additional or increased expenditures, it is difficult to dramatically affect the federal funding percentage even with new federal funding under current federal regulations.

Carroll County Public Schools special education expenditures and federal special education revenues in the general operating fund for fiscal year 2010 through 2012 are:

	FY 2010 (Actual)	FY 2011 (Budgeted)	FY 2012 (Budgeted)
Expenditures:			
Category 13 – Special Education	\$39,262,545	\$41,411,665	\$39,712,907
Category 08 – Fixed Charges – Special Education Portion	7,518,156	7,914,212	8,383,416
Category 05 – Student Transportation – Special Transportation Programs	<u>5,717,299</u>	<u>5,900,976</u>	<u>5,742,182</u>
Total Special Education Expenditures	\$52,498,000	\$55,226,853	\$53,838,505
Federal Funding Received Under IDEA Part B	\$6,981,442	\$6,624,100	\$6,431,687
Federal Funding Received Under ARRA	<u>2,001,487</u>	<u>3,181,600</u>	<u>0</u>
Total	\$8,982,929	\$9,805,700	\$6,431,687
Percent of Costs Covered by IDEA Part B	17.11%	17.76%	11.95%

¹ PART B—ASSISTANCE FOR EDUCATION OF ALL CHILDREN WITH DISABILITIES
SEC. 611. AUTHORIZATION; ALLOTMENT; USE OF FUNDS; AUTHORIZATION OF APPROPRIATIONS.

(a) GRANTS TO STATES.—

(2) MAXIMUM AMOUNT.—The maximum amount of the grant a State may receive under this section—

(B) for fiscal year 2007 and subsequent fiscal years is—

(i) the number of children with disabilities in the 2004–2005 school year in the State who received special education and related services—

(I) aged 3 through 5 if the State is eligible for a grant under section 619; and

(II) aged 6 through 21; multiplied by

(ii) 40 percent of the average per-pupil expenditure in public elementary schools and secondary schools in the United States; adjusted by

(iii) the rate of annual change in the sum of—

(I) 85 percent of such State’s population described in subsection (d)(3)(A)(i)(II); and

(II) 15 percent of such State’s population described in subsection (d)(3)(A)(i)(III).

SCHOOL ENROLLMENTS and ENROLLMENT PROJECTIONS

Elementary School Enrollment Totals (FTE)									
SCHOOL	07-08	08-09	09-10	Actual	Projected	Change		12-13	13-14
				10-11	11-12	Over	Prior		
CARROLLTOWNE ELEMENTARY	601	605	612	619	607	(12)		594	595
CHARLES CARROLL ELEMENTARY	324	311	322	325	318	(7)		306	311
CRANBERRY STATION ELEMENTARY	516	468	469	453	453	0		465	465
EBB VALLEY ELEMENTARY	0	467	483	492	476	(16)		483	465
ELDERSBURG ELEMENTARY	542	537	521	517	527	10		509	501
ELMER WOLFE ELEMENTARY	413	412	397	394	399	5		394	386
FREEDOM ELEMENTARY	550	548	539	571	548	(23)		555	555
FRIENDSHIP VALLEY ELEMENTARY	440	459	479	475	475	0		493	484
HAMPSTEAD ELEMENTARY	519	383	381	391	395	4		408	411
LINTON SPRINGS ELEMENTARY	681	664	671	655	661	6		650	634
MANCHESTER ELEMENTARY	641	587	571	586	608	22		622	605
MECHANICSVILLE ELEMENTARY	584	579	564	567	595	28		601	600
MT. AIRY ELEMENTARY	458	489	499	509	488	(21)		509	489
PARR'S RIDGE ELEMENTARY	521	492	504	489	486	(3)		484	484
PINEY RIDGE ELEMENTARY	619	603	594	599	603	4		603	601
ROBERT MOTON ELEMENTARY	453	449	443	461	472	11		474	471
RUNNYMEDE ELEMENTARY	570	534	545	544	550	6		549	522
SANDYMOUNT ELEMENTARY	458	441	456	451	454	3		446	438
SPRING GARDEN ELEMENTARY	566	550	509	511	514	3		522	507
TANEYTOWN ELEMENTARY	478	477	441	428	440	12		438	428
WESTMINSTER ELEMENTARY	542	568	570	547	539	(8)		531	542
WILLIAM WINCHESTER ELEMENTARY	516	539	577	600	616	16		617	625
WINFIELD ELEMENTARY	655	648	650	628	631	3		625	610
ELEMENTARY TOTALS	11,647	11,810	11,797	11,812	11,855	43		11,878	11,729
<i>Increase/(Decrease)</i>	(4)	163	(13)	15	43			23	(149)

Middle School Enrollment Totals (FTE)									
SCHOOL	07-08	08-09	09-10	Actual	Projected	Change		12-13	13-14
				10-11	11-12	Over	Prior		
MT. AIRY MIDDLE	604	603	603	594	624	30		617	632
NEW WINDSOR MIDDLE	409	423	432	404	375	(29)		370	388
NORTH CARROLL MIDDLE	623	623	617	621	607	(14)		589	622
NORTHWEST MIDDLE	574	519	526	524	537	13		492	506
OKLAHOMA ROAD MIDDLE	874	835	788	732	780	48		808	828
SHILOH MIDDLE	769	733	739	670	685	15		651	683
SYKESVILLE MIDDLE	877	858	866	822	773	(49)		775	790
WESTMINSTER EAST MIDDLE	712	734	716	716	750	34		796	807
WESTMINSTER WEST MIDDLE	1,064	1,007	1,028	1,042	1,014	(28)		971	953
MIDDLE SCHOOL TOTALS	6,506	6,335	6,315	6,125	6,145	20		6,069	6,209
<i>Increase/(Decrease)</i>	(181)	(171)	(20)	(190)	20			(76)	140

SCHOOL ENROLLMENTS and ENROLLMENT PROJECTIONS

High School Enrollment Totals (FTE)								
SCHOOL	07-08	08-09	09-10	Actual 10-11	Projected 11-12	Change Over Prior	12-13	13-14
CENTURY HIGH	1,249	1,286	1,282	1,236	1,209	(27)	1,171	1,122
FRANCIS SCOTT KEY HIGH	1,224	1,184	1,149	1,080	1,013	(67)	1,042	1,003
LIBERTY HIGH	1,208	1,196	1,205	1,188	1,151	(37)	1,116	1,050
MANCHESTER VALLEY HIGH	0	0	572	753	756	3	741	711
NORTH CARROLL HIGH	1,721	1,645	1,030	829	768	(61)	780	759
SOUTH CARROLL HIGH	1,151	1,132	1,100	1,114	1,109	(5)	1,066	1,070
WESTMINSTER HIGH	1,783	1,795	1,713	1,688	1,672	(16)	1,623	1,624
WINTERS MILL HIGH	1,247	1,193	1,199	1,187	1,169	(18)	1,149	1,143
HIGH SCHOOL TOTALS	9,583	9,431	9,250	9,075	8,847	(228)	8,688	8,482
<i>Increase/(Decrease)</i>	(133)	(152)	(181)	(175)	(228)		(159)	(206)

Other School Enrollment Totals (FTE)								
SCHOOL	07-08	08-09	09-10	Actual 10-11	Projected 11-12	Change Over Prior	12-13	13-14
GATEWAY SCHOOL	94	89	88	55	55	0	55	55
CROSSROADS	0	0	0	6	6	0	6	6
PRIDE	0	0	0	12	12	0	12	12
CARROLL SPRINGS SCHOOL	47	44	36	33	33	0	33	33
POST SECONDARY	38	36	38	59	59	0	59	59
FLEXIBLE STUDENT SUPPORT	0	0	0	24	24	0	24	24
OTHER SCHOOL TOTALS	179	169	162	189	189	0	189	189
<i>Increase/(Decrease)</i>	14	(10)	(7)	27	0		0	0

Total Enrollment (FTE)								
SCHOOL	07-08	08-09	09-10	Actual 10-11	Projected 11-12	Change Over Prior	12-13	13-14
GRAND TOTAL	27,915	27,745	27,524	27,201	27,036	(165)	26,824	26,609
TOTAL INCREASE/DECREASE	(304)	(170)	(221)	(323)	(165)		(212)	(215)

**CARROLL COUNTY PUBLIC SCHOOLS
OPERATING BUDGET
FOR FISCAL YEARS 2003 THROUGH 2012**

Fiscal Year	Approved Operating Budget	Increase	Percent Increase
2003	\$206,869,067	\$13,269,973	6.85%
2004	\$224,599,692	\$17,730,625	8.57%
2005	\$243,381,504	\$18,781,812	8.36%
2006	\$263,810,070	\$20,428,566	8.39%
2007	\$286,532,569	\$22,722,499	8.61%
2008	\$308,385,397	\$21,852,828	7.63%
2009	\$323,357,558	\$14,972,161	4.86%
2010	\$333,323,882	\$9,966,324	3.08%
2011	\$327,902,611	(\$5,421,271)	-1.63%
2012	\$331,004,853	\$3,102,242	0.95%

**CARROLL COUNTY PUBLIC SCHOOLS
BUDGET and ENROLLMENT DATA
FOR FISCAL YEARS 2003 THROUGH 2012**

Fiscal Year	Approved Budget	F.T.E. Enrollment	Budget/ Enrollment	Change	Percent Change
2003	\$206,869,067	27,468	\$7,531	\$397	5.57%
2004	\$224,599,692	27,798	\$8,080	\$549	7.29%
2005	\$243,381,504	27,851	\$8,739	\$659	8.16%
2006	\$263,810,070	28,223	\$9,347	\$608	6.96%
2007	\$286,532,569	28,219	\$10,154	\$807	8.63%
2008	\$308,385,397	27,915	\$11,047	\$893	8.80%
2009	\$323,357,558	27,745	\$11,655	\$608	5.50%
2010	\$333,323,882	27,524	\$12,110	\$455	3.90%
2011	\$327,902,611	27,201	\$12,055	(\$55)	-0.46%
2012	\$331,004,853	27,036 ¹	\$12,243	\$188	1.55%

¹ FY 2012 enrollment is projected.

**HISTORICAL LOCAL COST PER PUPIL
CARROLL COUNTY PUBLIC SCHOOLS
FOR FISCAL YEARS 2003 to 2012**

<u>Fiscal Year</u>	<u>Local Cost Per Pupil</u>	<u>Enrollment</u>	<u>Local Revenue</u>
2003	\$4,102	27,468	\$112,667,593
2004	\$4,293	27,798	\$119,338,245
2005	\$4,547	27,851	\$126,631,710
2006	\$4,804	28,223	\$135,585,160
2007	\$5,130	28,219	\$144,760,300
2008	\$5,407	27,915	\$150,926,700
2009	\$5,863	27,745	\$162,678,900
2010	\$6,217	27,524	\$171,108,522
2011	\$6,158	27,201	\$167,498,614
2012	\$6,119	27,036 ¹	\$165,438,900

¹ FY 2012 enrollment is projected

**CARROLL COUNTY PUBLIC SCHOOLS
TRENDS IN TOTAL STUDENT ENROLLMENT (F.T.E.)**

September Year	Pre- Kindergarten	Kindergarten¹	Grades 1-12	Other²	Total	Increase	Percent Increase
2003	104	912	26,300	152	27,468	331	1.22%
2004	108	998	26,538	154	27,798	330	1.20%
2005	105	937	26,656	153	27,851	53	0.19%
2006	120	1,310	26,629	164	28,223	372	1.34%
2007	133	1,625	26,296	165	28,219	-4	-0.01%
2008	153	1,949	25,634	179	27,915	-304	-1.08%
2009	157	1,887	25,532	169	27,745	-170	-0.61%
2010	142	1,884	25,336	162	27,524	-221	-0.80%
2011	134	1,849	25,029	189	27,201	-323	-1.17%
2012 ³	160	1,887	24,800	189	27,036	-165	-0.61%

¹ Kindergarten includes Full Time and Part Time (1/2) for some prior years

² Other includes Gateway, Crossroads, PRIDE, Carroll Springs, Post Secondary, Flexible Student Support

³ Projected enrollments used for 2012

**Cost Per Pupil Belonging Maryland Public Schools
Carroll County
FY 2005 to FY 2009**

<u>Fiscal Year</u>	<u>Cost Per Pupil</u>	<u>Ranking per LEA (24) *</u>	<u>State Average</u>
2005	\$8,708	18	\$9,661
2006	\$9,278	17	\$10,371
2007	\$10,108	17	\$11,398
2008	\$11,031	18	\$12,509
2009	\$11,671	17	\$13,013

Cost per pupil reflects the average cost of providing educational and related services to the students in the local school system.

* Local Educational Agency

SOURCE: The Fact Book: Maryland State Department of Education.

**Local Wealth per Pupil and
State Foundation Aid per Pupil
Carroll County
FY 2005 to FY 2009**

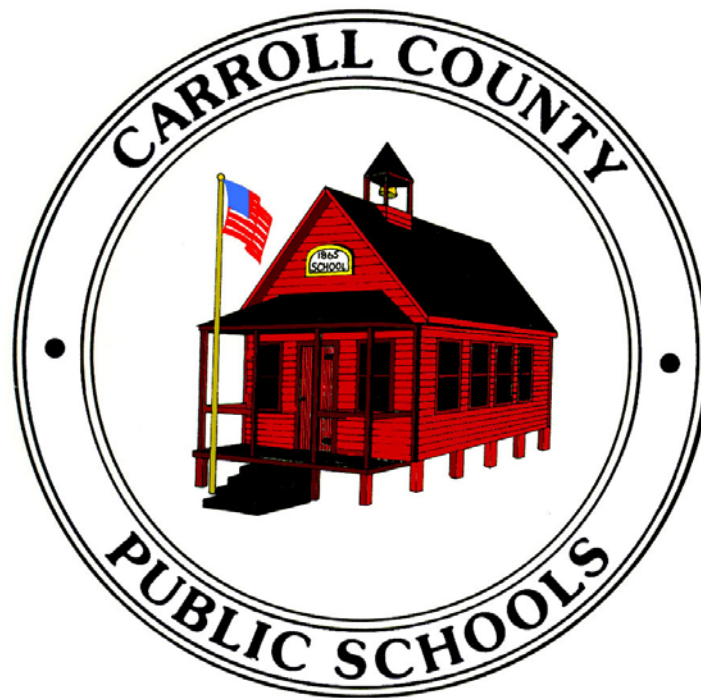
<u>Fiscal Year</u>	<u>Aid Per Pupil</u>	<u>Wealth Per Pupil</u>	<u>Average State Aid Per Pupil</u>	<u>Average State Wealth Per Pupil</u>
2006	\$3,155	\$272,870	\$2,784	\$318,810
2007	\$3,442	\$300,918	\$3,013	\$355,410
2008	\$3,860	\$336,711	\$3,378	\$397,614
2009	\$3,976	\$381,712	\$3,472	\$460,482
2010	\$3,892	\$430,314	\$3,502	\$506,438

Local wealth includes adjusted real property assessment, public utility operating profit and net taxable income.

SOURCE: State Aid Calculation; The Fact Book: Maryland State Department of Education

Carroll County Public Schools

Westminster, Maryland 21157



Section V

Capital Improvement Program Information

APPROVED FY 2012 CAPITAL IMPROVEMENT PROGRAM BUDGET

Grades		Prior Authorization/Allocation			Fiscal Year 2012 Budget			Total Funding Rec'd
		State	County	Total	State	Approval Rec'd For	County	
9-12	Westminster HS HVAC Replacement	\$ 13,191,000	\$ 11,423,000	\$ 24,614,000	\$ 2,070,000	(SR)		\$ 2,070,000 ¹
K-5	Hampstead ES HVAC Replacement	\$ 600,000	\$ 1,050,000	\$ 1,650,000	\$ 667,000	(SR)		\$ 667,000 ¹
K-5	Freedom ES Roof Replacement		\$ 110,000	\$ 110,000	\$ 850,000	(SR)	\$ 670,000 (C)	\$ 1,520,000
6-8	Mt. Airy MS Replacement		\$ 13,050,000	\$ 13,050,000	\$ 12,775,000	(P & C)	\$ 3,950,000 (C)	\$ 16,725,000
6-8	Northwest MS Open Space Enclosures				\$ 944,000	(C)		\$ 944,000 ¹
PreK-5	William Winchester ES Roof Replacement						\$ 75,000 (P)	\$ 75,000
6-8	West MS Roof Replacement						\$ 235,000 (P)	\$ 235,000
K-5	Freedom ES Heat Plant Conversion						\$ 205,000 (P)	\$ 205,000
	Paving		\$ 300,000	\$ 300,000			\$ 310,000 (C)	\$ 310,000
	Roofing Improvements		\$ 135,000	\$ 135,000			\$ 140,000 (C)	\$ 140,000
	Transfer to Operating Budget For BOE Debt Service						\$ 11,550,000	\$ 11,550,000
		\$ 13,791,000	\$ 26,068,000	\$ 39,859,000	\$ 13,625,000		\$ 17,135,000	\$ 30,760,000

¹ This State funding is not included in the *Adopted Budget Community Investment Plan Detail Fiscal Years 2012-2017*

Legend

- (S) = HVAC Scope Study
- (FS) = PSCP Required Feasibility Study
- (P) = Planning Approval [State] or Planning Funds [County]
- (SR) = Systemic Renovation
- (C) = Construction Funding
- (E) = Furniture & Equipment Funds

APPROVED FY 2013-2017 CAPITAL IMPROVEMENT PROGRAM PLAN

Project Title	FY2013		FY2014		FY2015		FY2016		FY2017		Total
	State	Local	State	Local	State	Local	State	Local	State	Local	
Wm. Winchester Roof Replacement	\$ 555,000	\$440,000									\$ 995,000
West Middle Roof Replacement	\$ 1,791,000	\$1,409,000									\$ 3,200,000
Freedom Heat Plant Conversion	\$ 1,547,000	\$1,183,000									\$ 2,730,000
Annual Requests											
Paving		\$ 315,000		\$ 330,000		\$ 340,000		\$ 350,000		\$ 360,000	\$ 1,695,000
Roofing Improvements		\$ 145,000		\$ 150,000		\$ 155,000		\$ 160,000		\$ 165,000	\$ 775,000
HVAC-Replacements			\$ 1,540,250	\$1,234,750	\$ 1,610,400	\$1,279,600	\$ 1,677,500	\$ 1,322,500	\$ 1,744,600	\$ 1,365,400	\$ 11,775,000
Roof Replacements			\$ 58,289	\$47,691	\$ 1,166,424	\$954,347	\$ 1,270,000	\$ 1,037,500	\$ 1,300,000	\$ 1,066,000	\$ 6,900,251
Transfer to Operating Budget For BOE Debt Service		\$11,810,169		\$12,743,783		\$13,483,852		\$ 13,499,966		\$ 12,910,135	\$ 64,447,905
	\$ 3,893,000	\$15,302,169	\$ 1,598,539	\$14,506,224	\$ 2,776,824	\$16,212,799	\$ 2,947,500	\$16,369,966	\$ 3,044,600	\$15,866,535	\$ 92,518,156

PREPARED BY THE BUDGET & GRANTS DEPARTMENT

**Carroll County Public Schools
Westminster, Maryland**

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NOTICE OF NON-DISCRIMINATION

The Carroll County Public Schools (CCPS) does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, disability, or age in its programs and activities. The CCPS provides nondiscriminatory access to school facilities in accordance with its policies and regulations regarding the community use of schools (including, but not limited to, the Boy Scouts). The following person has been designated to handle inquiries regarding the non-discrimination policies:

Gregory J. Bricca
Director of Research and Accountability
125 North Court Street
Westminster, Maryland 21157
410.751.3068

Carroll County Public Schools

Westminster, Maryland 21157

Core Values

- 1. Always strive for the maximum potential in our pursuit of excellence.**
- 2. All students will learn and succeed.**
- 3. All students and staff are entitled to a safe and orderly learning environment.**
- 4. Everyone's participation is paramount to our success.**
- 5. Treat everyone in an open, fair, honest, and respectful manner.**