



ORGANIZATION SUMMARY

Organization	FY 2018	FY 2018
	Proposed	Proposed
	FTE	Funding
Chief Operating Officer	2.00	408,547
Pupil Accounting & School Boundaries	11.00	1,536,876
TOTAL OPERATING STAFFING & EXPENDITURES	13.00	\$ 1,945,423

Organizations

Chief Operating Officer

MISSION

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

SUPPORTING THE STRATEGIC PLAN

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

CORE SERVICES

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

FINANCIAL PLAN

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

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

Contracted Services: School activity transportation.

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

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

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

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

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

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

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Proposed
30001	Chief Operating Officer	408,547
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 408,547

Pupil Accounting & School Boundaries

MISSION

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

SUPPORTING THE STRATEGIC PLAN

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

CORE SERVICES

- Provide consistent, accessible and reliable guidance to schools and parent regarding registration and enrollment requirements and accurate state reporting on enrollment
- Provide attendance and service areas which appropriately balance neighborhood affiliations with school / program capacities and transportation requirements
- Provide reliable projections of future enrollments for use in allocating staffing, educational resources and planning of facility needs
- Provide efficient, effective administration of state and local policies and procedures regarding Informal Kinship Care process and tuition matters
- Provide reliable, transparent, and objective placement process for specialty programs and charter schools

FINANCIAL PLAN

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

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

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

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

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

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position

Pupil Accounting & School Boundaries	FY 2016 Actual	FY 2017 Approved	FY 2017 Estimated	FY 2018 Proposed
<u>Position</u>				
Administrative Support Specialist	2.00	2.00	2.00	2.00
Clerk	2.00	2.00	2.00	2.00
Director	1.00	1.00	1.00	1.00
Instructional Specialist	1.00	1.00	1.00	1.00
Program Manager	1.00	1.00	1.00	1.00
Secretary	4.00	4.00	4.00	4.00
UNRESTRICTED Staffing	11.00	11.00	11.00	11.00
TOTAL OPERATING STAFFING	11.00	11.00	11.00	11.00

UNRESTRICTED Expenditures by Object / Sub-Object

Pupil Accounting & School Boundaries	FY 2016 Actual	FY 2017 Approved	FY 2017 Estimated	FY 2018 Proposed
<u>Salaries & Wages</u>				
Hourly Administration	-	36,000	36,000	36,000
Hourly Instructional	37,738	-	-	-
Other Admin/Professionals/Specialists	583,589	572,382	572,382	582,534
Secretaries & Clerks	359,658	368,242	368,242	391,647
Unrestricted Unallocated Full-Time	2,593	-	-	-
Salaries & Wages Total	983,578	976,624	976,624	1,010,181
<u>Employee Benefits</u>				
Employee Retirement	2,000	-	-	-
FICA/Medicare	69,452	69,835	69,835	72,174
Insurance Benefits-Active Employees	113,852	109,803	109,803	112,386
Life Insurance	3,573	3,637	3,637	3,764
Retirement/Pension-Employee	29,691	33,865	33,865	33,265
Workman's Compensation	5,222	19,537	19,537	20,209
Employee Benefits Total	223,790	236,677	236,677	241,798
<u>Contracted Services</u>				
M&R Equipment	313	1,000	1,000	1,000
Printing In-House	71,382	25,584	25,584	25,584
Tuition-Maryland LEAs	246,124	-	-	-
Contracted Services Total	317,819	26,584	26,584	26,584
<u>Supplies & Materials</u>				
Office Supplies	1,696	1,300	1,300	1,300
Postage & Delivery	13,684	8,863	8,863	8,863
Supplies & Materials Total	15,380	10,163	10,163	10,163

UNRESTRICTED Expenditures by Object / Sub-Object				
Pupil Accounting & School Boundaries	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Estimated	Proposed
<u>Other Operating Expenses</u>				
Dues; Subscriptions	286	-	-	-
Local Travel-Per Mile Basis	165	100	100	100
Registration Fees	500	50	50	50
Tuition-Maryland LEAs	-	248,000	248,000	248,000
Other Operating Expenses Total	951	248,150	248,150	248,150
UNRESTRICTED Expenditures	\$ 1,541,518	\$ 1,498,198	\$ 1,498,198	\$ 1,536,876
TOTAL OPERATING EXPENDITURES				
	\$ 1,541,518	\$ 1,498,198	\$ 1,498,198	\$ 1,536,876

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Proposed
30601	Pupil Accounting & School Boundaries	1,536,876
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 1,536,876

