

New Business Item 13-40
Introduced 5/23/14
Approved 5/23/14

TITLE: Approval of 2015 Budget

The Hawaii Teacher Standards Board approves the attached 2015 budget.

Submitted by: Terry Lynn Holck

Referred to: Budget, Personnel and Strategic Planning Committee

HTSB SPECIAL FUNDS BUDGET FY15		25323		
Code	Item	Budget Notes	FY15	Budget FY15 Ceiling \$2,321,746
	A Funds (Staff Salary)			
2649	Executive Director	EO-10 Step 10	\$103,435	
2305	Secretary IV 52758	SR-18 Step A	\$39,866	
2412	Data Proc Sys. Anal. IV 57913	SR-22 Step C	\$51,798	
2301	Clerk IV 57915	SR-10D	\$46,632	
2301	Clerk IV 57918	SR-10D	\$35,443	
2301	Clerk IV 57917	SR-10D	\$35,443	
2301	Clerk IV 57916	SR-10 Step A Currently VACANT (27,756)	\$0	
2303	Clerk Typist II 59091	SR-8 Step A	\$13,475	
2311	Clerk V 57914	SR-12 Step E	\$39,866	
2660	Personnel Specialist II	EO-7 Step 6	\$92,549	
2023	Educational Specialist II	EO-7 Step 3	\$86,334	
	A Funds Totals		\$544,841	\$586,073
	A1 Funds (Personal Services)			
2769	Teacher Substitute Days	175.00 (salary + fringe multiplier) x 80 days	\$14,000	\$14,000
2702	Fringe Benefits	41.13% of Special Fund salaries	\$229,636	\$241,052
	A1 Funds Totals		\$243,636	\$255,052
	TOTAL A and A1 Funds		\$788,477	\$841,125
	B Funds (Current Expenses)			
2801	Contracted Services	Payment of Administrative Fee for online system (HIC)	\$50,000	
2801	Contracted Services	Customer Support (HIC)	\$12,000	
2801	Contracted Services	Website hosting and support (HIC)	\$1,200	
2801	Contracted Services	Shredding, monthly maintenance \$100/month x 12 mo.	\$1,200	
3010	Domain name registration	To maintain htbs.org domain name	\$75	
3010	Computer supplies	Additional servers for redundancy and new equipment	\$5,000	
3201	Office supplies	\$500/month x 12 months	\$6,000	

3301	Meals- Training Meetings	\$10/person/mtg x 11 staff x 4 meetings	\$440	
3401	Other misc. supplies	\$1000/quarter x 4 quarters	\$4,000	
3201	Licensing supplies	Printing of informational booklet for teachers	\$200	
3501	SCEE	Dues	\$9,500	
3501	NASDTEC	Dues	\$5,000	
3501	CAEP	Dues	\$4,000	
3501	NPESBA	Dues	\$1,000	
3601	Courier services (DOE Pouch)	\$4/day x 240 days (est.); 14 days for hrngs	\$960	
3701	Postage: Meetings, hearings	350 pcs x \$0.44 x 16	\$2,464	
3701	General postage	Postage Meter	\$3,000	
3801	Telephone/Telecom/Fax	Long distance fees, etc. \$650/month X 12 Months	\$7,800	
3801	Toll free line	For neighbor islands without HATS lines	\$1,000	
3802	Teleprocessing line charge	virtual Domain x 12 mos	\$480	
3802	Teleprocessing line charge	Roadrunner T-1 line \$220/month x 12 months	\$2,640	
3802	Additional Wifi for Office for use when Oceanic is down	Verizon	\$2,900	
4803	Parking: Staff to misc. meetings	Local parking when not provided	\$100	
4803	Parking- Civic Center	Civic Center \$45/permit/qtr x 2	\$360	
4803	Parking- Dole for staff	monthly for one staff x 12 months	\$2,400	
4803	Parking Validation-long term sticker parking	\$4.00 ea x 300 uses	\$1,200	
4803	Parking Validation- sticker parking	\$2.50/hr x 800 hrs	\$2,000	
5501	Office Space Lease + CAM + Prop tax (Suite 201)	(1675 sq ft) Lease, CAM, prop tx, excise tx (x14mos)	\$56,526	
5501	Property tax	CAM adjustment	\$2,500	
5501	Management Fee	Adjustment	\$300	
	Meeting Room Rental	\$150/day x 18 days	\$2,700	
5601	Copier, scanner, fax	Lease (\$710 x 12 months, including 17,000 copies/month)	\$8,520	
5601	Scanning of documents	Century Computers, monthly scanning \$150/mo x 12 mo	\$2,000	
5601	Security System	Maintenance support \$135 x 12 mos.	\$1,620	
5701	Storage Fees for Documents	\$160/mo x 14 months	\$2,240	

5801	Repair and Maintenance	AV equipment	\$1,000	
5802	Retrofit for Office Needs	Server upgrades and redundancy	\$500	
5806	R and M	Office equipt, furnishings, typewriter, etc. x 500/ 4qtr	\$2,000	
5808	Other repairs and maintenance	Carpet cleaning	\$500	
5808	Other repairs and maintenance	replace light ballasts \$100 each x 5 replacements	\$500	
5809	R and M	Computers	\$4,000	
7104	Training for Licensing Staff	Customer Service, Efficiency and Effectiveness	\$1,000	
7200	Training for DPSA	Wordpress, Maintenance-Support of Network, media support	\$1,000	
7207	Other Misc current expenses	Lei for various meetings and departing gifts for members	\$500	
7712	Telecommunications equipment	Telephone equipment upgrades	\$2,000	
7801	Software	Upgrades	\$4,000	
7801	Computer/Software	Maintenance support Policy and Procedure	\$1,500	
7205	Special Fund Assessment	fee to B&F	\$95,000	
			\$316,825	
	NBC Candidate Support Sessions			
2801	Temporary contract employee (TCE)	Support facilitator and reader for candidate entries	\$9,800	
3201	Blackboard Fees	For online meetings	\$3,000	
			\$12,800	
	SATEP Unit and Program Review Support			
3201	Supplies		\$300	
3701	Postage		\$100	
3802	Telephone, long distance		\$100	
4401	Transportation: Out of state airfare to CAEP Training	1 staff x 1 mtg	\$800	
4501	Per diem for CAEP Mtg.	4 days x 1 person x \$225 x 1 mtg	\$900	
4601	Transportation: Ground for CAEP Mtg	\$75/person x 1 person x 1 mtg x 2 ways	\$150	
7203	Registration for CAEP Meeting	1 person x 1 mtg	\$500	

2801	Contracted Services	Two day training on teacher Code of Ethics and Code of Conduct for Board and IHEs	\$5,000	
			\$7,850	
	BOARD MEETINGS and TRAININGS	60 sub days		
3301	Meals- Board Meetings	\$10/day (\$10 lunch) x 19 people (15 mbr & 4 staff) x 14 mtgs	\$2,660	
4201	Transportation: NI Air- Board Meetings	\$200 rt x 3 NI mbrs x 14 mtgs	\$8,400	
4601	Transportation: Ground for Board Meetings	\$43/car x 14 mtg	\$602	
4803	Parking: Board Meetings	14 mtg; \$13/car NI x 3	\$546	
2801	Contracted Services	Board training on Professional Fitness Hearings and Decisions	\$2,000	
2801	Contracted Services	Board training on Communications	\$1,200	
			\$15,408	
	INSTITUTE DAYS (replaces COMMUNITY MEETINGS)	2 staff to each NI and 1 Bd. Mbr for Molokai mtg		
4201	Transportation: NI Air for Community Mtgs.	\$200 rt x 2 people x 6 mtgs + 1 Bd. Mbr for Molokai	\$2,600	
4601	Transportation: Ground for Community Mtgs.	\$43/car x 6 mtgs	\$258	
4803	Parking: Community Meetings	\$15/day x 2 people x 6 mtgs + 1 Bd mbr	\$195	
			\$3,053	
	PUBLIC HEARINGS	NOTE: If we can do this electronically we will not incur these expenses		
3901	Notice of Public Hearings to Schools	\$1000/hearing from Reprographics	\$1,000	
7207	Transcription fees	For public hearing transcripts	\$1,500	
4001	Publication in newspapers	\$900/notice x 7 notices	\$6,300	
			\$8,800	
	SCEE MEETINGS	1 staff, 1 Board Member		
4501	Per diem	4 days x 2 people x 3 mtg \$58	\$1,392	
			\$1,392	
	NASDTEC MEETING	1 staff each for Annual Mtg and Professional Practices Institute		
4401	Transportation: Out of State airfare	1 person x \$1400 x 2 mtgs	\$2,800	
4501	Per diem for NASDTEC Mtg.	4 days x 1 person x \$225 x 2 mtg	\$1,800	

4601	Transportation: Ground for NASDTEC Mtg	\$75/person x 1 person x 2 mtg	\$150	
7203	Registration	\$500/person x 1 person x 2 mtg	\$1,000	
			\$5,750	
	WESTERN STATES MEETING	1 staff		
4401	Transportation: Out of State airfare	1 person x \$800	\$800	
4501	Per diem for NASDTEC Mtg.	4 days x 1 person x \$225	\$900	
4601	Transportation: Ground for NASDTEC Mtg	\$75/person x 1 person	\$150	
7203	Registration	\$500/person	\$500	
			\$2,350	
	Total B Funds			1,387,628
	TOTAL A Funds		\$788,477	\$841,125
	TOTAL B Funds		\$374,228	\$1,480,621
	TOTAL		\$1,162,705	\$2,321,746
			2015 Budgeted	2015 Ceiling