

**New Business Item 15-39**  
Introduced 6/16/2016  
Approved 6/16/2016

**TITLE: Approval of 2017 Budget**

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The Hawaii Teacher Standards Board approves

**Submitted by:** Terry Lynn Holck

**Referred to:** Budget, Personnel and Strategic Planning Committee

	HTSB SPECIAL FUNDS BUDGET 2017 CEILING is \$2,321,746	25323	
Code			FY17 Proposed
	A Funds (Staff Salary)		
2649	Executive Director	EO-10 Step 10	\$118,038
2305	Secretary IV 52758	SR-18 Step A	\$39,866
2412	Data Proc Sys. Anal. IV 57913	SR-22 Step C	\$51,798
2301	Office Assistant III 57915	SR-10D	\$24,000
2311	Office Assistant III 57914	SR-12 Step E	\$24,000
2660	Personnel Specialist II	EO-7 Step 3	\$91,909
2023	Personnel Specialist II	EO-7 Step 3	\$91,909
	A Funds Totals		\$441,520
	A1 Funds (Personal Services)		
2769	Teacher Substitute Days	165.00 x100 days	\$16,500
2702	Fringe Benefits	48.12% of Special Fund salaries	\$212,459
	A1 Funds Totals		\$228,959
	TOTAL A and A1 Funds		\$670,479
	B Funds (Expenses)		
2801	Contracted Services	Online system customer support, website hosting, support	\$370,000
3010	Domain name registration	To maintain htsb.org domain name	\$75
3201	Office supplies	\$400/month x 12 months	\$4,800
3301	Meals- Training Meetings	\$10/person/mtg x 7 staff x 4 meetings	\$280
3501	NASDTEC	Dues	\$5,000
3501	CAEP	Dues	\$4,000
3501	NPESBA	Dues	\$2,000
3601	Courier services (DOE Pouch)	\$4/day x 240 days (est.); 14 days for hrngs	\$1,000
3701	Postage: Meetings, notices, general postage	50 pcs x \$0.44 x 16	\$1,000
3801	Telephone/Telecom/Fax	Fees, etc. \$650/month X 12 Months	\$7,800
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	Backup Wifi for Office and External Presentations	Verizon Wireless	\$1,100

3901	Printing/binding	Business cards, letterhead	\$500
4201	Transportation: NI Air- Staff to NI	\$200 rt x 6 meetings (EPP Annual Meetings and Candidate Presentations)	\$1,200
4601	Transportation: Ground for Staff to NI	\$51/car x 6 mtgs	\$306
4803	Parking: Staff to NI	6 mtgs x \$18/day	\$108
4301	Per diem: Staff to NI	\$60/day x 6 days	\$360
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	\$8 x 25 people x 9 mtgs	\$1,800
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 (4038 x 12mos)	\$48,456
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)	\$8,520
5601	Security System	Maintenance support \$135 x 12 mos.	\$1,620
5701	Storage Fees for Documents	\$160/mo x 14 months	\$2,240
5806	R and M	Office equipt, furnishings, etc. x 200/ 4qtr	\$800
5808	Other repairs and maintenance	Carpet cleaning. Light ballasts	\$1,000
7207	Other Misc current expenses	Lei for meeting guests/new and departing members	\$500
7801	Computer/Software	Maintenance support Policy and Procedure	\$5,000
7205	Special Fund Assessment	fee to B&F	\$95,000
	NBPTS pins for Candidate Recognition		\$500
	BOARD MEETINGS/TRAININGS Total		\$10752
3301	Meals	\$10/day x 20 people (15 mbr & 5 staff) x 12 mtgs	\$2,400
4201	Transportation: NI Air- Board Meetings	\$200 rt x 3 NI mbrs x 12 mtgs	\$7,200
4601	Transportation: Ground for Board Meetings	\$51/car x 12 mtg	\$612
4803	Parking: Board Meetings	12 mtg; \$15/car NI x 3	\$540

	HSTA Institute Days, Total \$3246		
4201	Transportation: NI Air for Community Mtgs.	\$200 rt x 1 people x 6 mtgs	\$2,400
4601	Transportation: Ground for Community Mtgs.	\$51/car x 6 mtgs	\$306
4301	Per diem: Staff to NI	\$60/day x 6 days x 1 person	\$360
4803	Parking	\$15/day x 2 people x 6 mtgs	\$180
	Ethics Workgroup Total \$3584		
3301	Meals-	\$10/day x 20 people x 4 mtgs	\$800
4201	Transportation: NI Air- Board Meetings	\$200 rt x 3 NI mbrs x 4 mtgs	\$2,400
4601	Transportation: Ground for Board Meetings	\$51car x 4 mtg	\$204
4803	Parking: Board Meetings	4 mtg; \$15/car NI x 3	\$180
	3 NASDTEC Meetings (PPI, TAWS, Annual Meeting) Total \$29800	2 Board Members to all 3 mtgs, 2 Staff to 2 mtgs, 1 staff at 3rd meeting	
4401	Transportation: Out of State airfare	4 person x \$1200 x 3 mtgs	\$12,600
4501	Per diem for NASDTEC Mtg.	4 days x 4 person x \$225 x 3 mtg	\$10,800
4601	Transportation: Ground for NASDTEC Mtg	\$75/person x 4 person x 3 mtg	\$900
7203	Registration	\$500/person x 4 person x 3 mtg	\$5,500
	NAAC Meeting Total \$6530	1 Board Member, 1 Staff	
4401	Transportation: Out of State airfare	1 person x \$1020 x 2	\$2,040
4501	Per diem	7 days x \$225 x 2	\$3,150
4601	Transportation: Ground	\$75/person x 2	\$150
7203	Registration	\$595/person x 2	\$1,190
	AACTE Meeting Total \$3003	1 Staff	
4401	Transportation: Out of State airfare	1 person x \$1078	\$1,078
4501	Per diem	6 days x \$225	\$1,350
4601	Transportation: Ground	\$75/person	\$75
7203	Registration	\$500/person	\$500
	SATEP Unit and Program Review Support CAEP Training Total \$5500	2 Staff	
4401	Transportation: Out of state airfare to CAEP Training	2 staff x 1 mtg	\$1,900
4501	Per diem for CAEP Mtg.	5 days x 2 person x \$225	\$2,250
4601	Transportation: Ground for CAEP Mtg	\$75/person x 2 person	\$150

7203	Registration for CAEP Meeting	2 person x \$600	\$1,200
	Education Law Conference Total \$2885	1 Staff	
4401	Transportation: Out of State airfare	1 person x \$900	\$900
4501	Per diem	6 days x \$225	\$1,350
4601	Transportation: Ground	\$75/person	\$75
7203	Registration	\$560/person	\$560
	Total B Funds		\$643,745
	TOTAL A Funds		\$670,479
	TOTAL B Funds		\$643,745
	TOTAL		\$1,314,224