

**New Business Item 16-45**  
Introduced 6/2/2017  
Approved 6/2/2017

**TITLE: Approval of 2018 Budget**

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The Hawaii Teacher Standards Board approves the budget for Fiscal Year beginning July 1, 2017.

**Submitted by:** Terry Lynn Holck

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

	<b>STATE GENERAL FUND</b>		
<b>Code</b>			<b>FY18</b>
2660	Personnel Specialist II	EO-7 Step 3	\$91,909
2023	Personnel Specialist II	EO-7 Step 3	\$91,909
2702	Fringe Benefits	48.12% of Special Fund salaries	\$88,462
	<b>TOTAL A and A1 Funds</b>		<b>\$272,280</b>
	<b>HTSB SPECIAL FUNDS BUDGET 2018</b>	<b>25323</b>	
	<b>A Funds (Staff Salary)</b>		
2649	Executive Director	EO-10 Step 10	\$118,038
2305	Secretary IV	SR-18 Step A	\$39,866
2412	Data Proc Sys. Anal. IV	SR-22 Step C	\$51,800
2301	Office Assistant III	SR-10D	\$12,000
2311	Office Assistant III	SR-12 Step E	\$12,000
	<b>A Funds Totals</b>		<b>\$233,704</b>
	<b>A1 Funds (Personal Services)</b>		
2769	Teacher Substitute Days	165.00 x 60 days	\$9,900
2702	Fringe Benefits	48.12% of Special Fund salaries	\$112,458
	<b>A1 Funds Totals</b>		<b>\$210,812</b>
	<b>TOTAL A and A1 Funds</b>		<b>\$444,162</b>
	<b>B Funds (Expenses)</b>		
	<b>Website and Online Licensing System</b>		
2801	Contracted Services	Online system customer support, website hosting, support	\$50,000
3010	Domain name registration	To maintain htbsb.org domain name	\$75
3201	Office supplies	\$200/month x 12 months	\$2,400
3301	Meals- Training Meetings	\$10/person/mtg x 7 staff x 4 meetings	\$280
	<b>Membership Dues</b>		
3501	NASDTEC	Dues	\$5,000
3501	AACTE	Dues	\$1,000
3501	NPESBA	Dues	\$2,000
3801	Storage Fees for Documents		\$700
	<b>Postage</b>		
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

	<b>Communications</b>		
3801	Telephone/Telecom/Fax	Fees, etc. \$650/month X 12 Months	\$8,160
3802	Backup Wifi for Office and External Presentations	Verizon Wireless	\$1,100
	<b>Tentative Public Hearings for HAR</b>		
4201	Transportation: NI Air- Staff to NI	\$200 rt x 6 meetings	\$1,200
4601	Transportation: Ground for Staff to NI	\$43/car x 6 mtgs	\$258
4803	Parking: Staff to NI	6 mtgs x \$18/day	\$108
4301	Per diem: Staff to NI	\$60/day x 6 days	\$360
	<b>Parking</b>		
4803	Parking: Staff to misc. meetings	Local parking when not provided	\$100
4803	Parking- Civic Center	Civic Center \$45/permit/qtr	\$180
4803	Parking- Dole Cannery	monthly x 12 months	\$2,400
4803	Parking Validation-long term sticker parking	\$8 x 20 people x 9 mtgs	\$1,440
	<b>Office Space Expenses</b>		
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
	<b>Office Maintenance Expenses</b>		
5601	Copier, scanner, fax	Lease (\$710 x 12 months)	\$8,520
5806	R and M	Office equipt, furnishings, etc. x 100/ 4qtr	\$400
5808	Other repairs and maintenance	Carpet cleaning. Light ballasts	\$250
7207	Other Misc current expenses	Lei for meeting guests/new and departing members	\$100
7712	Telecommunications equipment	Telephone equipment upgrades	\$2,000
7801	Computer/Software	Maintenance support Policy and Procedure	\$4,000
7205	Special Fund Assessment	fee to B&F	\$40,000
	<b>Recognition</b>		
7207	NBPTS pins for Candidate Recognition		\$500
2801	Contracted Services	Training on decision making on ethical issues for Board and IHEs	\$5,000
	<b>BOARD MEETINGS/TRAININGS</b>		
	<b>\$7,024</b>		<b>\$7,024</b>
3301	Meals- Board Meetings	\$10/day x 19 people (15 mbr & 5visitors) x 8 mtgs	\$1,520
4201	Transportation: NI Air- Board Meetings	\$200 rt x 3 NI mbrs x 8 mtgs	\$4,800
4601	Transportation: Ground for Board Meetings	\$43/car x 8 mtg	\$344
4803	Parking: Board Meetings	8 mtg; \$15/car NI x 3	\$360

	<b>HSTA INSTITUTE DAYS \$3,198</b>		
4201	Transportation: NI Air for Institute Days	\$200 rt x 1 person x 6 mtgs	\$2,400
4601	Transportation: Ground for Institute Days	\$43/car x 6 mtgs	\$258
4301	Per diem: Staff to NI	\$60/day x 6 days x 1 person	\$360
4803	Parking: Institute Days	\$15/day x 6 mtgs	\$90
	<b>ETS Testing/Title 2 Training \$4,750</b>		
4401	Transportation: Out of State airfare	2 person x \$1100 x 1 mtgs	\$2,400
4501	Per diem for Mtg.	2 days x 4 person x \$225	\$1,800
4601	Transportation: Ground for Mtg	\$75/person for HI ground; 200 for New Jersey ground	\$550
	<b>3 NASDTEC Trainings \$9,525</b>		
4401	Transportation: Out of State airfare	1 person x \$1200 x 3 mtgs	\$3,600
4501	Per diem for NASDTEC Mtg.	4 days x 2 person x \$225 x 3 mtg	\$2,700
4601	Transportation: Ground for NASDTEC Mtg	\$75/person x 1 person x 3 mtg	\$225
7203	Registration	\$500/person x 2 person x 3 mtg	\$3,000
	<b>NAAC Meeting Total \$6530</b>		\$6,530
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
	<b>AACTE Annual Conference and Assessment Training \$3003</b>		
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
	<b>EPP Assessment Training Total \$3003</b>		
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
	Total B Funds		\$252,054
	TOTAL A Funds		\$444,162
	TOTAL B Funds		\$252,054
	<b>TOTAL</b>		<b>\$696,216</b>