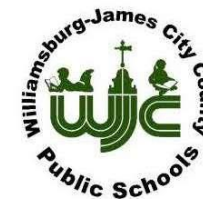




# NEW HORIZONS REGIONAL EDUCATION CENTERS

## Executive Director's Adopted 2017-2018 Budget

May 23, 2017



**This page is intentionally left blank.**

**NEW HORIZONS REGIONAL EDUCATION CENTERS**  
**Executive Director's Adopted 2017-2018 Budget**

**TABLE OF CONTENTS**

	Page(s)
EXECUTIVE OVERVIEW-----	1
SCHOOL IMPROVEMENT PLAN-----	2
BUDGET SUMMARY-----	3-4
SPECIAL ED PROJECTIONS-----	5
COST ALLOCATION SUMMARY AND DATA-----	6-7
REVENUE/NET ASSETS-----	8-9
STATE FUNDS-----	10-11
LOCAL FUNDS-----	12-13
OTHER FUNDS (LOCAL)-----	14-15
ADULT TRAINING-----	16-17
EXPENDITURES-----	18-19
CENTRAL OFFICE-----	20-21
CAREER & TECHNICAL-----	22-25
GOVERNOR'S SCHOOL-----	26-27
SPECIAL EDUCATION-----	28-29
TECHNOLOGY AND STUDENT SERVICES-----	30-31
FACILITIES MANAGEMENT-----	32-33
ADULT TRAINING-----	34-35

**This page is intentionally left blank.**

**NEW HORIZONS REGIONAL EDUCATION CENTERS**  
**Executive Director's Adopted 2017-2018 Budget**

**EXECUTIVE OVERVIEW**

**NHREC Mission:** To serve the educational needs of the Virginia Peninsula's school divisions, New Horizons will prepare students educationally, technically, and socially, according to each student's needs, to become productive citizens.

**NHREC Vision:** Strive to become a state-of-the-art regional education center nationally recognized as an authority on specialized educational programs and services that support the development of a world-class workforce and a self-sufficient citizenry.

A Draft Budget Plan along with a Proposed Divisional Cost Allocation was submitted and accepted by the Board of Trustees in January for each division to use in their budget development process. The Executive Director's Proposed 2017-2018 Budget is being presented for review and adoption by the Board of Trustees at the May 23, 2017 meeting.

2017-2018 Budget Goals:

The Executive Director, in working with the Greater Peninsula superintendents, has established the following goals for the 2017-2018 Budget:

- 1) Apply NNPS compensation increases and pay scale adjustments as adopted by Board of Trustees in 2016.
- 2) Fund the VRS increase from 14.66% to 16.32% for professional staff.
- 3) Apply any proposed Health Insurance premium reductions to create a Capital Maintenance and Repair line item that was eliminated due to budget reductions during recent recession. This action will allow these funds to be available if premiums increased significantly for 2018-19.
- 4) Continue implementation of CTE Master Plan with renovation of WL Campus and adding two IT programs: CISCO Computer Networking and Cybersecurity, and Computer Programming Applications and Gaming.
- 5) Pilot Canvas, an online student learning platform, with GSST and one CTE Program.
- 6) Adjust CTE budget for reduction in state Occupational Preparation funding.

The Executive Director's Proposed 2017-2018 Budget provides for a total budget of \$18,139,909 an increase of \$616,269 (3.5%). The 2017-2018 Divisional Cost Allocation is \$15,184,896 an increase of \$666,488 (4.6%).

The Cost Allocation increase/decrease for each school division is calculated considering the following factors: 1) division enrollment projection for special education and three year average enrollment for CTE and Governor's School 2) the projection and enrollment average of the other divisions (% of the total served), 3) external revenue (i.e. state), and 4) operational increases.

The 2017-2018 Divisional Cost Allocation increase is comprised of: Compensation and Benefit increase of \$286,988: salary increase of 2% for all staff other than teachers, teacher scale compression adjustment averaging 3.2%, VRS employer rate increase to 16.32%, and Health Insurance Premium rate decrease of (-8.4%); and Operational Adjustment increase of \$379,500 to include: two new IT programs, pilot an online student learning platform, and funding for Capital Maintenance and Repair.

**NEW HORIZONS REGIONAL EDUCATION CENTERS**  
**Executive Director's Adopted 2017-2018 Budget**

**2017-2020 SCHOOL IMPROVEMENT PLAN**

**CTE Goal 1 - Enrollment and Retention:** CTE student enrollment will be at least 90% of capacity (10 day count), will have a 90% retention rate during the school year (9/30) for factors within NHREC's realm (i.e. student interest, motivation, CTE grades, attendance, etc.), and for two year programs 70% of eligible juniors will return for year two. 90% of exiting programs will meet these goals.

**CTE Goal 2 - Industry Standards:** Of all program completers, 90% will participate in industry credentialing and 83% of completers will earn an approved program trade credential while 90% will earn at least one credential (to include the workplace readiness skills exam).

**CTE Goal 3 - Student Pathways:** Of surveyed completers 70% will transition within one year of their graduation to post-secondary education or employment in a related career path to their CTE Program of Study.

**SpEd Goal 1 -** Develop a system to measure and monitor student progress related to barrier behaviors and skill deficits which led to referral to NA.

**SpEd Goal 2 -** Newport Academy ED: gather baseline data to determine student progress related to SOL's using the math and reading benchmark assessments in PLATO for students in grades 3-10 attending NA for at least 160 days of the current school year.

**SpEd Goal 3 -** Develop a system to measure and monitor student progress related to barrier behaviors and skill deficits which led to referral to CFA.

**SpEd Goal 4 -** Center for Autism students will demonstrate gains in functional skill performance as measured by increased FACTER scores on 3 individually targeted functional routines. Progress will be demonstrated by an average score gain of .7 above pre-test levels as measured by the FACTER performance scores.

**GSST Goal 1 -** 90% of GSST graduating seniors will be accepted into STEM related majors in top-tiered universities and colleges.

**GSST Goal 2 -** Each Academic Strand will contract for 90% of potential dual enrollment credits and GSST participating students will earn 90% of the eligible dual enrollment credits within their academic strand.

**CFAAT Goal 1 -** Increase the total number of adults served 1100 per year (17% increase).

**CFAAT Goal 2 -** Increase the total number of female students served to 330 per year 8% increase.

**CFAAT Goal 3 -** To provide net revenue of \$100,000.

**YWC Goal 1 -** YWC will enroll at least 135 new participants in services and activities of whom a maximum of 50 will be In School youth and no fewer than 85 will be Out of School youth.

**YWC Goal 2 -** Meet and or exceed WIOA federal performance measures for In and Out of School youth.

**NEW HORIZONS REGIONAL EDUCATION CENTERS**  
**Executive Director's Adopted 2017-2018 Budget**

**BUDGET SUMMARY**

**2017-2018 Budget Goals:**

The Executive Director, in working with the Greater Peninsula superintendents, has established the following goals for the 2017-2018 Budget:

- 1) Apply NNPS compensation increases and pay scale adjustments as adopted by Board of Trustees in 2016.
- 2) Fund the VRS increase from 14.66% to 16.32% for professional staff.
- 3) Apply any proposed Health Insurance premium reductions to create a Capital Maintenance and Repair line item that was eliminated due to budget reductions during recent recession. This action will allow these funds to be available if premiums increased significantly for 2018-19.
- 4) Continue implementation of CTE Master Plan with renovation of WL Campus and adding two IT programs: CISCO Computer Networking and Cybersecurity, and Computer Programming Applications and Gaming.
- 5) Pilot Canvas, an online student learning platform, with GSST and one CTE Program.
- 6) Adjust CTE budget for reduction in state Occupational Preparation funding.

**Total Budget \$18,139,909 increase of \$616,269 (3.5%).**

**Total Divisional Cost Allocation \$15,184,896 increase of \$666,488 (4.6%)**

Total Cost Allocation Expenditure Increases: \$666,488

*Compensation and Benefits: \$286,988*

- Salary and VRS (2% pay increase for non-teaching staff, NNPS teacher pay scale adjustment averaging 3.2% increase, VRS rate increase to 16.32% - \$411,988
- Health Insurance Premium decrease of (-8.4%) – (-\$125,000)

*Total Operational Adjustments: \$ 379,500*

- Revenue Reduction in State Occupational Prep Funding – \$ 40,000
- Maintenance and Repair - \$125,000
- CISCO Networking and Cybersecurity program – \$108,000
- Computer Programming Application and Gaming program \$105,000
- Canvas On-line Learning Platform pilot - \$ 1,500

**NEW HORIZONS REGIONAL EDUCATION CENTERS  
Executive Director's Adopted 2017-2018 Budget**

**BUDGET SUMMARY continued**

**Divisional Cost Allocation Summary:**

- Total Divisional Allocation \$15,184,896
- Special Education (Newport Academy, Alt. ED, Center for Autism) \$10,280,236 67.7%  
State Reimb. @ 95% utilization using current composite index (**\$6,959,719 or 67.4%**)  
Local cost **\$3,320,517 (32.6%)**
- Academic/Technical (CTE and Governor's School) \$ 4,904,660 32.3%

**Newport News:** NNPS has a 2.3% increase (\$148,373) Lower than average increase is a result of reducing special education projection by 1, with stable or lower enrollment in CTE and GSS.

**Hampton:** HCS has a 7.9% increase (\$276,859) Higher increase than average is due to projecting 2 new special education students and three average increase in GSST.

**York County:** YCSD has a 10.4% increase (\$205,801) Higher increase than average is due to projecting 1 additional special education student, and increased three year average in CTE.

**Williamsburg James City County:** WJCC has an increase 4% (\$56,678) Average increase. Three year average increase in GSST while decrease in CTE.

**Poquoson:** PCPS has a (-26%) decrease (-\$153,437) due to a reduction in special education projection by 4 students.

**Gloucester:** GCPS has a 19% increase (\$132,214) Higher increase is due to projecting 3 new special education students while having a significant three year average reduction in GSST.



**NEW HORIZONS REGIONAL EDUCATION CENTERS  
Executive Director's Adopted 2017-2018 Budget**

**DIVISIONAL SPECIAL EDUCATION PROJECTIONS FOR FISCAL YEAR ENDING 2017-2018**

Total projections are: CFA (-1), ED (-8), ED/ID (-3)

	CFA 17	CFA 18	ED 17	ED 18	ED/ID 17	ED/ID 18	Totals 17	Totals 18	Difference
Gloucester	6	8	4	5	3	3	13	16	+3
Hampton	28	28	22	23	6	7	56	58	+2
NN	72	71	36	36	15	15	123	122	-1
Poquoson	5	3	2	0	1	1	8	4	-4
WJCC	8	11	11	10	5	3	24	24	-0
York	8	12	11	8	4	4	23	24	+1
<b>Total</b>	<b>127</b>	<b>133</b>	<b>86</b>	<b>82</b>	<b>34</b>	<b>33</b>	<b>247</b>	<b>248</b>	<b>+1</b>

**Enrollment Impact:**

1. Special Education is projected to serve 248 students; up one student from 2016-2017.
2. Governor's School enrollment capacity will remain at 180.
3. CTE enrollment capacity will increase from 985 to 1019 to include the following program changes: addition of Computer Networking and Cybersecurity, Computer Programming Applications and Gaming; phase out Barbering in 17-18; closing Industrial Electronics & Robotics due to low enrollment and develop new course offering for 2018-2019.

**New Horizons Regional Education Centers  
Cost Allocation Summary  
Year Ending June 30, 2018**

<i>Division cost</i>		Autism	ED	ED/ID	Total Spec Ed	CTE	Gov Sch	Total
Newport News	FY 18	2,872,911	1,490,551	683,382	5,046,845	1,337,320	114,747	6,498,911
	FY 17	3,002,313	1,352,842	684,526	5,039,681	1,204,901	105,956	6,350,538
	Increase(Decrease)	(129,402)	137,709	(1,144)	7,164	132,419	8,791	148,373
	Percent of change	-4.3%	10.2%	-0.2%	0.1%	11.0%	8.3%	2.3%
Hampton	FY 18	1,132,979	952,297	318,912	2,404,188	1,180,096	183,597	3,767,881
	FY 17	1,167,566	826,737	273,810	2,268,113	1,061,391	161,518	3,491,022
	Increase(Decrease)	(34,587)	125,560	45,102	136,075	118,705	22,079	276,859
	Percent of change	-3.0%	15.2%	16.5%	6.0%	11.2%	13.7%	7.9%
York County	FY 18	485,562	331,234	182,235	999,031	861,390	331,860	2,192,282
	FY 17	333,590	413,369	182,540	929,499	724,900	332,082	1,986,481
	Increase(Decrease)	151,972	(82,135)	(305)	69,532	136,490	(222)	205,801
	Percent of change	45.6%	-19.9%	-0.2%	7.5%	18.8%	-0.1%	10.4%
Wmsbg/JCC	FY 18	445,099	414,042	136,676	995,817	304,762	160,188	1,460,767
	FY 17	333,590	413,369	228,175	975,134	290,695	138,260	1,404,089
	Increase(Decrease)	111,509	673	(91,499)	20,683	14,067	21,928	56,678
	Percent of change	33.4%	0.2%	-40.1%	2.1%	4.8%	15.9%	4.0%
Poquoson	FY 18	121,391	-	45,559	166,949	187,867	81,698	436,515
	FY 17	208,494	75,158	45,635	329,287	191,755	68,910	589,952
	Increase(Decrease)	(87,103)	(75,158)	(76)	(162,338)	(3,888)	12,788	(153,437)
	Percent of change	-41.8%	-100.0%	-0.2%	-49.3%	-2.0%	18.6%	-26.0%
Gloucester	FY 18	323,708	207,021	136,676	667,406	132,217	28,917	828,540
	FY 17	250,193	150,316	136,905	537,414	116,271	42,641	696,326
	Increase(Decrease)	73,515	56,705	(229)	129,992	15,946	(13,724)	132,214
	Percent of change	29.4%		-0.2%	24.2%	13.7%	-32.2%	19.0%
Totals	FY 18	5,381,650	3,395,145	1,503,441	10,280,236	4,003,652	901,008	15,184,896
	FY 17	5,295,746	3,231,791	1,551,591	10,079,128	3,589,913	849,367	14,518,408
	Increase(Decrease)	85,904	163,354	(48,150)	201,108	413,739	51,641	666,488
	Percent of change	1.6%	5.1%	-3.1%	2.0%	11.5%	6.1%	4.6%

**New Horizons Regional Education Centers  
Cost Allocation Summary continued  
Year Ending June 30, 2018**

**Basis for Allocation**

	Basis	Newport News	Hampton	York Co	Wmsbg/JCC	Poquoson	Gloucester	Total
Special Education								
Autism	Projected FY 18 Enrollment	71	28	12	11	3	8	133
ED	Projected FY 18 Enrollment	36	23	8	10	-	5	82
ED/ID	Projected FY 18 Enrollment	15	7	4	3	1	3	33
								248
Career & Technical	Prior 3 year average enrollment	320.33	282.67	206.33	73.00	45.00	31.67	959
Governor's School	Prior 3 year average credits	83.33	133.33	241.00	116.33	59.33	21.00	654

**Allocation percentages**

	Basis	Newport News	Hampton	York Co	Wmsbg/JCC	Poquoson	Gloucester	Total
Special Education								
Autism	Projected FY 18 Enrollment	53.4%	21.1%	9.0%	8.3%	2.3%	6.0%	100.0%
ED	Projected FY 18 Enrollment	43.9%	28.0%	9.8%	12.2%	0.0%	6.1%	100.0%
ED/ID	Projected FY 18 Enrollment	45.5%	21.2%	12.1%	9.1%	3.0%	9.1%	100.0%
Career & Technical	Prior 3 year average enrollment	33.4%	29.5%	21.5%	7.6%	4.7%	3.3%	100.0%
Governor's School	Prior 3 year average credits	12.7%	20.4%	36.8%	17.8%	9.1%	3.2%	100.0%

## **REVENUE SUMMARY**

### **FEDERAL FUNDS**

This category summarizes Federal Perkins Funds passed through from participating school divisions.

### **STATE FUNDS**

This category summarizes state categorical funds for the Governor's School for Science and Technology, Vocational Equipment, Virginia Educational Technology Grant, and Occupational Prep/Technical Education.

### **LOCAL FUNDS**

This category summarizes funds received from participating school divisions for the Career & Technical Education Center, Special Education Services, and the Governor's School for Science and Technology.

### **OTHER FUNDS (LOCAL)**

This category includes interest earned by the Center's Repurchase Agreement account, sale of surplus equipment, payments from summer camp activities, TNCC lease agreement (10/15-10/18), and other sources of income.

### **ADULT TRAINING**

This category includes all funding received for the Center for Apprenticeship and Adult Training to include tuition, fees, state support, and WIA Youth funds to provide In School and Out-Of-School services to eligible students.

## **NET ASSETS**

### **BOARD DESIGNATED**

This category includes a portion of net assets which have been committed by the Board to be used for designated purposes.

**REVENUE SUMMARY**

<u>REVENUE DESCRIPTION</u>	<u>SY 16-17 BUDGET</u>	<u>SY 17-18 BUDGET</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
FEDERAL FUNDS	\$ 50,000	\$ 50,000	\$ -	0.0%
STATE FUNDS	692,000	652,000	(40,000)	-5.8%
LOCAL FUNDS	15,487,327	16,153,816	666,489	4.3%
OTHER FUNDS	76,020	76,020	-	0.0%
ADULT TRAINING	<u>1,061,000</u>	<u>1,208,073</u>	<u>147,073</u>	13.9%
	<u>17,366,347</u>	<u>18,139,909</u>	<u>773,562</u>	4.5%

**NET ASSETS**

BOARD DESIGNATED	<u>\$ 148,000</u>	<u>\$ -</u>	<u>\$ (148,000)</u>	
	<u>\$ 17,514,347</u>	<u>\$ 18,139,909</u>	<u>\$ 625,562</u>	3.6%

**STATE FUNDS**

**VOCATIONAL  
EQUIPMENT**

This category includes all state career and technical education categorical funds for equipment.

**OCCUPATIONAL  
PREP/TECH. ED.**

This category includes state career and technical education categorical funds to provide SOQ support for the Career & Technical Education Center principals as well as assistant principals. The amounts are estimated based on prior year expenditures.

**SCIENCE & TECH  
ALLOCATION**

This category includes state funding for the Governor's School for Science and Technology.

**TECHNOLOGY  
GRANT**

This category includes funds received from the Virginia Technology Grant program, which provides support for school divisions to develop and implement the Standards of Learning (SOL) Web-based Technology Initiative.

**STATE FUNDS**

<u>REVENUE DESCRIPTION</u>	<u>SY 16-17 BUDGET</u>	<u>SY 17-18 BUDGET</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
VOCATIONAL EQUIPMENT	\$ 14,000	\$ 14,000	\$ -	0.0%
OCCUPATIONAL PREP/TECH ED.	140,000	100,000	(40,000)	13.8%
GONERNOR'S SCHOOL ENTITLEMENT	<u>460,000</u>	<u>460,000</u>	<u>-</u>	0.0%
	614,000	574,000	(40,000)	-6.5%
TECHNOLOGY GRANT	<u>78,000</u>	<u>78,000</u>	<u>-</u>	0.0%
	<u>\$ 692,000</u>	<u>\$ 652,000</u>	<u>\$ (40,000)</u>	-5.8%

## **LOCAL FUNDS**

### **SPECIAL EDUCATION**

This category includes revenue to be received from the participating school divisions for special education services provided through the Center for Autism and Newport Academy, reimbursements for salaries and benefits paid to APS teacher assistants required by student IEPs, and extended year summer programs.

### **COUNSELING CENTER**

This category includes revenue received from the participating school divisions to support the services provided by William and Mary for the NHREC Family Counseling Center. The center provides free counseling services to families of children attending the participating school divisions.

### **CAREER & TECHNICAL**

This category includes revenue to be received from the participating school divisions for services provided by the Career and Technical Education Center.

### **GOVERNOR'S SCHOOL**

This category includes revenue to be received from the participating school divisions, including Isle of Wight, for the operation of the Governor's School for Science and Technology.



**LOCAL FUNDS**

<u>REVENUE DESCRIPTION</u>	<u>SY 16-17 BUDGET</u>	<u>SY 17-18 BUDGET</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
SPECIAL EDUCATION	\$ 10,079,128	\$ 10,280,236	\$ 201,108	2.0%
APS TEACHER ASSISTANTS & SUMMER PROGRAMS	780,000	780,000	-	0.0%
COUNSELING CENTER	78,600	78,600	-	0.0%
CAREER & TECHNICAL	3,589,912	4,003,652	413,740	11.5%
GOVERNOR'S SCHOOL	<u>959,687</u>	<u>1,011,328</u>	<u>51,641</u>	5.4%
	<u>\$ 15,487,327</u>	<u>\$ 16,153,816</u>	<u>\$ 666,489</u>	4.3%

**OTHER FUNDS – LOCAL**

- LEASE REVENUE** This category includes the lease of space totaling 4068 square feet at the Butler Farm Campus consisting of the machine lab, classroom space, storage, hallway, and bathrooms. The initial term of the lease is three years beginning on October 1, 2015, and terminating on September 30, 2018. The annual rent is \$61,020.
- INTEREST INCOME** This category includes interest earned by the Center’s Repurchase Agreement account.
- MISCELLANEOUS** This category includes miscellaneous revenue received in small amounts from insurance premium reimbursements, occasional sales of surplus equipment, and other sources of income.

**OTHER FUNDS - LOCAL**

<u>REVENUE DESCRIPTION</u>	<u>SY 16-17 BUDGET</u>	<u>SY 17-18 BUDGET</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
LEASE INCOME	\$ 61,020	\$ 61,020	\$ -	
INTEREST INCOME	8,000	8,000	-	0.0%
OTHER	<u>7,000</u>	<u>7,000</u>	<u>-</u>	0.0%
	<u>\$ 76,020</u>	<u>\$ 76,020</u>	<u>\$ -</u>	0.0%

## **ADULT TRAINING**

<b>STATE VOCATIONAL FUNDS</b>	State vocational education categorical funds for adult education provide partial reimbursement for full-time and part-time instructor salaries.
<b>STATE APPRENTICE PROGRAM</b>	Funds provided by the Virginia Community College System for delivery of apprenticeship related instruction.
<b>BOOK SALES</b>	Textbook purchases by students enrolled in Apprenticeship and Adult Education programs.
<b>COMMUNITY TUITION</b>	Tuition payments received from students enrolled in the Adult Education Community program.
<b>APPRENTICE TUITION</b>	Tuition payments received from apprentices or their employers depending on the apprenticeship program.
<b>WORKFORCE INVESTMENT ACT PROGRAM</b>	Funds received from contract with the Peninsula Council for Workforce Development Federal Division to provide in-school and out-of-school services for eligible youth.

**ADULT TRAINING**

<u>REVENUE DESCRIPTION</u>	SY 16-17 BUDGET	SY 17-18 BUDGET	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
STATE-VOCATIONAL FUNDS	\$ 51,000		\$ (51,000)	-100.0%
STATE-APPRENTICE PROGRAM	23,480	23,480	-	0.0%
BOOK SALES	25,200	25,200	-	0.0%
COMMUNITY PROGRAM TUITION	202,400	284,223	81,823	40.4%
APPRENTICE PROGRAM TUITION	158,920	175,170	16,250	10.2%
WORKFORCE INVESTMENT ACT PROGRAM	<u>600,000</u>	<u>700,000</u>	<u>100,000</u>	16.7%
	<u>\$ 1,061,000</u>	<u>\$ 1,208,073</u>	<u>\$ 147,073</u>	13.9%

## **EXPENDITURES SUMMARY**

<b>CENTRAL OFFICE</b>	This category contains personnel costs for the Executive Director, Director of Finance, Executive Secretary/Clerk of the Board, and support personnel assigned specific responsibilities for administration, personnel, and finance. Employee tuition assistance, unemployment compensation, and early retirement payments are budgeted in this category along with office supplies, telephone, postage, printing, and marketing funds. Funding for the William and Mary counseling program is also included in this category.
<b>CAREER &amp; TECHNICAL</b>	This category contains all career and technical program expenditures for both campuses.
<b>GOVERNOR'S SCHOOL</b>	This category contains all expenditures for the Governor's School for Science and Technology.
<b>SPECIAL EDUCATION</b>	This category contains all expenditures for Newport Academy and Center for Autism.
<b>TECHNOLOGY AND STUDENT SERVICES</b>	This category contains expenditures for the computer network systems administration personnel, fees, equipment and supplies as well as expenditures for the Database Administrator's office.
<b>FACILITIES MANAGEMENT</b>	This category contains all maintenance personnel costs; utilities (electrical, heating, water, and sanitation) for each building, building improvements, and custodial supplies. Salaries and benefits for custodians are included in the Career & Technical Education Center Section.
<b>ADULT TRAINING</b>	This category contains personnel, instructional, office, and all other program related expenditures.

## EXPENDITURES SUMMARY

<u>EXPENDITURES DESCRIPTION</u>	<u>SY 16-17 BUDGET</u>	<u>SY 17-18 BUDGET</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
CENTRAL OFFICE	\$ 966,175	\$ 980,345	\$ 14,170	1.5%
CAREER & TECHNICAL	3,354,474	3,424,105	69,631	2.1%
GOVERNOR'S SCHOOL for SCIENCE & TECHNOLOGY	1,270,952	1,315,248	44,296	3.5%
SPECIAL EDUCATION	9,204,922	9,390,443	185,521	2.0%
TECHNOLOGY AND STUDENT SERVICES	692,567	549,983	(142,584)	-20.6%
FACILITIES MANAGEMENT	964,257	1,271,712	307,455	31.9%
	16,453,347	16,931,836	478,489	2.9%
ADULT TRAINING	<u>1,061,000</u>	<u>1,208,073</u>	<u>147,073</u>	13.9%
	<u>\$ 17,514,347</u>	<u>\$ 18,139,909</u>	<u>\$ 625,562</u>	3.6%

## **CENTRAL OFFICE**

This section contains the Executive Director, Executive Secretary/Clerk of the Board, the Director of Finance, and three support positions in personnel and finance.

**Administration** category contains funds for advertising, office supplies, tuition assistance and other personnel related expenses.

**Information Services** is a category used for printing and marketing expenses.

**Finance and Human Resources** category reflects expenses in the areas of Finance and Human Resources.

**Contractual Services** includes the contract with the College of William and Mary for the NHREC Family Counseling Center.



## CENTRAL OFFICE

<u>EXPENDITURES DESCRIPTION</u>	<u>SY 16-17 BUDGET</u>	<u>SY 17-18 BUDGET</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
ADMINISTRATION	\$ 659,114	\$ 666,902	\$ 7,788	1.2%
INFORMATION SERVICES	23,500	23,500	-	0.0%
FINANCE & HUMAN RESOURCES	204,961	211,343	6,382	3.1%
CONTRACTED SERVICES	<u>78,600</u>	<u>78,600</u>	<u>-</u>	0.0%
	<u>\$ 966,175</u>	<u>\$ 980,345</u>	<u>\$ 14,170</u>	1.5%

## **CAREER & TECHNICAL EDUCATION**

The cost of operating the Career & Technical Education program is allocated to the participating school divisions proportionate to the average division enrollment of the prior three years.

The SY 16-17 and SY 17-18 budget provide for 2 FTE principals, 1 FTE assistant principal, 2.5 FTE clerical, 23 FTE teachers, .5 FTE teacher assistant, and 1 FTE Mentorship Specialist. The SY 16-17 budget provide for 7 FTE custodian positions which are included in FACILITIES MANAGEMENT for SY 17-18.

## CAREER & TECHNICAL EDUCATION

<u>EXPENDITURES DESCRIPTION</u>	<u>SY 16-17 BUDGET</u>	<u>SY 17-18 BUDGET</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
<i>BUTLER FARM CAMPUS ADMINISTRATION:</i>				
SALARIES & BENEFITS	\$ 493,688	\$ 372,758	\$ (120,930)	-24.5%
OFFICE EXPENSE	35,900	35,900	-	0.0%
CUSTODIAL SUPPLIES	16,000	-	(16,000)	-100.0%
TRAVEL	4,500	4,500	-	0.0%
CONTRACT SERVICES & LEASES	8,000	8,000	-	0.0%
INSTRUCTIONAL SERVICES	61,444	61,444	-	0.0%
	<u>619,532</u>	<u>482,602</u>	<u>(136,930)</u>	<u>-22.1%</u>
<i>WOODSIDE LANE CAMPUS ADMINISTRATION:</i>				
SALARIES & BENEFITS	392,627	300,140	(92,487)	-23.6%
OFFICE EXPENSE	37,500	37,500	-	0.0%
CUSTODIAL SUPPLIES	17,000	-	(17,000)	-100.0%
TRAVEL	2,200	2,200	-	0.0%
CONTRACT SERVICES & LEASES	7,400	7,400	-	0.0%
INSTRUCTIONAL SERVICES	27,650	27,650	-	0.0%
	<u>\$ 484,377</u>	<u>\$ 374,890</u>	<u>\$ (109,487)</u>	<u>-22.6%</u>

**CAREER & TECHNICAL EDUCATION** continued

<u>EXPENDITURES DESCRIPTION</u>	<u>SY 16-17 BUDGET</u>	<u>SY 17-18 BUDGET</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
<i>BUTLER FARM CAMPUS INSTRUCTION:</i>				
<i>CAREER &amp; TECHNICAL</i>				
INSTRUCTION	\$ 1,112,043	\$ 1,349,575	\$ 237,532	21.4%
SUPPLIES	68,125	68,125	-	0.0%
EQUIPMENT REPAIR & REPLACEMENT	36,180	36,180	-	0.0%
EQUIPMENT ADDITIONS	<u>27,900</u>	<u>79,650</u>	<u>51,750</u>	185.5%
	<u>1,244,248</u>	<u>1,533,530</u>	<u>289,282</u>	23.2%
<i>HEALTH EDUCATION</i>				
INSTRUCTION	301,695	315,638	13,943	4.6%
SUPPLIES	34,464	34,464	-	0.0%
EQUIPMENT REPAIR & REPLACEMENT	6,300	6,300	-	0.0%
EQUIPMENT ADDITIONS	4,950	4,950	-	0.0%
INSTRUCTIONAL SERVICES	<u>4,250</u>	<u>4,250</u>	<u>-</u>	0.0%
	<u>\$ 351,659</u>	<u>\$ 365,602</u>	<u>\$ 13,943</u>	4.0%

**CAREER & TECHNICAL EDUCATION** continued

EXPENDITURES DESCRIPTION	<u>SY 16-17 BUDGET</u>	<u>SY 17-18 BUDGET</u>	<u>CHANGE</u>	PERCENT CHANGE
MENTORSHIP/JOB PLACEMENT	\$ 76,856	\$ 79,885	\$ 3,029	3.9%
<i>WOODSIDE LANE CAMPUS:</i>				
INSTRUCTION	502,462	512,256	9,794	1.9%
SUPPLIES	49,600	49,600	-	0.0%
EQUIPMENT REPAIR & REPLACEMENT	16,395	16,395	-	0.0%
EQUIPMENT ADDITIONS	<u>9,345</u>	<u>9,345</u>	<u>-</u>	0.0%
	<u>577,802</u>	<u>587,596</u>	<u>9,794</u>	1.7%
	\$ 3,354,474	\$ 3,424,105	\$ 69,631	2.1%

## **GOVERNOR'S SCHOOL FOR SCIENCE & TECHNOLOGY**

The cost of operating the Governor's School for Science and Technology is allocated to the participating local school divisions proportionate to the average division enrollment of the prior three years. Instruction includes salaries and benefits for personnel positions of 1 FTE Director and 12 FTE teaching faculty.

**GOVERNORS SCHOOL FOR SCIENCE & TECHNOLOGY**

<u>EXPENDITURES DESCRIPTION</u>	<u>SY 16-17 BUDGET</u>	<u>SY 17-18 BUDGET</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
INSTRUCTION	\$ 1,154,912	\$ 1,189,458	\$ 34,546	3.0%
INSTRUCTIONAL SUPPLIES	28,530	38,280	9,750	34.2%
INSTRUCTIONAL SERVICES	<u>87,510</u>	<u>87,510</u>	<u>-</u>	0.0%
	<u>\$ 1,270,952</u>	<u>\$ 1,315,248</u>	<u>\$ 44,296</u>	3.5%

## **SPECIAL EDUCATION**

The expenditures for operating this service area are charged to the participating school divisions proportionate to the projected student enrollment from each school division. The projected student enrollment is 247 in SY 16-17 and 248 in SY 17-18. The SY 16-17 and SY 17-18 budgets provide for 1 FTE special education director, 3 FTE program coordinators, 3 FTE clerical, 38 FTE teachers, 49 FTE teacher assistants, 5 FTE behavioral specialists, and 11.5 FTE therapists and specialists.

Also included in the SY 16-17 and SY 17-18 budgets are \$780,000 for salaries and benefits for APS teacher assistants required by student IEPs and the summer extended school year program. The applicable school divisions are charged for these services.



## SPECIAL EDUCATION

<u>EXPENDITURES DESCRIPTION</u>	<u>SY 16-17 BUDGET</u>	<u>SY 17-18 BUDGET</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
<i>NEWPORT ACADEMY:</i>				
INSTRUCTIONAL SERVICES	\$ 6,500	\$ 6,500	\$ -	0.0%
ADMINISTRATION	943,884	952,570	8,686	0.9%
STUDENT SERVICES	739,545	760,564	21,019	2.8%
ED/ID INSTRUCTION	747,283	771,579	24,296	3.3%
ED INSTRUCTION	<u>1,355,349</u>	<u>1,405,262</u>	<u>49,913</u>	3.7%
	<u>3,792,561</u>	<u>3,896,475</u>	<u>103,914</u>	2.7%
 <i>CENTER FOR AUTISM:</i>				
INSTRUCTIONAL SERVICES	6,000	6,000	-	
ADMINISTRATION	1,035,996	1,047,286	11,290	1.1%
INSTRUCTION	<u>3,590,365</u>	<u>3,660,682</u>	<u>70,317</u>	2.0%
	<u>4,632,361</u>	<u>4,713,968</u>	<u>81,607</u>	1.8%
	8,424,922	8,610,443	185,521	2.2%
<i>APS TEACHER ASSISTANTS &amp; SUMMER PROGRAMS</i>	<u>780,000</u>	<u>780,000</u>	<u>-</u>	0.0%
	<u>\$ 9,204,922</u>	<u>\$ 9,390,443</u>	<u>\$ 185,521</u>	2.0%

## **TECHNOLOGY AND STUDENT SERVICES**

Student services activities involve the functions of the Database Administrator/Registrar responsible for Student Information Systems. This position maintains continual contact with all guidance offices and our special education programs.

Network administration includes all expenditures related to our computer network. Network expenditures include personnel costs, back-up support contracts, repair or replacement and new equipment. The budgets provide for 1 FTE Network System Administrator and 2 FTE Network Specialists.

## TECHNOLOGY AND STUDENT SERVICES

<u>EXPENDITURES DESCRIPTION</u>	<u>SY 16-17 BUDGET</u>	<u>SY 17-18 BUDGET</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
<i>STUDENT SERVICES:</i>				
REGISTRAR	\$ 86,234	\$ 84,416	\$ (1,818)	-2.1%
TRAVEL	200	200	-	0.0%
RECORDS MANAGEMENT	16,700	16,700	-	0.0%
SUPPLIES	400	400	-	0.0%
	<u>103,534</u>	<u>101,716</u>	<u>(1,818)</u>	-1.8%
<i>NETWORK ADMINISTRATION:</i>				
SALARIES & BENEFITS	233,333	240,567	7,234	3.1%
TELEPHONE	8,600	8,600	-	0.0%
TRAVEL	1,700	1,700	-	0.0%
SUPPLIES	2,000	2,000	-	0.0%
PROFESSIONAL PUBLICATIONS	300	300	-	0.0%
EQUIPMENT	160,000	12,000	(148,000)	-92.5%
MAINTENANCE CONTRACTS	99,100	99,100	-	0.0%
BACK-UP SUPPORT	6,000	6,000	-	0.0%
	<u>511,033</u>	<u>370,267</u>	<u>(140,766)</u>	-27.5%
EQUIPMENT - STATE TECNOLOGY GRANT	<u>78,000</u>	<u>78,000</u>	<u>-</u>	0.0%
	<u>\$ 692,567</u>	<u>\$ 549,983</u>	<u>\$ (142,584)</u>	-20.6%

## **FACILITIES MANAGEMENT**

This section summarizes the expenditures associated with the operation and maintenance of the Center's facilities, grounds, and vehicles. The SY 16-17 and SY 17-18 budgets provide for 1 FTE plant manager, 3 FTE maintenance specialists and a .5 FTE clerical assistant. The SY 17-18 budget also provides for 7 FTE custodial positions which were included in CAREER & TECHNICAL for SY 16-17.

## FACILITIES MANAGEMENT

<u>EXPENDITURES DESCRIPTION</u>	<u>SY 16-17 BUDGET</u>	<u>SY 17-18 BUDGET</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
ADMINISTRATION	\$ 102,795	\$ 106,057	\$ 3,262	3.2%
OPERATING	238,542	509,735	271,193	113.7%
OPERATIONS & MAINTENANCE - BUTLER FARM	224,720	250,720	26,000	11.6%
OPERATIONS & MAINTENANCE - WOODSIDE LANE	306,400	313,400	7,000	2.3%
GROUNDS SERVICES	15,000	15,000	-	0.0%
SERVICE CONTRACTS	4,800	4,800	-	0.0%
VEHICLE SERVICES	70,000	70,000	-	0.0%
SECURITY SERVICES	<u>2,000</u>	<u>2,000</u>	<u>-</u>	0.0%
	<u>\$ 964,257</u>	<u>\$ 1,271,712</u>	<u>\$ 307,455</u>	31.9%

## **ADULT TRAINING**

The Center for Apprenticeship and Adult Training is self-supported and receives funding from community student tuition, apprenticeship fees from students and employers, and state funding. The Virginia Community College System provides funding for Apprenticeship Related Instruction. The WIA Youth Workforce Center is supported by a contract to provide services for the Peninsula Council for Workforce Development Federal Division.

## ADULT TRAINING

<u>EXPENDITURES DESCRIPTION</u>	<u>SY 16-17 BUDGET</u>	<u>SY 17-18 BUDGET</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
ADMINISTRATION	\$ 206,668	\$ 212,398	\$ 5,730	2.8%
INSTRUCTIONAL-PART-TIME	<u>254,332</u>	<u>295,675</u>	<u>41,343</u>	16.3%
	<u>461,000</u>	<u>508,073</u>	<u>47,073</u>	
WORKFORCE INVESTMENT ACT PROGRAMS	<u>600,000</u>	<u>700,000</u>	<u>100,000</u>	16.7%
	<u>\$ 1,061,000</u>	<u>\$ 1,208,073</u>	<u>\$ 147,073</u>	13.9%