

Annual School

BUDGET GUIDELINES

2016-2017

BUDGET SERVICES
DUVAL COUNTY PUBLIC SCHOOLS
JACKSONVILLE, FLORIDA



Duval County Public Schools
Every School. Every Classroom. Every Student. Every Day.

Florida Statutes, require that:

...Each district school board shall utilize its systems of planning and budgeting to emphasize a system of school-based management in which individual school centers become the principal planning units and eventually to integrate planning and budgeting at the school level.

...Each School Advisory Council shall assist in the preparation and evaluation of the School Improvement Plan and also in the preparation of the school's annual budget.

In general, the process of allocating resources to schools based on the WFTE count with supplements has not changed from prior years. The objective of the Superintendent, which is illustrated by this document, is to provide a system of planning and budgeting which is meaningful, useful, and understandable to all concerned.

It will be the principal's responsibility to submit an accurate budget that reflects sufficient funds to cover all the average salaries and employee benefits for the personnel allocated. **School Principals must align their school budget with their School's Improvement Plan.**

Upon receipt of the approved budget, all principals are expected to maintain a balanced budget. It will be the responsibility of the principal to be fiscally responsible for all budget accounts, including salaries, and request appropriate transfers on the budget transfer screens.

DEVELOPING YOUR PROJECTED OPERATING BUDGET

This document is divided into five sections: (1) School Allocations, (2) Appropriation Guidelines, (3) Average Salaries, (4) Commitment Items (Function/Object Description), and (5) Certification of Shared Decision Making Committee form.

Spring Budgets are completed on the **SAP Budget Prep System (SBPS)** using **Year: 2017, Survey: 6** (Spring [planning] Budget for school year 2016-2017). Allocation information for Fall Count will be in survey 7.

SHARED DECISION MAKING (SDM)

The Collective Bargaining Agreement states "the Employer and DTU jointly support the process of Shared Governance and the employee's right to participate in this process." During the budget process it is important to have meaningful input in setting the school's budget priorities. The SDM process for input into priorities should involve the following phases:

1. A presentation and explanation of the school's budgetary projections and the budget process; and
2. A time for staff to work through various scenarios and to prioritize options; and
3. A recommendation to the Principal setting out the prioritized options.

Please remember that the ultimate decision is always with the principal, but the SDM's recommendations should be seriously considered.

In addition, a session with staff after the budget meeting to explain what happened and why certain options were not viable is always helpful.

A copy of the Shared Decision Making Form is located at the end of this document and should be completed and kept on file at the school. The signed form must be available upon request.

OTHER OPERATING FUNDS

Fund	Supplement	Project Manager	Phone number
10000	General Fund	Budget Department	390-2097
10008	School Improvement Funds	Budget Department	390-2097
10016	Nurses/Adaptive PE	ESE Department	390-2071
10209	Amendment IX – Class Size Reduction	Budget Department	390-2097
10314	AP/IB/AICE	Kelly Coker	390-2976
10370	Cabinet	Cabinet	
10390	Voluntary Pre-Kindergarten	Sonya Mcswain	346-4601
11102	SAI	Patricia McClure	390-2900
11104	SAI-Magnet	Pearl Roziers/Gary Bryan	390-2082
11109	SAI-Reading Coach	Patricia McClure	390-2900

FEDERAL FUNDS

Fund	Fund Name	Project Manager	Phone number
48750	Title I Part A School-wide	Title I Department	390-2123
48749	Title I Part A District-wide	Title I Department	390-2123
48748	Title I Part A PIP	Title I Department	390-2123
48746	IDEIA Part B Pre-School	ESE Department	348-7800
48745	IDEIA Part B	ESE Department	348-7800
48751	Title II	Patricia McClure	390-2900

EXPLANATIONS OF SUPPLEMENTS AND ADDITIONAL FUNDS**Supplements**

Supplements are based on a school's FTE and WFTE. Please see the school's staff allocation **formula** sheets.

- EXCEPTIONAL STUDENT EDUCATION**

The ESE Department provides a list of Varying Exceptionalities (VE) Resource/Inclusion positions and self-contained classes to be maintained at your school. The recommendations are based on current information available from the Exceptional Student Program List generated via Genesis.

As part of the fall budget adjustment process, the staffing of self-contained classrooms (teachers and paraprofessionals) will be reviewed for potential additions and/or reductions.

- **Occupational Therapy, Physical Therapy, Vision Itinerant, and Hearing Itinerant:**
Funding for these services will be budgeted for your school by the district.
- **NEW for FY 2016-2017: Speech Therapist:**
Funding for these services will be budgeted for your school by the district.

- UTILITIES**

Utilities are budgeted for your school through the district.

Other Operating Funds

- **FUND 10008 – SCHOOL IMPROVEMENT**

Funds will be provided for school improvement when received from the State. The amount per FTE will be determined when the distribution from the state is received in early January. Any monies received are to be spent according to the School Improvement Plan and as voted by the school's SAC committee. Reference the SAC Handbook for guidelines on how the funds should be spent at www.duvalschools.org/schoolimprovement.

- **FUND 10209 – AMENDMENT IX –CLASS SIZE**

Schools must meet class size requirements for core subject classes. Class size must be met at the classroom for the following levels: 18 = PK-3, 22 = 4-8, 25 = 9-12. Self-contained ESE teachers are to be included when calculating your class sizes.

- **FUND 10314 – AP/IB/AICE/ICCE**

Funds are provided to enhance AP/IB/AICE/ICCE classes as approved in the schools plan.

- **FUND 10390 – VOLUNTARY PRE-KINDERGARTEN**

Pre-K staffing positions are supplemental for Pre-K classrooms.

Federal Funds

Federal funds are provided to schools for each participating program on the allocation screen. These funds must be budgeted and balanced prior to budget screens closing for input.

Federal funds must be used to provide services above and beyond the level of services that would be provided by State and Local funds.

- **FUND 48750 Title I Part A – Improving the Academic Achievement of the Disadvantaged School-wide**

Title I School wide Project funds are provided to schools based on poverty level (percentage of students eligible for free or reduced-price lunch) if a non-CEP school or directly certified student counts if a CEP school. **All budgeting of Title I funds must be aligned with the School Improvement Plan (SIP).** Documentation supporting Title I expenditures is required for auditing purposes. All Title I expenditures including positions are supplemental to school Operating Budgets. Title I funds must be fully expended prior to the end of 2016-2017 school year.

- **FUND 48749 Title I Part A – Improving the Academic Achievement of the Disadvantaged District-wide**

This fund supports Title I District initiatives for Title I schools. These initiatives are data driven and focus on identified students within each sub group.

Eligible Title I schools' Pre-Kindergarten allocations will be included in this fund for the 2016-17 School Year.

- **Pre-Kindergarten** add-ons in eligible Title I schools support approved Pre-Kindergarten initiatives.

The Title I funding allocation for Pre-K staffing positions is supplemental for Pre-K classrooms in Title I schools.

Title I provides funding for a proportionate share of Teaching, Instructional Paraprofessional and Child Development Associate (CDA) positions. Paraprofessional positions should only provide instructional support in Title I Pre-K classrooms and not perform other duties.

- **FUND 48748 Title I Parent Involvement**

This fund supports the parent involvement activities aligned to the approved Parent Involvement Plan (PIP).

• **FUNDS 48745 & 48746 IDEIA – Individuals with Disabilities Education Improvement Act Part B & Part B Preschool**

“IDEIA federal funds allocated to provide school-based support to students with disabilities (i.e., ASD and Day Treatment Site Coaches, Student-Focused and Classroom paraprofessionals, Load Positions), must be dedicated solely to support the needs for which the positions were established.”

IDEIA federal funds **cannot** be used to support gifted programs.

If you have questions regarding IDEIA federally funded positions, please contact the Exceptional Education and Student Services Department at 348-7800. Any corrections to allocations **must** be made prior to your budget appointment.

APPROPRIATION GUIDELINES

Shared Decision Making Committees cannot make decisions that would put the school in violation of SACS guidelines or Class Size Amendment. Schools must balance to the funds provided as indicated on the Allocation screens in BudPrep.

1. PERSONNEL

FOR SPRING: All personnel must be budgeted on the Personnel (personnel worksheet) in BudPrep. A position that is marked as “S” (surplus) or “E” (error) will not be staffed at your school for the next fiscal year. **Positions and personnel not budgeted on the personnel screen will not be maintained at the school for the next fiscal year.**

FOR FALL: PCF’s and budget transfers are completed to make changes in SAP

a. **Positions must be budgeted as to the actual job being performed.**

b. **Paraprofessionals**

Instructional paraprofessionals are allocated based on staff allocation.

Any school that has 15 ESOL students who speak the same home language must budget an ESOL paraprofessional who speaks that language.

c. **Substitutes (Object 313)**

Substitutes will be budgeted based on an amount per teacher; the amount for substitutes is shown on the supplement screen. Hiring a substitute requires a vacancy or **instructional** absence; i.e., a vacancy **must** exist or a TDE or leave form should be on file for the instructional person before a substitute is requested.

Schools are budgeted 4 days of TDE per teacher and eligible paraprofessional positions. Any additional TDE days the school is responsible for making sure budget is in place. This may mean creating a budget transfer. TDE budget is appropriated in 10000/6400/313. Eligible paraprofessionals are listed below.

A522 - Student Focused paraprofessional	A523 - Autism Spectrum Disorder paraprofessional
A524 - Physically Impaired paraprofessional	A525 - ESE Pre-K paraprofessional
A526 - Day Treatment paraprofessional (PRIDE)	A527 - EBD (Behavior Support) paraprofessional
A550 - Pre-K paraprofessional	

d. **Part-Time Employees**

All part time positions will be eliminated 06/30/2016 unless they are activated for 2017. Benefits are calculated at **16.3%** for part time and **3.5%** for temporaries in object 200.

1) **Object 1X8** Part Time Personnel

Part-time non-teaching positions can be hired **for five (5) hours or less per day** and **more than six months**. Part-time teaching positions can only be hired for less than a full contractual teaching load which is five periods per day. Part time positions should be budgeted in the appropriate commitment item. Benefits are calculated at 16.3% in object 200.

2) **Object 758** Temporary Personnel

Temporary positions are positions that will not exist beyond six consecutive calendar months. Benefits are automatically calculated at **3.5%** in object 200.

2. **EMPLOYEE BENEFITS**

The total salaries in objects 110, 120, 130, 150 and 160 are automatically multiplied by **37.1%** in object 200. Object 1X8 salaries are automatically multiplied by **16.3%** in object 200. Object 758 salaries are automatically multiplied by **3.5%** in object 200.

All federally funded **paraprofessionals'** benefits are budgeted at **69.1%** in object 200.

3. **CUSTODIAL COSTS**

Custodial supplies must be budgeted at the school level in 79510. Custodial personnel costs will be budgeted by the District for your school.

4. **OTHER BUDGETED ITEMS**

a. Work-related travel for designated personnel should be based on fifty four (\$0.54) per mile (rate effective January 1, 2016).

b. Travel should be budgeted to the appropriate commitment item. Budget Prep allows Schools to establish budget for all budgeting objects.

- 331 is for In county
- 332 is for Out of county
- 333 is for Out of State
- 334 are for Registration for conferences – in county and/or out of county.

Please break out travel expenses from dues and fees. (Individual memberships cannot be paid from District funds.)

c. The Minimum Recommended Screen provides guidelines for a school to budget in fund 10000. Some items have been mentioned previously. Other budgeted items may include:

- 1) Yearly charges for pagers must be budgeted in 73390.
- 2) Yearly charges for telephone (79370), utilities (79380), and energy (79400) will be budgeted for your school.
- 3) Schools involved in a three- or five-year payback to the district for the Master Finance Program (MFP) must budget the amount of next year's payment in 92710 and 92720.

- d. Budget Recommendations for supplies and equipment are as follows:

Description	Functional Area	Commitment Item	Recommended Minimum per FTE
Teaching Supplies	5100	510	\$19
	5200	510	\$24
Equipment	5100	640	\$10
	5200	640	\$10
Media Supplies	6200	510	\$2
Periodicals	6200	530	\$1
Library Books	6200	610	\$3
A.V. Materials	6200	620	\$3
Office Supplies	7300	510	\$3
Custodial Supplies	7900	510	\$5

*Supplies: When purchasing **classroom** supplies, be sure to code the storeroom order to the appropriate function for classrooms (i.e.; 5100-Basic Education, 5200-Exceptional Education, 5300-Vocational Education and/or 7900-Custodial).

TRUST CHECKS: Trust check allocations are computed at 25% of the budget placed in the accounts below during the bud prep process.

Description	Function al Area	Commitment Item
Basic Education	5100	510
Exceptional Education	5200	510
Vocational Education	5300	510
Pupil Personnel Services	6100	510
Instructional Media Services	6200	510
School Administration	7300	510
Operation of Plant	7900	510

Accounts will be reviewed to ensure that appropriate amounts are budgeted in all areas.

- e. Account assignments for commonly budgeted items:

Description	Functional Area	Commitment Item
Postage	Varies	370
Copier maintenance	Varies	350
Copier rental	Varies	360
Media periodicals	6200	530
All other periodicals	Varies	510

ELEMENTARY SCHOOL CERTIFICATED JOBS 2016-2017

Personnel SubArea	Job Code	Job Title	Functional Area/ Commitment Item	Average Salaries	37.1% Benefits	Avg. Salaries w/ Benefits
AC28	0205	Principal	73110	\$ 93,000	\$ 34,503	\$ 127,503
AD28	0223	Asst Principal - 12 Month Alt	73110	\$ 61,500	\$ 22,817	\$ 84,317
TA07/TB07	1022	Guidance Counselor	61130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	1025	Media Specialist	62130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	1037	Intervention Representative	61130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	1032A	ESE Lead Teacher	64130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	1032B	ESE Site Coach (BSC)	64130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	1032C	ESE Site Coach (CSS)	64130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	1032D	ESE Site Coach (DT)	64130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	0388	Pre-Kindergarten	55120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0307	Science	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0310	Kindergarten	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0317	Computer Lab	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0319	ESOL Resource	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0322	Elementary Education Alternative	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0330	Elementary Art	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0331	Elementary Music	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0332	Elementary P.E.	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0333	Elementary Reading	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0334	Elementary Foreign Language	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0340	ESOL Kindergarten	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0341	ESOL 1st Grade	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0342	ESOL 2nd Grade	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0343	ESOL 3rd Grade	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0344	ESOL 4th Grade	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0345	ESOL 5th Grade	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0348	Math Interventionist, Elem	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0349	Reading Interventionist, Elem	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0355	Reading Coach	64130	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0356	Standards Coach	64130	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0357	Math Coach	64130	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0358	Science Coach	64130	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0391	First Grade	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0392	Second Grade	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0393	Third Grade	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0394	Fourth Grade	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0395	Fifth Grade	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0399	Magnet School	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0603	Fast ForWord	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0612	Intellectual Disabilities (SLA)	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0613	Physically Impaired	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0614	Audiologist	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0615	Physical Therapy	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0616	Occupational Therapy	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0617	Speech Language Pathologist	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0618	Deaf/Hard of Hearing	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0620	Visually Impaired	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0621	Varying Exceptionalities	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0622	Emotional/Behavioral Disabilities (BSC)	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0624	Gifted	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0626	Hospital/Homebound	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0627	Intellectual Disabilities (PLA)	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0630	Pre-K Handicapped (VE)	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0632	Adaptive Physical Education (SDPE)	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0633	Autism Spectrum Disorder (CSS)	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0634	Emotional/Behavioral Disabilities (DT)	52120	\$ 47,000	\$ 17,437	\$ 64,437

MIDDLE SCHOOL CERTIFICATED JOBS 2016-2017

Personnel SubArea	Job Code	Job Title	Functional Area/ Commitment Item	Average Salaries	37.1% Benefits	Avg. Salaries w/ Benefits
AC28	0203	Principal	73110	\$ 93,000	\$ 34,503	\$ 127,503
AD28	0224	Assistant Principal - 12 Month Alt	73110	\$ 61,500	\$ 22,817	\$ 84,317
TA07/TB07	1023	Guidance Counselor	61130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	1026	Media Specialist	62130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	0402	Dean of Students	61130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	1032A	ESE Lead Teacher	64130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	1032B	ESE Site Coach (BSC)	64130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	1032C	ESE Site Coach (CSS)	64130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	1032D	ESE Site Coach (DT)	64130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	1037	Intervention Representative	61130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	0396	Sixth Grade	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0406	Social Studies	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0407	Science	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0408	Music	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0409	Mathematics	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0410	Health	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0411	Language Arts	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0412	Reading	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0413	Physical Education	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0414	Art	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0415	Foreign Language	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0416	Reading Lab	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0417	Computer Lab	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0418	Drama	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0419	Dance	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0421	AASP Remedial Language Arts	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0429	AASP Remedial Math	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0433	Writing Skill	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0440	Bilingual/ESOL	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0448	Math Interventionist, Middle	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0449	Reading Interventionist, Middle	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0450	Middle School Vocational Home Economics	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0455	Reading Coach	64130	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0456	Standards Coach	64130	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0457	Math Coach	64130	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0458	Science Coach	64130	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0475	Middle School Vocational Technical	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0480	Middle School Office Education	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0485	Middle School Vocational Industrial Arts	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0499	Magnet School	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0603	Fast ForWord	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0604	Alternative Ed/Dropout Prevention	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0625	Resource Teacher	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	1061	ISSP (In-School Suspension Program)	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0612	Intellectual Disabilities (SLA)	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0613	Physically Impaired	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0614	Audiologist	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0615	Physical Therapy	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0616	Occupational Therapy	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0617	Speech Language Pathologist	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0618	Deaf/Hard of Hearing	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0620	Visually Impaired	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0621	Varying Exceptionalities	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0622	Emotional/Behavioral Disabilities (BSC)	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0624	Gifted	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0626	Hospital/Homebound	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0627	Intellectual Disabilities (PLA)	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0630	Pre-K Handicapped (VE)	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0632	Adaptive Physical Education (SDPE)	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0633	Autism Spectrum Disorder (CSS)	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0634	Emotional/Behavioral Disabilities (DT)	52120	\$ 47,000	\$ 17,437	\$ 64,437

HIGH SCHOOL CERTIFICATED JOBS 2016-2017

Personnel SubArea	Job Code	Job Title	Functional Area/ Commitment Item	Average Salaries	37.1% Benefits	Avg. Salaries w/ Benefits
AC28	0200	Principal	73110	\$ 93,000	\$ 34,503	\$ 127,503
AD28	0225	Assistant Principal - 12 Month Alt	73110	\$ 61,500	\$ 22,817	\$ 84,317
TE28	0041C	Guidance Counselor - 12 Months	61130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	1020	Guidance Counselor	61130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	1027	Media Specialist	62130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	0502	Dean of Students	61130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB08	0700	Test Coordinator	61130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	1032A	ESE Lead Teacher	64130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	1032B	ESE Site Coach (BSC)	64130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	1032C	ESE Site Coach (CSS)	64130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	1032D	ESE Site Coach (DT)	64130	\$ 50,000	\$ 18,550	\$ 68,550
TA07/TB07	0506	Social Studies	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0507	Science	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0508	Music	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0509	Mathematics	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0510	Health	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0511	Language Arts	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0512	Reading	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0513	Physical Education	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0514	Art	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0515	Foreign Language	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0516	Reading Lab	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0517	Computer Lab	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0518	Drama	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0519	Dance	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0533	Writing Skill	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0540	Bilingual/ESOL	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0549	Reading Interventionist, High	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0555	Reading Coach	64130	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0556	Standards Coach	64130	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0557	Math Coach	64130	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0558	Science Coach	64130	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0559	Graduation Coach	61130	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0599	Magnet School	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0603	Fast ForWord	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0605	Alternative Ed/Dropout Prevention	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0610	Driver Education	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0625	Resource	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	1081	ROTC Instructor - 10 Months	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	1082	ROTC Instructor In Charge - 12 Months	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	1083	ROTC Instructor In Charge - 10+2 Months	51120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	1061	ISSP (In-School Suspension Program)	51120	\$ 47,000	\$ 17,437	\$ 64,437

HIGH SCHOOL CERTIFICATED JOBS (con't)

Personnel SubArea	Job Code	Job Title	Functional Area/ Commitment Item	Average Salaries	37.1% Benefits	Avg. Salaries w/ Benefits
TA07/TB07	0612	Intellectual Disabilities (SLA)	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0613	Physically Impaired	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0614	Audiologist	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0615	Physical Therapy	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0616	Occupational Therapy	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0617	Speech Language Pathologist	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0618	Deaf/Hard of Hearing	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0620	Visually Impaired	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0621	Varying Exceptionalities	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0622	Emotional/Behavioral Disabilities (BSC)	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0624	Gifted	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0626	Hospital/Homebound	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0627	Intellectual Disabilities (PLA)	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0630	Pre-K Handicapped (VE)	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0632	Adaptive Physical Education (SDPE)	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0633	Autism Spectrum Disorder (CSS)	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0634	Emotional/Behavioral Disabilities (DT)	52120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0650	Home Economics	53120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0655	Distributive	53120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0660	Agriculture	53120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0670	Trade and Industrial	53120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0675	Technical	53120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0680	Office Education	53120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0685	Industrial Arts	53120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	0690	Manpower and Diversified (DCT)	53120	\$ 47,000	\$ 17,437	\$ 64,437
TA07/TB07	1070	Other Instructional	53120	\$ 47,000	\$ 17,437	\$ 64,437

SCHOOL RESOURCE JOBS

Percent of time	Basic Education Teacher	Functional Area/ Commitment Item	Average Salaries	37.1% Benefits	Avg. Salary w/ Benefits
0.10	Half day a week	51120	\$ 4,700	\$ 1,744	\$ 6,444
0.20	One day a week	51120	\$ 9,400	\$ 3,487	\$ 12,887
0.30	One & one half days a week	51120	\$ 14,100	\$ 5,231	\$ 19,331
0.40	Two days a week	51120	\$ 18,800	\$ 6,975	\$ 25,775
0.50	Two & one half days a week	51120	\$ 23,500	\$ 8,719	\$ 32,219
0.60	Three days a week	51120	\$ 28,200	\$ 10,462	\$ 38,662
0.80	Four days a week	51120	\$ 37,600	\$ 13,950	\$ 51,550
1.00	Full time basic teacher	51120	\$ 47,000	\$ 17,437	\$ 64,437

Percent of time	Exceptional Education Teacher	Functional Area/ Commitment Item	Average Salaries	37.1% Benefits	Avg. Salary w/ Benefits
0.05	Two hours a day a week	52120	\$ 2,350	\$ 872	\$ 3,222
0.10	Half day a week	52120	\$ 4,700	\$ 1,744	\$ 6,444
0.20	One day a week	52120	\$ 9,400	\$ 3,487	\$ 12,887
0.30	One & one half days a week	52120	\$ 14,100	\$ 5,231	\$ 19,331
0.40	Two days a week	52120	\$ 18,800	\$ 6,975	\$ 25,775
0.50	Two & one half days a week	52120	\$ 23,500	\$ 8,719	\$ 32,219
0.60	Three days a week	52120	\$ 28,200	\$ 10,462	\$ 38,662
0.80	Four days a week	52120	\$ 37,600	\$ 13,950	\$ 51,550
1.00	Full time exceptional teacher	52120	\$ 47,000	\$ 17,437	\$ 64,437

Percent of time	Guidance Counselor	Functional Area/ Commitment Item	Average Salaries	37.1% Benefits	Avg. Salary w/ Benefits
0.20	One day a week	61130	\$ 10,000	\$ 3,710	\$ 13,710
0.40	Two days a week	61130	\$ 20,000	\$ 7,420	\$ 27,420
0.50	Two & one half days a week	61130	\$ 25,000	\$ 9,275	\$ 34,275
0.60	Three days a week	61130	\$ 30,000	\$ 11,130	\$ 41,130
0.80	Four days a week	61130	\$ 40,000	\$ 14,840	\$ 54,840
1.00	Full time exceptional teacher	61130	\$ 50,000	\$ 18,550	\$ 68,550

Percent of time	Media Specialist	Functional Area/ Commitment Item	Average Salaries	37.1% Benefits	Avg. Salary w/ Benefits
0.20	One day a week	62130	\$ 10,000	\$ 3,710	\$ 13,710
0.40	Two days a week	62130	\$ 20,000	\$ 7,420	\$ 27,420
0.50	Two & one half days a week	62130	\$ 25,000	\$ 9,275	\$ 34,275
0.60	Three days a week	62130	\$ 30,000	\$ 11,130	\$ 41,130
0.80	Four days a week	62130	\$ 40,000	\$ 14,840	\$ 54,840
1.00	Full time exceptional teacher	62130	\$ 50,000	\$ 18,550	\$ 68,550

SCHOOL PARAPROFESSIONAL JOBS

Personnel SubArea	Job Code	Job Title	Functional Area/ Commitment Item	Average Salaries	37.1% Benefits	Avg. Salaries w/ Benefits
SPECIAL NEEDS						
RB07/RD07	A51A	ESOL Elementary	51150	\$ 16,700	\$ 6,196	\$ 22,896
RB07/RD07	A51B	ESOL Middle	51150	\$ 16,700	\$ 6,196	\$ 22,896
RB07/RD07	A51C	ESOL High	51150	\$ 16,700	\$ 6,196	\$ 22,896
RB07/RD07	A51D	ADA	51150	\$ 16,700	\$ 6,196	\$ 22,896
RB07/RD07	A51G	Alternative Schools	51150	\$ 16,700	\$ 6,196	\$ 22,896
RB07/RD07	A520	Exceptional Education Self Contained	52150	\$ 16,700	\$ 6,196	\$ 22,896
RB07/RD07	A522	Student Focused for Special Needs (One-on-One)	52150	\$ 16,700	\$ 6,196	\$ 22,896
RB07/RD07	A523	Autism Spectrum Disorder	52150	\$ 16,700	\$ 6,196	\$ 22,896
RB07/RD07	A524	Physically Impaired	52150	\$ 16,700	\$ 6,196	\$ 22,896
RB07/RD07	A525	Exceptional Education Pre-K	52150	\$ 16,700	\$ 6,196	\$ 22,896
RB07/RD07	A526	Day Treatment (PRIDE)	52150	\$ 16,700	\$ 6,196	\$ 22,896
RB07/RD07	A527	Emotional/Behavioral Disabilities (BSC)	52150	\$ 16,700	\$ 6,196	\$ 22,896
ISSP FACILITATOR						
RB07/RD07	A51F	ISSP Facilitator	51150	\$ 16,700	\$ 6,196	\$ 22,896
INSTRUCTIONAL						
RB07/RD07	A51E	Elementary General Classroom	51150	\$ 16,700	\$ 6,196	\$ 22,896
RB07/RD07	A510	Kindergarten Classroom	51150	\$ 16,700	\$ 6,196	\$ 22,896
RB07/RD07	A511	First Grade Classroom	51150	\$ 16,700	\$ 6,196	\$ 22,896
RB07/RD07	A512	Second Grade Classroom	51150	\$ 16,700	\$ 6,196	\$ 22,896
RB07/RD07	A513	Third Grade Classroom	51150	\$ 16,700	\$ 6,196	\$ 22,896
RB07/RD07	A514	Fourth Grade Classroom	51150	\$ 16,700	\$ 6,196	\$ 22,896
RB07/RD07	A515	Fifth Grade Classroom	51150	\$ 16,700	\$ 6,196	\$ 22,896
RB07/RD07	A516	Sixth Grade Classroom	51150	\$ 16,700	\$ 6,196	\$ 22,896
RB07/RD07	A521	Exceptional Education Resource	52150	\$ 16,700	\$ 6,196	\$ 22,896
RB07/RD07	A530	Vocational Education	53150	\$ 16,700	\$ 6,196	\$ 22,896
PRE-KINDERGARTEN						
RB07/RD07	A550	Pre-Kindergarten Classroom	55150	\$ 16,700	\$ 6,196	\$ 22,896

PART-TIME HOURLY EMPLOYEES

Personnel SubArea#	Job Code	Job Title	Functional Area/ Commitment Item*	Hourly Wage	16.3% more than 6 months 3.5% less than 6 months Benefits*
GBWR	varies	Special Needs Paraprofessional	*	\$ 8.63	
GBWR	varies	Instructional Paraprofessional	*	\$ 8.30	
GBWR	A51F	ISSP Facilitator Paraprofessional	*	\$ 9.55	
GBWR	A790	Security Paraprofessional	*	\$ 7.90	
GBWR	S300	Office Clerk	*	\$ 8.08	
GBWR	S301	Clerk	*	\$ 9.80	
GBWR	S127	Data Entry Clerk	*	\$ 10.12	
GBWR	S310	Bookkeeper I	*	\$ 10.74	
GBWR	S311	Bookkeeper II	*	\$ 12.17	
GBWR	S312	Bookkeeper III	*	\$ 13.39	
GBWR	varies	Bachelor's degree teacher	*	\$ 27.33	
GBWR	varies	Master's degree teacher	*	\$ 27.33	
GBWR	varies	Specialist's degree teacher	*	\$ 27.33	
GBWR	varies	Doctor's degree teacher	*	\$ 27.33	

*Functional Area/Commitment Item varies with each job and benefits varies by commitment item

#Personnel SubArea GANR if less than 6 months

SCHOOL SUPPORT JOBS

Personnel SubArea	Job Code	Job Title	Functional Area/ Commitment Item	Average Salaries	37.1% Benefits	Avg. Salaries w/ Benefits
CK08	S023	Security Guard 10 Month 8 Hour	79160	\$ 23,500	\$ 8,719	\$ 32,219
CQ07	E030	Licensed Practical Nurse	61160	\$ 23,500	\$ 8,719	\$ 32,219
CB28	E031	Registered Nurse 12 Month 8 Hour	61160	\$ 23,500	\$ 8,719	\$ 32,219
CC27	E031	Registered Nurse 12 Month 7 Hour	61160	\$ 23,500	\$ 8,719	\$ 32,219
CK08	E031	Registered Nurse 10 Month 8 Hour	61160	\$ 23,500	\$ 8,719	\$ 32,219
CF07	E031	Registered Nurse 10 Month 7 Hour	61160	\$ 23,500	\$ 8,719	\$ 32,219
CB28	E049	ESE Job Coach 12 Month 8 Hour	61160	\$ 23,500	\$ 8,719	\$ 32,219
CF07	E049	ESE Job Coach 10 Month 7 Hour	61160	\$ 23,500	\$ 8,719	\$ 32,219
CQ07	S043	Interpreter	52160	\$ 23,500	\$ 8,719	\$ 32,219
CQ07	S046	Oral Interpreter	52160	\$ 23,500	\$ 8,719	\$ 32,219
CB28	S300	Office Assistant 12 Month 8 Hour	61,62,63,73160*	\$ 23,500	\$ 8,719	\$ 32,219
CC27	S300	Office Assistant 12 Month 7 Hour	61,62,63,73160*	\$ 23,500	\$ 8,719	\$ 32,219
CM18/CN18	S300	Office Assistant 11 Month 8 Hour	61,62,63,73160*	\$ 23,500	\$ 8,719	\$ 32,219
CD17/CE17	S300	Office Assistant 11 Month 7 Hour	61,62,63,73160*	\$ 23,500	\$ 8,719	\$ 32,219
CK08/CL08	S300	Office Assistant 10 Month 8 Hour	61,62,63,73160*	\$ 23,500	\$ 8,719	\$ 32,219
CF07/CG07	S300	Office Assistant 10 Month 7 Hour	61,62,63,73160*	\$ 23,500	\$ 8,719	\$ 32,219
*Alpha letter after job code - Office-A=73160, Media-B=62160, Guidance-C=61160, Instruction & Curriculum-D=63160						
CB28	S127	Data Entry Clerk 12 Month 8 Hour	61,62,63,73160	\$ 23,500	\$ 8,719	\$ 32,219
CC27	S127	Data Entry Clerk 12 Month 7 Hour	61,62,63,73160	\$ 23,500	\$ 8,719	\$ 32,219
CM18/CN18	S127	Data Entry Clerk 11 Month 8 Hour	61,62,63,73160	\$ 23,500	\$ 8,719	\$ 32,219
CD17/CE17	S127	Data Entry Clerk 11 Month 7 Hour	61,62,63,73160	\$ 23,500	\$ 8,719	\$ 32,219
CK08/CL08	S127	Data Entry Clerk 10 Month 8 Hour	61,62,63,73160	\$ 23,500	\$ 8,719	\$ 32,219
CF07/CG07	S127	Data Entry Clerk 10 Month 7 Hour	61,62,63,73160	\$ 23,500	\$ 8,719	\$ 32,219
CB28	E/S301	Clerk I -- 12 Month 8 Hour	61,62,63,73160*	\$ 23,500	\$ 8,719	\$ 32,219
CC27	E/S301	Clerk I -- 12 Month 7 Hour	61,62,63,73160*	\$ 23,500	\$ 8,719	\$ 32,219
CM18/CN18	E/S301	Clerk I -- 11 Month 8 Hour	61,62,63,73160*	\$ 23,500	\$ 8,719	\$ 32,219
CD17/CE17	E/S301	Clerk I -- 11 Month 7 Hour	61,62,63,73160*	\$ 23,500	\$ 8,719	\$ 32,219
CK08/CL08	E/S301	Clerk I -- 10 Month 8 Hour	61,62,63,73160*	\$ 23,500	\$ 8,719	\$ 32,219
CF07/CG07	E/S301	Clerk I -- 10 Month 7 Hour	61,62,63,73160*	\$ 23,500	\$ 8,719	\$ 32,219
*Alpha letter after job code - Office-A=73160, Media-B=62160, Guidance-C=61160, Instruction & Curriculum-D=63160						
CB28	E302	Middle School Secretary - 12 Month 8 Hour	73160	\$ 23,500	\$ 8,719	\$ 32,219
CB28	E303	High School Secretary - 12 Month 8 Hour	73160	\$ 23,500	\$ 8,719	\$ 32,219
CB28	E305	Secretary/Bookkeeper -- 12 Month 8 Hour	73160	\$ 23,500	\$ 8,719	\$ 32,219
CC27	E305	Secretary/Bookkeeper -- 12 Month 7 Hour	73160	\$ 23,500	\$ 8,719	\$ 32,219
CM18/CN18	E305	Secretary/Bookkeeper -- 11 Month 8 Hour	73160	\$ 23,500	\$ 8,719	\$ 32,219
CD17/CE17	E305	Secretary/Bookkeeper -- 11 Month 7 Hour	73160	\$ 23,500	\$ 8,719	\$ 32,219
CK08/CL08	E305	Secretary/Bookkeeper -- 10 Month 8 Hour	73160	\$ 23,500	\$ 8,719	\$ 32,219
CF07/CG07	E305	Secretary/Bookkeeper -- 10 Month 7 Hour	73160	\$ 23,500	\$ 8,719	\$ 32,219
CB28	S309	School Bookkeeper Asst - 12 Month 8 Hour	73160	\$ 23,500	\$ 8,719	\$ 32,219
CB28	S310	Bookkeeper I -- 12 Month 8 Hour	73160	\$ 23,500	\$ 8,719	\$ 32,219
CC27	S310	Bookkeeper I -- 12 Month 7 Hour	73160	\$ 23,500	\$ 8,719	\$ 32,219
CM18/CN18	S310	Bookkeeper I-- 11 Month 8 Hour	73160	\$ 23,500	\$ 8,719	\$ 32,219
CD17/CE17	S310	Bookkeeper I -- 11 Month 7 Hour	73160	\$ 23,500	\$ 8,719	\$ 32,219
CK08/CL08	S310	Bookkeeper I -- 10 Month 8 Hour	73160	\$ 23,500	\$ 8,719	\$ 32,219
CF07/CG07	S310	Bookkeeper I -- 10 Month 7 Hour	73160	\$ 23,500	\$ 8,719	\$ 32,219
CB28	S311	Bookkeeper II -- 12 Month 8 Hour	73160	\$ 23,500	\$ 8,719	\$ 32,219
CC27	S311	Bookkeeper II -- 12 Month 7 Hour	73160	\$ 23,500	\$ 8,719	\$ 32,219
CB28	S312	Bookkeeper III -- 12 Month 8 Hour	73160	\$ 23,500	\$ 8,719	\$ 32,219
CC27	S312	Bookkeeper III -- 12 Month 7 Hour	73160	\$ 23,500	\$ 8,719	\$ 32,219

FUNCTION/OBJECT DESCRIPTION

FUNCTIONS (Functional Area)			
5100	BASIC EDUCATION	7300	SCHOOL ADMINISTRATION
5200	EXCEPTIONAL EDUCATION	7400	FACILITIES ACQUISITION & CONSTRUCTION
5300	VOCATIONAL EDUCATION	7500	FISCAL SERVICES
5500	PREKINDERGARTEN EDUCATION	7600	FOOD SERVICES
5900	OTHER INSTRUCTION (NON-FEFP INSTRUCTION)	7700	CENTRAL SERVICES
6100	PUPIL PERSONNEL SERVICES	7800	PUPIL TRANSPORTATION SERVICES
6200	INSTRUCTIONAL MEDIA SERVICES	7900	OPERATION OF PLANT
6300	INSTRUCTION & CURRICULUM DEVELOPMENT	8100	MAINTENANCE OF PLANT
6400	INSTRUCTIONAL STAFF TRAINING SERVICES	8200	ADMINISTRATIVE TECHNOLOGY SERVICES
6500	INSTRUCTION RELATED TECHNOLOGY	9100	COMMUNITY SERVICES
7100	SCHOOL BOARD	9200	DEBT SERVICE
7200	GENERAL ADMINISTRATION		
OBJECTS (Commitment Items)			
110	ADMINISTRATOR SALARY	520	TEXTBOOKS
120	CLASSROOM TEACHER SALARY	521	COUNTY FREE
130	OTHER CERTIFIED INSTRUCTIONAL SALARY	522	STATE FREE
140	PERMANENT SUBSTITUTE TEACHER SALARY	523	FLEXIBILITY
150	PARAPROFESSIONAL SALARY	530	PERIODICALS
160	OTHER SUPPORT PERSONNEL SALARY	540	OIL AND GREASE
170	BOARD MEMBERS & ATTORNEY SALARY	550	REPAIR PARTS
200	EMPLOYEE BENEFITS	560	TIRES AND TUBES
310	PROFESSIONAL & TECHNICAL SERVICES	570	FOOD (for Food Service Program)
311	PROFESS & TECH SVCS (Non SUB-AGREEMENTS)	580	COMMODITIES
312	PROFESS & TECH SUB AGREE (in excess of \$25,000)	590	OTHER MATERIALS & SUPPLIES
314	PROFESS & TECH SUB AGREE (first \$25,000)	610	LIBRARY BOOKS
313	SUBSTITUTES - CONTRACTED	611	LIBRARY BOOKS, NEW LIBRARIES
320	INSURANCE & BOND PREMIUMS	612	LIBRARY BOOKS, EXISTING LIBRARIES
330	TRAVEL	620	AUDIO VISUAL MATERIALS(NON-CONSUMABLE)
331	IN-COUNTY	621	AV MATERIALS \$750 OR MORE
332	OUT-OF-COUNTY	622	AV MATERIALS LESS THAN \$750
333	OUT-OF-STATE	630	BUILDINGS & FIXED EQUIPMENT
334	CONFERENCE REGISTRATION FEES	640	FURNITURE, FIXTURES, EQUIPMENT
350	REPAIRS & MAINTENANCE	641	EQUIPMENT \$750 OR MORE
360	RENTALS	642	EQUIPMENT LESS THAN \$750
370	COMMUNICATIONS	643	COMPUTER HARDWARE \$750 OR MORE
371	POSTAGE	644	COMPUTER HARDWARE LESS THAN \$750
372	CELLULAR PHONES	650	MOTOR VEHICLES
373	TELEPHONES	651	BUSES
380	PUBLIC UTILITY OTHER THAN ENERGY SERVICES	652	MOTOR VEHICLES OTHER THAN BUSES
382	RECYCLING	660	LAND
383	GARBAGE	670	IMPROVEMENTS OTHER THAN BUILDINGS
385	WATER & SEWER	671	CAPITAL IMPROVEMENTS OTHER THAN BLDG
386	WATER	672	NON-CAPITAL IMPROVEMENTS OTHER THAN BLDG
390	OTHER PURCHASED SERVICES (Non SUB-AGREEMENTS)	680	REMODELING AND RENOVATIONS
391	OTHER PURCH SVCS SUB AGREE (first 25,000)	681	CAPITAL REMODELING AND RENOVATIONS
392	OTHER PURCH SVCS SUB AGREE (in excess of 25,000)	682	NON-CAPITAL REMODELING AND RENOVATIONS
400	ENERGY SERVICES	690	COMPUTER SOFTWARE
410	NATURAL GAS	691	SOFTWARE \$750 OR MORE
420	BOTTLED GAS	692	SOFTWARE LESS THAN \$750
430	ELECTRICITY	710	REDEMPTION OF PRINCIPAL
440	HEATING OIL	720	INTEREST
450	GASOLINE	730	DUES AND FEES
460	DIESEL FUEL	740	JUDGMENTS/SETTLEMENT OF LITIGATION
490	OTHER ENERGY SERVICES	750	OTHER PERSONAL SERVICES (Temp employees)
510	SUPPLIES	790	MISCELLANEOUS SERVICES (Incl indirect cost)
ITEMS INDENTED are considered subobjects or subcommitment items.			

SHARED DECISION MAKING FORM
DUVAL COUNTY PUBLIC SCHOOLS

The Collective Bargaining Agreement states “the Employer and DTU jointly support the process of Shared Governance and the employee's right to participate in this process.” During the budget process it is important to have meaningful input in setting the school’s budget priorities.

School Number _____

School Name _____

I herby certify that I have met with the School’s Shared Decision Making Committee in accordance with union contracts.

Date and Time of Meeting:

Principal's Signature

Printed Name

Union Representative Signature

Printed Name

Union

Union Representative Signature

Printed Name

Union

Union Representative Signature

Printed Name

Union

KEEP ON FILE AT THE SCHOOL. THE SIGNED FORM MUST BE AVAILABLE UPON REQUEST.