

School Safety and Security

Program Description and Alignment with the Strategic Plan

This budget includes the funding for programs, functions, and activities of the Department of School Safety and Security that includes the Electronic Detection Section and the 24-hour alarm monitoring and patrol unit. It also includes school security resources budgeted in middle and high schools. The department strives to ensure a safe and secure environment for students and staff through partnerships with the school community, providing support, resources, and training to all schools and facilities and using technology to provide the highest level of service in supporting the common goal of Success for Every Student.

Major functions and activities include the following:

- provides 24-hour security services for MCPS assets;
- serves as liaison to the local, state, and federal law enforcement agencies; and
- coordinates and implements a comprehensive safety and security program.

The following functions and activities are implemented by department staff members:

- design, develop, and ensure the completion of the annual crisis plan review;
- design, develop, and conduct safety and security training programs for MCPS staff and stakeholders;
- provide emergency response to critical incidents, assess serious incident needs, and provide security resources in liaison with police and fire/rescue agencies;
- perform site evaluations and review construction plans with regard to safety and security for new and modernization of construction projects;
- provide security support and perform security assessments for existing schools and facilities; and
- assist school administrators in the scheduling and completion of emergency preparedness drills and in the development and completion of their schools' comprehensive crisis plan.

Also, the department works closely with school administrators regarding their school safety and security concerns and plans. Principals rely on school-based security team leaders and assistants to recognize and report incidents of violence, drug/alcohol use and possession, property damage, and theft committed by students during the school day. School security staff is called on to provide insight regarding the condition of a student suspected to be under the influence of drugs or alcohol. In consideration of an increasingly diverse student population, security staff must be prepared to communicate effectively with students of varied cultural and ethnic backgrounds. Also, security staff is mindful of their loss/crime prevention responsibilities.

A multi-faceted safety and security program is critical to creating a safe and secure learning environment and for protecting the school system's assets.

Number of Students Served:

Elementary Schools – 61,342

School Safety and Security (continued)

Middle Schools – 30,856
High Schools – 44,515

Explanation of Significant Budget Changes

The total amount budgeted for this program for FY 2009 is \$10,236,572. Included is \$2,735,826 from the Middle Schools budget, \$5,681,741 from the High Schools budget, and \$1,819,005 from the Department of School Safety and Security budget.

Program Reductions

There is a reduction of \$56,848 and a 1.0 security monitor position for Carver Educational Services Center (CESC). This reduction will have no direct impact on other units, and the department will identify other ways to maintain a safe and secure working environment at CESC.

Crosswalk to Other Budget Documents and to the MCPS Strategic Plan

More detailed information about this unit and its budget can be found in the Superintendent's Recommended FY 2009 Operating Budget and Personnel Complement as follows:

Middle Schools: Page 1-11

High Schools: Page 1-22

Department of School Safety and Security: Page 7-109

Information on the MCPS Strategic Plan strategies and initiatives of these units can be found beginning on Page 35 of the Approved July 2007 *Our Call to Action: Pursuit of Excellence* document.

SCHOOL SAFETY AND SECURITY

| Description | FY 2008 Current | FY 2009 Request | FY 2009 Approved | FY 2009 Change |
|---------------------------------------|--------------------|---------------------|---------------------|-------------------|
| 01 Salaries & Wages | | | | |
| Total Positions (FTE) | 227,500 | 228,500 | 228,500 | 1,000 |
| Position Salaries | \$9,104,801 | \$9,898,966 | \$9,898,966 | \$794,165 |
| Other Salaries | | | | |
| Supplemental Summer Employment | | | | |
| Professional Substitutes | | | | |
| Stipends | | | | |
| Professional Part Time | | | | |
| Supporting Services Part Time | 118,940 | 124,887 | 124,887 | 5,947 |
| Other | 28,195 | 29,605 | 29,605 | 1,410 |
| Subtotal Other Salaries | 147,135 | 154,492 | 154,492 | 7,357 |
| Total Salaries & Wages | 9,251,936 | 10,053,458 | 10,053,458 | 801,522 |
| 02 Contractual Services | | | | |
| Consultants | | | | |
| Other Contractual | 80,522 | 80,987 | 80,987 | 465 |
| Total Contractual Services | 80,522 | 80,987 | 80,987 | 465 |
| 03 Supplies & Materials | | | | |
| Textbooks | | | | |
| Media | | | | |
| Instructional Supplies & Materials | | | | |
| Office | 3,605 | 3,605 | 3,605 | |
| Other Supplies & Materials | 63,078 | 63,078 | 63,078 | |
| Total Supplies & Materials | 66,683 | 66,683 | 66,683 | |
| 04 Other | | | | |
| Local Travel | 500 | 162 | 162 | (338) |
| Staff Development | 4,465 | 4,350 | 4,350 | (115) |
| Insurance & Employee Benefits | | | | |
| Utilities | | | | |
| Miscellaneous | 500 | 500 | 500 | |
| Total Other | 5,465 | 5,012 | 5,012 | (453) |
| 05 Equipment | | | | |
| Leased Equipment | 25,432 | 25,432 | 25,432 | |
| Other Equipment | 5,000 | 5,000 | 5,000 | |
| Total Equipment | 30,432 | 30,432 | 30,432 | |
| Grand Total | \$9,435,038 | \$10,236,572 | \$10,236,572 | \$801,534 |

SCHOOL SAFETY AND SECURITY

| CAT | DESCRIPTION | 10 Mon | FY 2008 CURRENT | FY 2009 REQUEST | FY 2009 APPROVED | FY 2009 CHANGE |
|-----|---------------------------------|-----------|--------------------|--------------------|---------------------|-------------------|
| 10 | Q Director II | | 1.000 | 1.000 | 1.000 | |
| 10 | O Assistant Director II | | | | | |
| 10 | K Supervisor | | 1.000 | | 1.000 | |
| 10 | 27 Supervisor | | | 1.000 | | |
| 10 | 25 Safety & Staff Dev Manager | | 1.000 | 1.000 | 1.000 | |
| 10 | 23 Staff Development Spec | | | | | |
| 10 | 22 Cluster Security Coordinator | | 6.000 | 6.000 | 6.000 | |
| 10 | 19 Supv Electronic Detection | | 1.000 | 1.000 | 1.000 | |
| 2 | 16 Security Team Leader | X | 25.000 | 25.000 | 25.000 | |
| 10 | 15 Administrative Secretary II | | 1.000 | 1.000 | 1.000 | |
| 2 | 14 Security Assistant 10 month | X | 69.000 | 69.000 | 69.000 | |
| 2 | 14 Security Assistant 10 month | X | 110.000 | 112.000 | 112.000 | 2.000 |
| 2 | 14 Security Assistant 10 month | X | 1.000 | 1.000 | 1.000 | |
| 10 | 14 Security Patroller Shift 1 | | 1.000 | 1.000 | 1.000 | |
| 10 | 14 Security Patroller Shift 2 | | 3.500 | 3.500 | 3.500 | |
| 10 | 14 Security Patroller Shift 3 | | 2.000 | 2.000 | 2.000 | |
| 10 | 12 Secretary | | 1.000 | 1.000 | 1.000 | |
| 10 | 12 CESC Security Monitor | | 1.000 | | | (1.000) |
| 10 | 11 Security Sys Monitor Shft 2 | | 2.000 | 2.000 | 2.000 | |
| 10 | 11 Security Sys Monitor Shift 3 | | 1.000 | 1.000 | 1.000 | |
| | Total Positions | | 227.500 | 228.500 | 228.500 | 1.000 |

Plant Operations and Maintenance

Program Description and Alignment with the Strategic Plan

The Plant Operations and Maintenance program includes activities within the divisions of School Plant Operations and Maintenance.

The Division of School Plant Operations (SPO) provides support services to ensure MCPS facilities are clean and provide healthy learning environments; heating/ventilation/air conditioning equipment is operating properly; quality standards are maintained; cleaning equipment is available and operating properly; and community use activities are supported.

The Division of Maintenance plans, programs, and manages four major functional areas of support for all MCPS facilities—maintenance and repairs, environmental services, capital asset replacements, and automated energy management operations. These varied services are coordinated and performed by three regional maintenance depots (Bethesda, Clarksburg, and Randolph) and one central depot (Shady Grove).

The plant operations and maintenance functions are aligned with the MCPS Strategic Plan, Goal 4 and Goal 5, of creating a positive work environment in a self-renewing organization and providing quality business services that are essential to ensure student learning and success.

School Plant Operations accomplishes its work through the following activities:

- training programs for building service staff on proper building and equipment maintenance, healthy and effective cleaning processes, and workplace safety and compliance;
- formal and informal inspections, training, and staff counseling to ensure that quality standards are maintained;
- administration of funds for housekeeping supplies, equipment, and materials;
- allocation of custodial staff and substitutes when necessary to ensure essential services are provided without interruption;
- managing custodial equipment replacement funding programs and repair services; and
- allocating building service workers for community activities in schools, and representing MCPS on various committees of the county's Office of Community Use of Public Facilities.

Maintenance accomplishes its work through the following activities:

- providing repair and preventive maintenance services at all MCPS facilities;
- providing grounds maintenance services such as grass cutting for large fields and snow and ice removal for driveways and parking lots;
- providing facility-related environmental services such as indoor air quality (IAQ) assessments and management plans, fire and life safety code compliance, recycling, trash

Plant Operations and Maintenance (continued)

removal, hazardous waste management and disposal, integrated pest management services, water quality testing, underground storage tank management and removal, and management of asbestos-containing materials;

- managing the replacement of building components funded in the capital budget, such as Planned Life-cycle Asset Replacement (PLAR), Heating/Ventilation/Air Conditioning Replacement, and Roof Replacement programs; and
- operating and maintaining computerized controls for heating and cooling systems.

Number of Students Served: Not Applicable

Explanation of Significant Budget Changes

The total amount budgeted for this program for FY 2009 is \$89,917,147. Included is \$57,915,291 from the Division of School Plant Operations and \$32,001,856 from the Division of Maintenance.

Program Reductions

As a result of final budget action, there is a reduction of 6.0 building service worker positions and \$157,043, and \$110,040 in temporary part-time salaries in this program.

Crosswalk to Other Budget Documents and to the MCPS Strategic Plan

More detailed information about these units and their budgets can be found in the Superintendent's Recommended FY 2009 Operating Budget and Personnel Complement as follows:

Division of Maintenance: Page 7-64

Division of School Plant Operations: Page 7-72

Information on the MCPS Strategic Plan strategies and initiatives of these units can be found beginning on Page 32 of the Approved July 2007 *Our Call to Action: Pursuit of Excellence* document.

PLANT OPERATIONS & MAINTENANCE

| Description | FY 2008 Current | FY 2009 Request | FY 2009 Approved | FY 2009 Change |
|---------------------------------------|---------------------|---------------------|---------------------|--------------------|
| 01 Salaries & Wages | | | | |
| Total Positions (FTE) | 1,675.200 | 1,697.200 | 1,691.200 | 16.000 |
| Position Salaries | \$72,297,093 | \$77,090,752 | \$76,933,711 | \$4,636,618 |
| Other Salaries | | | | |
| Supplemental Summer Employment | | | | |
| Professional Substitutes | | | | |
| Stipends | 26,000 | 26,000 | 26,000 | |
| Professional Part Time | | | | |
| Supporting Services Part Time | 470,895 | 494,439 | 384,399 | (86,496) |
| Other | 1,150,890 | 1,208,434 | 1,208,434 | 57,544 |
| Subtotal Other Salaries | 1,647,785 | 1,728,873 | 1,618,833 | (28,952) |
| Total Salaries & Wages | 73,944,878 | 78,819,625 | 78,552,544 | 4,607,666 |
| 02 Contractual Services | | | | |
| Consultants | 21,755 | 21,755 | 21,755 | |
| Other Contractual | 3,065,814 | 3,115,814 | 3,115,814 | 50,000 |
| Total Contractual Services | 3,087,569 | 3,137,569 | 3,137,569 | 50,000 |
| 03 Supplies & Materials | | | | |
| Textbooks | | | | |
| Media | | | | |
| Instructional Supplies & Materials | | | | |
| Office | 1,299 | 1,299 | 1,299 | |
| Other Supplies & Materials | 4,143,016 | 4,428,954 | 4,461,254 | 318,238 |
| Total Supplies & Materials | 4,144,315 | 4,430,253 | 4,462,553 | 318,238 |
| 04 Other | | | | |
| Local Travel | 64,500 | 69,653 | 69,653 | 5,153 |
| Staff Development | 61,015 | 61,015 | 61,015 | |
| Insurance & Employee Benefits | | | | |
| Utilities | 11,000 | 11,000 | 11,000 | |
| Miscellaneous | 2,373,925 | 2,403,925 | 2,403,925 | 30,000 |
| Total Other | 2,510,440 | 2,545,593 | 2,545,593 | 35,153 |
| 05 Equipment | | | | |
| Leased Equipment | 780,927 | 780,927 | 780,927 | |
| Other Equipment | 885,961 | 437,961 | 437,961 | (448,000) |
| Total Equipment | 1,666,888 | 1,218,888 | 1,218,888 | (448,000) |
| Grand Total | \$85,354,090 | \$90,151,928 | \$89,917,147 | \$4,563,057 |

PLANT OPERATIONS & MAINTENANCE

| CAT | DESCRIPTION | 10 Mon | FY 2008 CURRENT | FY 2009 REQUEST | FY 2009 APPROVED | FY 2009 CHANGE |
|-----|-----------------------------------|--------|-----------------|-----------------|------------------|----------------|
| 11 | P Director I | | 1.000 | 1.000 | 1.000 | |
| 10 | P Director I | | 1.000 | 1.000 | 1.000 | |
| 11 | N Assistant Director I | | 1.000 | 1.000 | 1.000 | |
| 11 | M Team Leader | | 3.000 | 3.000 | 3.000 | |
| 11 | J Maintenance Facility Area Mgr | | 3.000 | | 3.000 | |
| 11 | J Capital Impr Construct Supv | | 1.000 | | 1.000 | |
| 10 | G Building Service Area Supv | | 6.000 | | 6.000 | |
| 3 | BD Instructional Specialist | | | | | |
| 11 | 25 IT Systems Specialist | | 1.000 | 1.000 | 1.000 | |
| 11 | 25 Maintenance/Facility Area Mgr | | | 3.000 | | |
| 11 | 25 PLAR Contracting Supervisor | | | 1.000 | | |
| 11 | 24 Energy Mgt Supervisor | | 1.000 | 1.000 | 1.000 | |
| 11 | 24 Maintenance Automation Spec | | 1.000 | 1.000 | 1.000 | |
| 11 | 23 Resource Conservation Asst | | 2.500 | 2.500 | 2.500 | |
| 11 | 23 Maint/Facility Area Asst Mgr | | 3.000 | 3.000 | 3.000 | |
| 11 | 22 Energy Management Spec | | 4.000 | 4.000 | 4.000 | |
| 11 | 22 Roof Construction Specialist | | 1.000 | 1.000 | 1.000 | |
| 11 | 21 Mechanical Systems Supervisor | | | | 3.000 | 3.000 |
| 11 | 21 Training and Safety Specialist | | 1.000 | 1.000 | 1.000 | |
| 10 | 21 Building Service Area Supv | | | 6.000 | | |
| 10 | 21 Building Service Trainer | | 1.000 | 1.000 | 1.000 | |
| 11 | 20 Mech Systems Team Ldr Shft 1 | | | | 6.000 | 6.000 |
| 11 | 20 Electronic Technician Supv II | | 1.000 | 1.000 | 1.000 | |
| 11 | 20 Mech Systems Team Ldr Shft 2 | | | | 2.000 | 2.000 |
| 11 | 19 Energy Mgt Customer Svc Spec | | 1.000 | 1.000 | 1.000 | |
| 11 | 19 Mechanical Systems Tech Shft 1 | | | | 62.000 | 62.000 |
| 11 | 19 General Maint Central Supv | | 1.000 | 1.000 | 1.000 | |
| 11 | 19 Electrician Area Supervisor | | 3.000 | 3.000 | 3.000 | |
| 11 | 19 Electronic Technician Supv I | | 1.000 | 1.000 | 1.000 | |
| 11 | 19 HVAC Refrigerator Area Supv | | 3.000 | 3.000 | | (3.000) |
| 11 | 19 Auto Technican II Shift 1 | | 2.000 | 2.000 | 2.000 | |
| 11 | 19 Mechanical Systems Tech Shft 1 | | | | 6.000 | 6.000 |
| 11 | 19 Mechanical Systems Tech Shft 2 | | | | 4.000 | 4.000 |
| 11 | 18 Fiscal Assistant IV | | | 1.000 | 1.000 | 1.000 |
| 11 | 18 Carpentry Area Supervisor | | 3.000 | 3.000 | 3.000 | |
| 11 | 18 Plumber Area Supervisor | | 3.000 | 3.000 | | (3.000) |
| 11 | 18 General Maintenance Area Supv | | 3.000 | 8.000 | 5.000 | 2.000 |
| 11 | 18 Boiler Mechanic II | | 3.000 | 3.000 | | (3.000) |
| 11 | 18 Recycling Specialist | | 1.000 | 1.000 | 1.000 | |
| 11 | 18 Build & Ground Contracts Asst | | 3.000 | 3.000 | 3.000 | |
| 11 | 18 Material Fabrication Sup | | 1.000 | 1.000 | 1.000 | |
| 11 | 18 Electronic Technician II | | 3.000 | 3.000 | 3.000 | |
| 11 | 18 Industrial Equipment Supv | | 1.000 | 1.000 | 1.000 | |
| 11 | 18 HVAC Mechanic Shift I | | 3.000 | 14.000 | | (3.000) |
| 11 | 18 Indoor Air Quality Team Ldr | | 2.000 | 2.000 | | (2.000) |
| 11 | 17 Carpentry Asst Area Supv | | 3.000 | 3.000 | 3.000 | |
| 11 | 17 Heating Boiler Mechanic | | 3.000 | 9.000 | | (3.000) |
| 11 | 17 Maintenance Electrician II | | 3.000 | 3.000 | 3.000 | |

PLANT OPERATIONS & MAINTENANCE

| CAT | DESCRIPTION | 10 Mon | FY 2008 CURRENT | FY 2009 REQUEST | FY 2009 APPROVED | FY 2009 CHANGE |
|-----|-----------------------------------|-----------|--------------------|--------------------|---------------------|-------------------|
| 11 | 17 Electric Motor Mechanic | | 1.000 | 1.000 | 1.000 | |
| 11 | 17 Electronic Technician I | | 15.000 | 15.000 | 15.000 | |
| 11 | 17 Paint Specialist | | 1.000 | 1.000 | 1.000 | |
| 11 | 17 Equipment Mechanic | | 1.000 | 1.000 | 1.000 | |
| 11 | 17 Refrigerator Maint Mechanic | | 3.000 | 3.000 | | (3.000) |
| 11 | 17 HVAC Mechanic I Shift 1 | | 14.000 | 3.000 | | (14.000) |
| 11 | 17 Auto Technican I Shift 1 | | 2.000 | 2.000 | 2.000 | |
| 10 | 17 Building Service Training Spec | | 2.000 | 2.000 | 2.000 | |
| 11 | 17 HVAC Mechanic I Shift 2 | | 4.000 | 4.000 | | (4.000) |
| 11 | 16 Maintenance Carpenter II | | 3.000 | 3.000 | 3.000 | |
| 11 | 16 Heating Mechanic I | | 3.000 | 6.000 | | (3.000) |
| 11 | 16 Maintenance Plumber | | 3.000 | 15.000 | | (3.000) |
| 11 | 16 General Maintenance Supervisor | | 3.000 | 3.000 | 3.000 | |
| 11 | 16 Maintenance Electrician I | | 18.000 | 18.000 | 18.000 | |
| 11 | 16 Office Machine Technician | | 1.000 | 1.000 | 1.000 | |
| 11 | 16 Small Equipment Mechanic | | 3.000 | 3.000 | 3.000 | |
| 10 | 16 Building Service Manager VI | | 1.000 | 1.000 | 1.000 | |
| 11 | 16 Indoor Air Qual Electrician | | 1.000 | 1.000 | 1.000 | |
| 11 | 15 Supervisor | | 1.000 | 1.000 | 1.000 | |
| 11 | 15 Maintenance Carpenter I | | 27.000 | 27.000 | 27.000 | |
| 11 | 15 Floor Covering Mechanic | | 6.000 | 6.000 | 6.000 | |
| 11 | 15 Roof Mechanic | | 6.000 | 6.000 | 6.000 | |
| 11 | 15 Glazier | | 6.000 | 6.000 | 6.000 | |
| 11 | 15 Maintenance Plumber I | | 12.000 | | | (12.000) |
| 11 | 15 Boiler Mechanic I | | 6.000 | | | (6.000) |
| 11 | 15 Tool Mechanic | | 2.000 | 2.000 | 2.000 | |
| 11 | 15 Cabinet Maker | | 1.000 | 1.000 | 1.000 | |
| 11 | 15 Maintenance Welder | | 2.000 | 2.000 | 2.000 | |
| 11 | 15 Mason | | 2.000 | 2.000 | 2.000 | |
| 11 | 15 Gas Mechanic | | 3.000 | 3.000 | | (3.000) |
| 10 | 15 Building Service Manager V | | | | | |
| 10 | 15 Building Service Manager V | | 22.000 | 22.000 | 22.000 | |
| 11 | 15 Indoor Air Quality Tech I | | 6.000 | 6.000 | | (6.000) |
| 11 | 14 Administrative Secretary I | | 1.000 | 1.000 | 1.000 | |
| 11 | 14 Mech Sys Worker Shift 1 | | | | 3.000 | 3.000 |
| 11 | 14 Mechanical Sys Worker Shift 2 | | | | 3.000 | 3.000 |
| 11 | 14 Sheet Metal Mechanic | | 3.000 | 3.000 | | (3.000) |
| 11 | 14 Maintenance Painter II | | 4.000 | 3.000 | 3.000 | (1.000) |
| 11 | 14 Water Treatment Tester | | 2.000 | 2.000 | 2.000 | |
| 11 | 14 Fire Safety Compliance Tech. | | 1.000 | 1.000 | 1.000 | |
| 11 | 14 Firebrick Repairer | | 3.000 | 3.000 | | (3.000) |
| 10 | 14 Build Svc Asst Mgr IV Shft 2 | | 4.000 | 4.000 | 4.000 | |
| 10 | 14 Building Service Manager IV | | 1.000 | 1.000 | 1.000 | |
| 10 | 14 Administrative Secretary I | | 1.000 | 1.000 | 1.000 | |
| 10 | 14 Outdoor Ed Facilities Manager | | 1.000 | 1.000 | 1.000 | |
| 10 | 14 Building Service Manager IV | | 1.000 | 1.000 | 1.000 | |
| 11 | 13 General Maintenance Worker III | | 9.000 | 9.000 | 9.000 | |
| 11 | 13 Locksmith | | 5.000 | 5.000 | 5.000 | |

PLANT OPERATIONS & MAINTENANCE

| CAT | DESCRIPTION | 10 Mon | FY 2008 CURRENT | FY 2009 REQUEST | FY 2009 APPROVED | FY 2009 CHANGE |
|-----|-----------------------------------|-----------|--------------------|--------------------|---------------------|-------------------|
| 11 | 13 Reupholsterer Seamster II | | 2.000 | 2.000 | 2.000 | |
| 11 | 13 Plasterer | | 1.000 | 1.000 | 1.000 | |
| 11 | 13 Maintenance Painter I | | 8.000 | 8.000 | 8.000 | |
| 10 | 13 Building Service Manager III | | 83.000 | 83.000 | 89.000 | 6.000 |
| 10 | 13 Building Service Manager III | | 39.000 | 39.000 | 39.000 | |
| 10 | 13 Fiscal Assistant I | | 1.000 | 1.000 | 1.000 | |
| 10 | 13 Building Service Manager III | | 1.000 | 1.000 | 1.000 | |
| 10 | 13 Building Service Manager III | | 2.000 | 2.000 | 2.000 | |
| 11 | 12 Secretary | | 4.000 | 4.000 | 4.000 | |
| 11 | 12 Account Assistant II | | 4.000 | 4.000 | 4.000 | |
| 11 | 12 Equipment Operator | | 4.000 | 4.000 | 4.000 | |
| 11 | 12 Pest Control Worker Shift 1 | | 4.000 | 4.000 | 4.000 | |
| 11 | 12 Materials Fabrication Worker | | 4.000 | 4.000 | 4.000 | |
| 10 | 12 Building Service Manager II | | 47.000 | 47.000 | 41.000 | (6.000) |
| 10 | 12 Build Svc Asst Mgr III Shft 2 | | 23.000 | 23.000 | 22.000 | (1.000) |
| 10 | 12 Building Service Manager II | | 13.000 | 13.000 | 13.000 | |
| 10 | 12 Building Service Manager II | | 5.000 | 5.000 | 5.000 | |
| 11 | 12 HVAC Apprentice | | | 4.000 | 4.000 | 4.000 |
| 3 | 12 HVAC Apprentice | | 4.000 | | | (4.000) |
| 11 | 11 Compactor Truck Operator | | 4.000 | 4.000 | 4.000 | |
| 10 | 11 Build Svc Asst Mgr II Shft 2 | | 57.000 | 57.000 | 58.000 | 1.000 |
| 10 | 11 Plant Equipment Operator II | | 25.000 | 25.000 | 25.000 | |
| 10 | 11 Build Svc Asst Mgr II Shft 2 | | 35.000 | 35.000 | 37.000 | 2.000 |
| 10 | 11 Plant Equipment Operator II | | 1.000 | 1.000 | 1.000 | |
| 10 | 11 Build Svc Asst Mgr II Shft 2 | | 1.000 | 1.000 | 1.000 | |
| 11 | 10 Heating Service Worker Shift I | | 3.000 | 6.000 | | (3.000) |
| 10 | 10 Plant Equipment Operator I | | 1.000 | 1.000 | 1.000 | |
| 10 | 10 Build Svcs Asst Mgr I Shft 2 | | 73.000 | 73.000 | 71.000 | (2.000) |
| 10 | 10 Plant Equipment Operator I | | 38.000 | 38.000 | 38.000 | |
| 10 | 10 Build Svcs Asst Mgr I Shft 2 | | 1.000 | 1.000 | | (1.000) |
| 10 | 10 Outdoor Ed Maint Wkr I Shft 2 | | 3.000 | 3.000 | 3.000 | |
| 10 | 10 Build Svcs Asst Mgr I Shft 2 | | 9.000 | 9.000 | 9.000 | |
| 10 | 10 Plant Equipment Operator I | | 1.000 | 1.000 | 1.000 | |
| 10 | 10 Build Svcs Asst Mgr I Shft 2 | | 7.000 | 7.000 | 7.000 | |
| 11 | 9 General Maintenance Worker II | | 34.000 | 34.000 | 34.000 | |
| 11 | 9 Roof Maintenance Worker | | 3.000 | 3.000 | 3.000 | |
| 11 | 9 Trash Service Worker | | 4.000 | 4.000 | 4.000 | |
| 11 | 8 Office Assistant I | | 1.500 | 1.500 | 1.500 | |
| 11 | 7 General Maintenance Worker I | | 17.000 | 17.000 | 17.000 | |
| 10 | 6 Building Service Wkr Shft 1 | | 248.500 | 259.000 | 256.500 | 8.000 |
| 10 | 6 Building Service Wkr Shft 2 | | 34.000 | 34.000 | 36.500 | 2.500 |
| 10 | 6 Building Service Wkr Shft 1 | | 273.500 | 274.000 | 253.500 | (20.000) |
| 10 | 6 Building Service Wkr Shft 2 | | 211.000 | 211.000 | 227.000 | 16.000 |
| 10 | 6 Building Service Wkr Shft 1 | | 27.700 | 27.700 | 26.200 | (1.500) |
| 10 | 6 Building Service Wkr Shft 2 | | 10.000 | 10.000 | 11.000 | 1.000 |
| 10 | 6 Building Service Wkr Shft 1 | | 5.500 | 5.500 | 5.500 | |

PLANT OPERATIONS & MAINTENANCE

| CAT | DESCRIPTION | 10 Mon | FY 2008 CURRENT | FY 2009 REQUEST | FY 2009 APPROVED | FY 2009 CHANGE |
|-----|-------------------------------|-----------|--------------------|--------------------|---------------------|-------------------|
| 10 | 6 Building Service Wkr Shft 2 | | 2.000 | 2.000 | 2.000 | |
| | Total Positions | | 1,675.200 | 1,697.200 | 1,691.200 | 16.000 |

Utilities and Facilities Management

Program Description and Alignment with the Strategic Plan

The Utilities and Facilities Management program budget includes the programs for the Division of Construction and two units—Energy Resources and Safety Management Services. The budget and program narratives for Maintenance, School Plant Operations, Long-range Planning, and Real Estate Management are shown in separate sections. The Department of Facilities Management (DFM) provides demographic/long-range planning, architectural design and construction management, maintenance, plant operations, safety, energy conservation, and real estate management services for the various school buildings and support facilities that are part of the MCPS system. DFM is focused on providing quality facilities and healthy learning environments to support student success in alignment with the pursuit of excellence initiatives outlined in the MCPS Strategic Plan.

The following functions are aligned with the MCPS Strategic Plan goal of providing quality business services that are essential to ensure student learning and success:

- DFM ensures adequate facilities are available for student enrollment. The Division of Construction manages the architectural design and construction of new schools, the modernization of aging facilities, relocatable classroom placements, roof replacements, vehicular/pedestrian access improvements, and accessibility improvements for individuals with disabilities to ensure capital projects are completed on schedule.

Through the following, DFM ensures a safe and healthy learning environment in facilities.

- The school safety supervisor assists schools, departments, and offices in addressing safety concerns and ensuring programs are in place to comply with environmental health, occupational safety, fire safety, and consumer product requirements and guidelines for MCPS schools and facilities.
- DFM also identifies methods for conserving resources and improving efficiency to maximize funding available for educational programs.
- The Energy Resources Team develops and manages cutting-edge programs to improve school energy efficiency and conserve resources in collaboration with students and staff, and ensures utility rates are procured at the lowest cost possible.
- All divisions and units systematically review key business processes to ensure that best practices are utilized to deliver services, and to measure output in a manner that promotes continuous improvement.

Number of Students Served: Not Applicable

Utilities and Facilities Management (continued)

Explanation of Significant Budget Changes

The total amount budgeted for this program for FY 2009 is \$47,357,559. Included is \$5,263,566 from the Department of Facilities Management, \$41,839,437 for utilities, and \$254,556 from the Division of Construction.

Program Reductions

There is a reduction of \$1,000,000 in projected utilities costs through programmatic energy-efficient improvements. Projected savings of \$750,000 in electricity costs are due to application of new technologies and lighting upgrades. There is a reduction of \$250,000 from turning off air conditioning 75 minutes earlier during the period of June 16th through August 15th.

Other Significant Changes

Included in this program budget is a \$462,643 for the expanded square footage at renovated schools. An increase of \$93,834 is included due to projected rates and usage for electricity, heating oil, natural gas, propane, and water and sewer. Propane rates are projected to increase by six percent, heating oil rates are projected to increase by five percent, and water and sewer rates are projected to increase by three percent. Electricity rates are projected to decrease by five percent and natural gas rates are projected to decrease by one percent.

Crosswalk to Other Budget Documents and to the MCPS Strategic Plan

More detailed information about these units and their budgets can be found in the Superintendent's Recommended FY 2009 Operating Budget and Personnel Complement as follows:

Department of Facilities Management: Page 7-40

Division of Construction: Page 7-52

Information on the MCPS Strategic Plan strategies and initiatives of these units can be found beginning on Page 31 of the Approved July 2007 *Our Call to Action: Pursuit of Excellence* document.

UTILITIES & FACILITIES MGMT.

| Description | FY 2008 Current | FY 2009 Request | FY 2009 Approved | FY 2009 Change |
|---------------------------------------|---------------------|---------------------|---------------------|--------------------|
| 01 Salaries & Wages | | | | |
| Total Positions (FTE) | 22,000 | 16,000 | 16,000 | (6,000) |
| Position Salaries | \$1,720,444 | \$1,446,664 | \$1,446,664 | \$(273,780) |
| Other Salaries | | | | |
| Supplemental Summer Employment | | | | |
| Professional Substitutes | | | | |
| Stipends | 37,000 | 21,100 | 21,100 | (15,900) |
| Professional Part Time | | | | |
| Supporting Services Part Time | 11,359 | 11,927 | 11,927 | 568 |
| Other | | | | |
| Subtotal Other Salaries | 48,359 | 33,027 | 33,027 | (15,332) |
| Total Salaries & Wages | 1,768,803 | 1,479,691 | 1,479,691 | (289,112) |
| 02 Contractual Services | | | | |
| Consultants | | | | |
| Other Contractual | 1,902,422 | 79,583 | 1,942,522 | 40,100 |
| Total Contractual Services | 1,902,422 | 79,583 | 1,942,522 | 40,100 |
| 03 Supplies & Materials | | | | |
| Textbooks | | | | |
| Media | | | | |
| Instructional Supplies & Materials | | | | |
| Office | 1,000 | 1,000 | 1,000 | |
| Other Supplies & Materials | 21,100 | 59,855 | 59,855 | 38,755 |
| Total Supplies & Materials | 22,100 | 60,855 | 60,855 | 38,755 |
| 04 Other | | | | |
| Local Travel | 3,387 | 3,658 | 3,658 | 271 |
| Staff Development | 500 | 500 | 500 | |
| Insurance & Employee Benefits | | | | |
| Utilities | 41,407,673 | 41,819,791 | 41,819,791 | 412,118 |
| Miscellaneous | 2,643,787 | 2,008,370 | 2,008,370 | (635,417) |
| Total Other | 44,055,347 | 43,832,319 | 43,832,319 | (223,028) |
| 05 Equipment | | | | |
| Leased Equipment | | | | |
| Other Equipment | 35,100 | 42,172 | 42,172 | 7,072 |
| Total Equipment | 35,100 | 42,172 | 42,172 | 7,072 |
| Grand Total | <u>\$47,783,772</u> | <u>\$45,494,620</u> | <u>\$47,357,559</u> | <u>\$(426,213)</u> |

UTILITIES & FACILITIES MGMT.

| CAT | DESCRIPTION | 10 Mon | FY 2008 CURRENT | FY 2009 REQUEST | FY 2009 APPROVED | FY 2009 CHANGE |
|-----|-----------------------------------|-----------|--------------------|--------------------|---------------------|-------------------|
| 1 | Q Director II | | 1.000 | 1.000 | 1.000 | |
| 1 | P Director I | | 1.000 | 1.000 | 1.000 | |
| 10 | O Assistant Director II | | 1.000 | 1.000 | 1.000 | |
| 10 | O Supervisor | | 1.000 | | 1.000 | |
| 10 | M Team Leader | | 1.000 | 1.000 | 1.000 | |
| 1 | M Architect - School Facilities | | 1.000 | 1.000 | 1.000 | |
| 10 | 25 Supervisor | | | 1.000 | | |
| 10 | 25 Fiscal Specialist II | | 1.000 | 1.000 | 1.000 | |
| 10 | 25 Utilities Analyst | | 1.000 | 1.000 | 1.000 | |
| 10 | 25 SERT Program Manager | | 1.000 | 1.000 | 1.000 | |
| 10 | 25 Green Schools Prog Mgr | | 1.500 | .500 | .500 | (1.000) |
| 10 | 23 Resource Conservation Asst | | 3.000 | 3.000 | 3.000 | |
| 10 | 20 Green Schools Prog Asst | | 1.000 | 1.000 | 1.000 | |
| 10 | 16 Heating Mechanic I | | 3.000 | | | (3.000) |
| 1 | 15 Administrative Secretary II | | 1.000 | 1.000 | 1.000 | |
| 10 | 15 Data Control Technician II | | | | | |
| 10 | 14 Administrative Secretary I | | .500 | .500 | .500 | |
| 10 | 14 Account Assistant III | | | 1.000 | 1.000 | 1.000 |
| 10 | 10 Heating Service Worker Shift I | | 3.000 | | | (3.000) |
| | Total Positions | | 22.000 | 16.000 | 16.000 | (6.000) |

Real Estate Management

Program Description and Alignment with the Strategic Plan

The Real Estate Management (REM) team manages the leasing operations for surplus or joint use space that is rented to non-Montgomery County Public Schools (MCPS) tenants, site acquisition for future schools, disposition of excess property, cell tower agreements, right-of-way agreements, and other real property interest for MCPS sites and facilities.

The functions of REM are aligned with the MCPS Strategic Plan initiatives to ensure resources are focused on the classroom by generating revenue from surplus space to support budget initiatives with non-county funds and acquiring future school sites at the lowest possible cost.

The major functions of the REM are as follows:

- generate maximum lease fees for MCPS rental space;
- minimize expenses associated with managing MCPS rental space;
- acquire future school sites at no or minimum cost to MCPS;
- maximize lease fees from cell tower leases on MCPS property; and
- ensure all MCPS real property interests are managed in the most cost effective manner.

Number of Students Served: Not Applicable

Explanation of Significant Budget Changes

The total amount budgeted for this program for FY 2009 is \$2,549,103 from the Real Estate Management Fund. There are no significant program changes for FY 2009.

Crosswalk to Other Budget Documents and to the MCPS Strategic Plan

More detailed information about these units and their budgets can be found in the Superintendent's Recommended FY 2009 Operating Budget and Personnel Complement as follows:

Real Estate Management Fund: Page 7-47

Information on the MCPS Strategic Plan strategies and initiatives of these units can be found beginning on Page 39 of the Approved July 2007 *Our Call to Action: Pursuit of Excellence* document.

REAL ESTATE MANAGEMENT

| Description | FY 2008 Current | FY 2009 Request | FY 2009 Approved | FY 2009 Change |
|---------------------------------------|--------------------|--------------------|---------------------|-------------------|
| 01 Salaries & Wages | | | | |
| Total Positions (FTE) | 4.500 | 6.500 | 6.500 | 2.000 |
| Position Salaries | \$278,743 | \$389,559 | \$389,559 | \$110,816 |
| Other Salaries | | | | |
| Supplemental Summer Employment | | | | |
| Professional Substitutes | | | | |
| Stipends | | | | |
| Professional Part Time | | | | |
| Supporting Services Part Time | 83,412 | 87,583 | 87,583 | 4,171 |
| Other | 75,820 | 79,611 | 79,611 | 3,791 |
| Subtotal Other Salaries | 159,232 | 167,194 | 167,194 | 7,962 |
| Total Salaries & Wages | 437,975 | 556,753 | 556,753 | 118,778 |
| 02 Contractual Services | | | | |
| Consultants | | | | |
| Other Contractual | 1,286,055 | 46,055 | 1,233,183 | (52,872) |
| Total Contractual Services | 1,286,055 | 46,055 | 1,233,183 | (52,872) |
| 03 Supplies & Materials | | | | |
| Textbooks | | | | |
| Media | | | | |
| Instructional Supplies & Materials | | | | |
| Office | 5,700 | 5,700 | 5,700 | |
| Other Supplies & Materials | 66,163 | 66,163 | 66,163 | |
| Total Supplies & Materials | 71,863 | 71,863 | 71,863 | |
| 04 Other | | | | |
| Local Travel | 3,420 | 3,693 | 3,693 | 273 |
| Staff Development | 2,000 | 2,000 | 2,000 | |
| Insurance & Employee Benefits | 91,299 | 131,496 | 131,496 | 40,197 |
| Utilities | 148,100 | 235,824 | 235,824 | 87,724 |
| Miscellaneous | 267,541 | 304,591 | 304,591 | 37,050 |
| Total Other | 512,360 | 677,604 | 677,604 | 165,244 |
| 05 Equipment | | | | |
| Leased Equipment | | | | |
| Other Equipment | 9,700 | 9,700 | 9,700 | |
| Total Equipment | 9,700 | 9,700 | 9,700 | |
| Grand Total | <u>\$2,317,953</u> | <u>\$1,361,975</u> | <u>\$2,549,103</u> | <u>\$231,150</u> |

REAL ESTATE MANAGEMENT

| CAT | DESCRIPTION | 10 Mon | FY 2008 CURRENT | FY 2009 REQUEST | FY 2009 APPROVED | FY 2009 CHANGE |
|-----|---------------------------------|-----------|--------------------|--------------------|---------------------|-------------------|
| 51 | M Team Leader | | 1.000 | 1.000 | 1.000 | |
| 51 | 15 Data Systems Operator II | | .500 | .500 | .500 | |
| 51 | 15 Fiscal Assistant II | | 1.000 | 1.000 | 1.000 | |
| 51 | 12 Secretary | | 1.000 | 1.000 | 1.000 | |
| 51 | 12 Building Service Manager II | | 1.000 | 2.000 | 2.000 | 1.000 |
| 51 | 10 Build Svcs Asst Mgr I Shft 2 | | | 1.000 | 1.000 | 1.000 |
| | Total Positions | | 4.500 | 6.500 | 6.500 | 2.000 |

Transportation

Program Description and Alignment with the Strategic Plan

Arriving at school in a safe and pleasant environment on time and ready to learn are some of the primary objectives of the Department of Transportation. The department contributes to the success of students with a well-trained workforce of 2,100 people working together to provide the highest level of service to ensure student safety. The department functions are separated into the following major areas of responsibility:

- operation of regular and special program bus service for eligible students;
- maintenance and repair of buses;
- safety, training, and operations support for bus operators, attendants, and supporting staff;
- transportation support operations; and
- transportation administrative services.

Bus operations provide transportation services to almost 96,000 students daily. This includes 11,800 students who attend Head Start, prekindergarten, career and technology education, magnet programs, and many special education programs in the schools. An additional 3,000 students are transported daily to and from after-school activities and enrichment programs. Program functions are designed to support students with a myriad of needs and interests, and ensure that each student is able to maximize his/her potential through the ability to attend the program most suited to their needs.

Safely maintaining a fleet of 1,273 buses (the sixth largest publicly owned fleet in the nation) is a primary function of the fleet maintenance and repair unit. Assuring that each bus is properly inspected to meet all state requirements monthly and annually is accomplished through a well trained workforce committed to ensuring the safety of the vehicles students ride to and from school daily.

Unique staff training needs are part of the responsibility of the department's training unit. A major focus of this unit is to provide training to newly hired bus operator and bus attendant candidates and to plan, design, and present programs for continued growth to veteran employees. Assuring that all employees meet state and federal licensing and training criteria are major functions of this unit. Additionally, due to the unique nature of the department's functions, the training unit prepares workers in other categories to receive training opportunities specific to their tasks, such as training for mechanics on the latest automotive technological advances, and invests in the success of employees through an environment of continued personal growth.

The department's support services unit oversees route planning; manages employee assignments; and manages planning, personnel services, accounting, and related services to the more than 2,100 permanent and temporary employees in the department. Other responsibilities of the unit include reviewing and maintaining the extensive technology needs of the department. This includes software upgrades and analysis of new technology as it is available.

Transportation (continued)

The administrative service unit's responsibility includes managing the department for continuous transportation improvements; communicating with parents, students, and other community members; maintaining a strong working relationship with employee organization leaders; and preparing and monitoring the use of transportation budgeted resources. A collaborative approach is used to incorporate the interests and needs of customers by active involvement of customer groups.

Number of Students Served

96,000 MCPS students are served daily by the Department of Transportation.

Explanation of Significant Budget Changes

The total amount budgeted for this program for FY 2009 is \$91,056,472. Included is \$675,765 for Administration, \$7,521,079 for Support Operations, \$1,363,253 for Safety Training, \$13,004,034 for Fleet Maintenance, \$32,728,121 for Bus Operations – Regular Education, and \$35,764,220 for Bus Operations – Special Programs.

Program Reductions

The program budget for Bus Operations – Special Programs is reduced by \$235,676 as a result of efficiencies in bus route assignments, including a reduction of special routes due to more special education students attending home schools.

The program budget for Bus Operations – Regular Education is reduced by \$350,336 and the program budget for Bus Operations – Special Education is reduced by \$243,453. The reduction is due to not replacing 45 buses earlier than required by state law as part of the multiyear replacement plan. No state waivers will be necessary to continue using these buses.

Crosswalk to Other Budget Documents and to the MCPS Strategic Plan

More detailed information about this unit and its budget can be found in the Superintendent's Recommended FY 2009 Operating Budget and Personnel Complement as follows:

Department of Transportation: Page 7-78

Information on the MCPS Strategic Plan strategies and initiatives of these units can be found beginning on Page 30 of the Approved July 2007 *Our Call to Action: Pursuit of Excellence* document.

BUS OPERATIONS - REGULAR ED.

| Description | FY 2008 Current | FY 2009 Request | FY 2009 Approved | FY 2009 Change |
|---------------------------------------|---------------------|---------------------|---------------------|--------------------|
| 01 Salaries & Wages | | | | |
| Total Positions (FTE) | 647.156 | 651.955 | 651.955 | 4.799 |
| Position Salaries | \$19,338,993 | \$21,801,512 | \$21,801,512 | \$2,462,519 |
| Other Salaries | | | | |
| Supplemental Summer Employment | | | | |
| Professional Substitutes | | | | |
| Stipends | | | | |
| Professional Part Time | | | | |
| Supporting Services Part Time | 563,693 | 592,239 | 592,239 | 28,546 |
| Other | 1,049,884 | 1,025,243 | 1,066,543 | 16,659 |
| Subtotal Other Salaries | 1,613,577 | 1,617,482 | 1,658,782 | 45,205 |
| Total Salaries & Wages | 20,952,570 | 23,418,994 | 23,460,294 | 2,507,724 |
| 02 Contractual Services | | | | |
| Consultants | | | | |
| Other Contractual | 84,572 | 85,725 | 85,725 | 1,153 |
| Total Contractual Services | 84,572 | 85,725 | 85,725 | 1,153 |
| 03 Supplies & Materials | | | | |
| Textbooks | | | | |
| Media | | | | |
| Instructional Supplies & Materials | | | | |
| Office | | | | |
| Other Supplies & Materials | 4,188,892 | 4,627,012 | 4,654,402 | 465,510 |
| Total Supplies & Materials | 4,188,892 | 4,627,012 | 4,654,402 | 465,510 |
| 04 Other | | | | |
| Local Travel | | | | |
| Staff Development | | | | |
| Insurance & Employee Benefits | 317,846 | 343,958 | 343,958 | 26,112 |
| Utilities | | | | |
| Miscellaneous | | | | |
| Total Other | 317,846 | 343,958 | 343,958 | 26,112 |
| 05 Equipment | | | | |
| Leased Equipment | | | | |
| Other Equipment | 4,183,742 | 4,183,742 | 4,183,742 | |
| Total Equipment | 4,183,742 | 4,183,742 | 4,183,742 | |
| Grand Total | <u>\$29,727,622</u> | <u>\$32,659,431</u> | <u>\$32,728,121</u> | <u>\$3,000,499</u> |

BUS OPERATIONS - REGULAR ED.

| CAT | DESCRIPTION | 10 Mon | FY 2008 CURRENT | FY 2009 REQUEST | FY 2009 APPROVED | FY 2009 CHANGE |
|-----|----------------------------|-----------|--------------------|--------------------|---------------------|-------------------|
| 9 | 16 Bus Route Supervisor | | 16.310 | 18.850 | 18.850 | 2.540 |
| 9 | 14 Radio Bus Operator | X | 6.960 | 10.030 | 10.030 | 3.070 |
| 9 | 13 Bus Operator II | X | 4.640 | 1.770 | 1.770 | (2.870) |
| 9 | 11 Bus Operator I | X | 594.806 | 596.242 | 596.242 | 1.436 |
| 9 | 11 Bus Operator I Perm Sub | X | 24.440 | 25.063 | 25.063 | .623 |
| | Total Positions | | 647.156 | 651.955 | 651.955 | 4.799 |

BUS OPERATIONS - SPECIAL PRGS.

| Description | FY 2008 Current | FY 2009 Request | FY 2009 Approved | FY 2009 Change |
|---------------------------------------|---------------------|---------------------|----------------------------|--------------------|
| 01 Salaries & Wages | | | | |
| Total Positions (FTE) | 871,414 | 847,295 | 847,295 | (24,119) |
| Position Salaries | \$24,588,730 | \$26,200,546 | \$26,200,546 | \$1,611,816 |
| Other Salaries | | | | |
| Supplemental Summer Employment | | | | |
| Professional Substitutes | | | | |
| Stipends | | | | |
| Professional Part Time | | | | |
| Supporting Services Part Time | 1,015,031 | 1,052,593 | 1,052,593 | 37,562 |
| Other | 790,931 | 667,594 | 696,294 | (94,637) |
| Subtotal Other Salaries | 1,805,962 | 1,720,187 | 1,748,887 | (57,075) |
| Total Salaries & Wages | 26,394,692 | 27,920,733 | 27,949,433 | 1,554,741 |
| 02 Contractual Services | | | | |
| Consultants | | | | |
| Other Contractual | 464,748 | 468,595 | 468,595 | 3,847 |
| Total Contractual Services | 464,748 | 468,595 | 468,595 | 3,847 |
| 03 Supplies & Materials | | | | |
| Textbooks | | | | |
| Media | | | | |
| Instructional Supplies & Materials | | | | |
| Office | | | | |
| Other Supplies & Materials | 2,916,035 | 3,245,256 | 3,245,256 | 329,221 |
| Total Supplies & Materials | 2,916,035 | 3,245,256 | 3,245,256 | 329,221 |
| 04 Other | | | | |
| Local Travel | | | | |
| Staff Development | | | | |
| Insurance & Employee Benefits | 230,165 | 239,021 | 239,021 | 8,856 |
| Utilities | | | | |
| Miscellaneous | | | | |
| Total Other | 230,165 | 239,021 | 239,021 | 8,856 |
| 05 Equipment | | | | |
| Leased Equipment | | | | |
| Other Equipment | 3,861,915 | 3,861,915 | 3,861,915 | |
| Total Equipment | 3,861,915 | 3,861,915 | 3,861,915 | |
| Grand Total | <u>\$33,867,555</u> | <u>\$35,735,520</u> | <u>\$35,764,220</u> | <u>\$1,896,665</u> |

BUS OPERATIONS - SPECIAL PRGS.

| CAT | DESCRIPTION | 10 Mon | FY 2008 CURRENT | FY 2009 REQUEST | FY 2009 APPROVED | FY 2009 CHANGE |
|------------------------|----------------------------|-----------|--------------------|--------------------|---------------------|-------------------|
| 9 | 16 Bus Route Supervisor | | 8.690 | 13.650 | 13.650 | 4.960 |
| 9 | 14 Radio Bus Operator | X | 5.040 | 6.970 | 6.970 | 1.930 |
| 9 | 13 Bus Operator II | X | 3.360 | 1.230 | 1.230 | (2.130) |
| 9 | 11 Bus Operator I | X | 429.774 | 414.338 | 414.338 | (15.436) |
| 9 | 11 Bus Operator I Perm Sub | X | 28.040 | 17.417 | 17.417 | (10.623) |
| 9 | 7 Bus Attendant Spec Ed | X | 396.510 | 393.690 | 393.690 | (2.820) |
| Total Positions | | | 871.414 | 847.295 | 847.295 | (24.119) |

TRANSPORTATION SAFETY TRAINING

| Description | FY 2008 Current | FY 2009 Request | FY 2009 Approved | FY 2009 Change |
|---------------------------------------|--------------------|--------------------|---------------------------|-------------------|
| 01 Salaries & Wages | | | | |
| Total Positions (FTE) | 18.990 | 18.990 | 18.990 | |
| Position Salaries | \$1,023,615 | \$1,074,680 | \$1,074,680 | \$51,065 |
| Other Salaries | | | | |
| Supplemental Summer Employment | | | | |
| Professional Substitutes | | | | |
| Stipends | | | | |
| Professional Part Time | | | | |
| Supporting Services Part Time | | | | |
| Other | 269,036 | 282,488 | 282,488 | 13,452 |
| Subtotal Other Salaries | 269,036 | 282,488 | 282,488 | 13,452 |
| Total Salaries & Wages | 1,292,651 | 1,357,168 | 1,357,168 | 64,517 |
| 02 Contractual Services | | | | |
| Consultants | | | | |
| Other Contractual | | | | |
| Total Contractual Services | | | | |
| 03 Supplies & Materials | | | | |
| Textbooks | | | | |
| Media | | | | |
| Instructional Supplies & Materials | | | | |
| Office | | | | |
| Other Supplies & Materials | 6,085 | 6,085 | 6,085 | |
| Total Supplies & Materials | 6,085 | 6,085 | 6,085 | |
| 04 Other | | | | |
| Local Travel | | | | |
| Staff Development | | | | |
| Insurance & Employee Benefits | | | | |
| Utilities | | | | |
| Miscellaneous | | | | |
| Total Other | | | | |
| 05 Equipment | | | | |
| Leased Equipment | | | | |
| Other Equipment | | | | |
| Total Equipment | | | | |
| Grand Total | <u>\$1,298,736</u> | <u>\$1,363,253</u> | <u>\$1,363,253</u> | <u>\$64,517</u> |

TRANSPORTATION SAFETY TRAINING

| CAT | DESCRIPTION | 10 Mon | FY 2008 CURRENT | FY 2009 REQUEST | FY 2009 APPROVED | FY 2009 CHANGE |
|------------------------|--------------------------------|-----------|--------------------|--------------------|---------------------|-------------------|
| 9 | 15 Transport Safety Trainer II | | 4.000 | 4.000 | 4.000 | |
| 9 | 12 Secretary | | .990 | .990 | .990 | |
| 9 | 12 Transport Safety Trainer I | | 14.000 | 14.000 | 14.000 | |
| Total Positions | | | 18.990 | 18.990 | 18.990 | |

TRANSPORTATION FLEET MAINT.

| Description | FY 2008 Current | FY 2009 Request | FY 2009 Approved | FY 2009 Change |
|---------------------------------------|---------------------|---------------------|---------------------|-------------------|
| 01 Salaries & Wages | | | | |
| Total Positions (FTE) | 112,000 | 112,000 | 112,000 | |
| Position Salaries | \$6,440,669 | \$6,957,084 | \$6,957,084 | \$516,415 |
| Other Salaries | | | | |
| Supplemental Summer Employment | | | | |
| Professional Substitutes | | | | |
| Stipends | | | | |
| Professional Part Time | | | | |
| Supporting Services Part Time | | | | |
| Other | 124,023 | 407,774 | 407,774 | 283,751 |
| Subtotal Other Salaries | 124,023 | 407,774 | 407,774 | 283,751 |
| Total Salaries & Wages | 6,564,692 | 7,364,858 | 7,364,858 | 800,166 |
| 02 Contractual Services | | | | |
| Consultants | | | | |
| Other Contractual | 655,136 | 734,181 | 736,791 | 81,655 |
| Total Contractual Services | 655,136 | 734,181 | 736,791 | 81,655 |
| 03 Supplies & Materials | | | | |
| Textbooks | | | | |
| Media | | | | |
| Instructional Supplies & Materials | | | | |
| Office | 5,288 | 5,288 | 5,288 | |
| Other Supplies & Materials | 4,746,120 | 4,622,808 | 4,624,566 | (121,554) |
| Total Supplies & Materials | 4,751,408 | 4,628,096 | 4,629,854 | (121,554) |
| 04 Other | | | | |
| Local Travel | | | | |
| Staff Development | | | | |
| Insurance & Employee Benefits | | | | |
| Utilities | | | | |
| Miscellaneous | 153,237 | 153,237 | 153,237 | |
| Total Other | 153,237 | 153,237 | 153,237 | |
| 05 Equipment | | | | |
| Leased Equipment | 23,536 | 44,448 | 44,448 | 20,912 |
| Other Equipment | 59,276 | 74,846 | 74,846 | 15,570 |
| Total Equipment | 82,812 | 119,294 | 119,294 | 36,482 |
| Grand Total | <u>\$12,207,285</u> | <u>\$12,999,666</u> | <u>\$13,004,034</u> | <u>\$796,749</u> |

TRANSPORTATION FLEET MAINT.

| CAT | DESCRIPTION | 10 Mon | FY 2008 CURRENT | FY 2009 REQUEST | FY 2009 APPROVED | FY 2009 CHANGE |
|-----|---------------------------------|-----------|--------------------|--------------------|---------------------|-------------------|
| 9 | K Auto Repair Supervisor III | | 1.000 | | 1.000 | |
| 9 | H Auto Repair Supervisor II | | 1.000 | | 1.000 | |
| 9 | 27 Auto Repair Supervisor III | | | 1.000 | | |
| 9 | 23 Auto Repair Supervisor II | | | 1.000 | | |
| 9 | 23 Auto Parts Supervisor | | 1.000 | 1.000 | 1.000 | |
| 9 | 22 Auto Repair Supv I | | 4.000 | 4.000 | 4.000 | |
| 9 | 19 Auto Technican II Shift 1 | | 2.000 | 2.000 | 2.000 | |
| 9 | 19 Auto Technican II Shift 2 | | 5.000 | 5.000 | 5.000 | |
| 9 | 19 Auto Technican II Shift 3 | | 5.000 | 5.000 | 5.000 | |
| 9 | 17 Auto Technican I Shift 1 | | 21.000 | 21.000 | 21.000 | |
| 9 | 17 Auto Technican I Shift 2 | | 17.000 | 17.000 | 17.000 | |
| 9 | 17 Auto Technican I Shift 3 | | 16.000 | 16.000 | 16.000 | |
| 9 | 13 Tire Repairer | | 2.000 | 2.000 | 2.000 | |
| 9 | 13 Auto Parts Asst Shift 1 | | 1.000 | 1.000 | 1.000 | |
| 9 | 13 Auto Parts Asst Shift 2 | | 1.000 | 1.000 | 1.000 | |
| 9 | 12 Satellite Parts Asst Shift I | | 4.000 | 4.000 | 4.000 | |
| 9 | 11 Service Writer | | 2.000 | 2.000 | 2.000 | |
| 9 | 11 Auto Tech Apprentice Shift 1 | | 3.000 | 3.000 | 3.000 | |
| 9 | 11 Auto Tech Apprentice Shift 2 | | 2.000 | 3.000 | 3.000 | 1.000 |
| 9 | 11 Auto Tech Apprentice Shift 3 | | 1.000 | 1.000 | 2.000 | 1.000 |
| 9 | 10 Office Assistant III | | 1.000 | 1.000 | 1.000 | |
| 9 | 10 Account Assistant I | | 2.000 | 2.000 | 2.000 | |
| 9 | 9 Auto Service Worker Shift 1 | | 4.000 | 4.000 | 4.000 | |
| 9 | 9 Auto Service Worker Shift 2 | | 5.000 | 4.000 | 4.000 | (1.000) |
| 9 | 9 Auto Service Worker Shift 3 | | 5.000 | 5.000 | 4.000 | (1.000) |
| 9 | 8 Office Assistant I | | 1.000 | 1.000 | 1.000 | |
| 9 | 6 Transportation Fueling Asst | | 5.000 | 5.000 | 5.000 | |
| | Total Positions | | 112.000 | 112.000 | 112.000 | |

TRANSPORTATION SUPPORT OPS.

| Description | FY 2008 Current | FY 2009 Request | FY 2009 Approved | FY 2009 Change |
|---------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| 01 Salaries & Wages | | | | |
| Total Positions (FTE) | 95.020 | 107.520 | 107.520 | 12.500 |
| Position Salaries | \$5,587,859 | \$6,994,492 | \$6,994,492 | \$1,406,633 |
| Other Salaries | | | | |
| Supplemental Summer Employment | | | | |
| Professional Substitutes | | | | |
| Stipends | | | | |
| Professional Part Time | | | | |
| Supporting Services Part Time | 190,873 | 200,417 | 200,417 | 9,544 |
| Other | | | | |
| Subtotal Other Salaries | <u>190,873</u> | <u>200,417</u> | <u>200,417</u> | <u>9,544</u> |
| Total Salaries & Wages | 5,778,732 | 7,194,909 | 7,194,909 | 1,416,177 |
| 02 Contractual Services | | | | |
| Consultants | | | | |
| Other Contractual | <u>83,455</u> | <u>98,335</u> | <u>98,335</u> | <u>14,880</u> |
| Total Contractual Services | 83,455 | 98,335 | 98,335 | 14,880 |
| 03 Supplies & Materials | | | | |
| Textbooks | | | | |
| Media | | | | |
| Instructional Supplies & Materials | | | | |
| Office | 44,680 | 44,680 | 44,680 | |
| Other Supplies & Materials | <u>32,423</u> | <u>14,846</u> | <u>29,698</u> | <u>(2,725)</u> |
| Total Supplies & Materials | 77,103 | 59,526 | 74,378 | (2,725) |
| 04 Other | | | | |
| Local Travel | 29,667 | 45,979 | 45,979 | 16,312 |
| Staff Development | 33,342 | 35,009 | 35,009 | 1,667 |
| Insurance & Employee Benefits | | | | |
| Utilities | | | | |
| Miscellaneous | <u>42,634</u> | <u>32,634</u> | <u>32,634</u> | <u>(10,000)</u> |
| Total Other | 105,643 | 113,622 | 113,622 | 7,979 |
| 05 Equipment | | | | |
| Leased Equipment | | | | |
| Other Equipment | <u>64,835</u> | <u>39,835</u> | <u>39,835</u> | <u>(25,000)</u> |
| Total Equipment | 64,835 | 39,835 | 39,835 | (25,000) |
| Grand Total | <u>\$6,109,768</u> | <u>\$7,506,227</u> | <u>\$7,521,079</u> | <u>\$1,411,311</u> |

TRANSPORTATION SUPPORT OPS.

| CAT | DESCRIPTION | 10 Mon | FY 2008 CURRENT | FY 2009 REQUEST | FY 2009 APPROVED | FY 2009 CHANGE |
|-----|-----------------------------------|-----------|--------------------|--------------------|---------------------|-------------------|
| 9 | K Supervisor | | 1.000 | | 1.000 | |
| 9 | K Bus Operations Manager | | 1.000 | | 1.000 | |
| 9 | J Safety/Staff Development Mgr | | 1.000 | | 1.000 | |
| 9 | J Transportation Spec - Spec Ed | | 1.000 | | 1.000 | |
| 9 | J Transportation Depot Manager | | 6.000 | | 6.000 | |
| 9 | H Transportation Routing Spec | | 1.000 | | 1.000 | |
| 9 | 27 Supervisor | | | 1.000 | | |
| 9 | 27 IT Systems Engineer | | 1.000 | 1.000 | 1.000 | |
| 9 | 27 Bus Operations Manager | | | 1.000 | | |
| 9 | 25 IT Systems Specialist | | 2.000 | 2.000 | 2.000 | |
| 9 | 25 Database Administrator II | | 1.000 | 1.000 | 1.000 | |
| 9 | 25 Safety & Staff Dev Manager | | | 1.000 | | |
| 9 | 25 Transportation Specialist | | | 1.000 | | |
| 9 | 25 Transportation Depot Mgr | | | 6.000 | | |
| 9 | 25 Transport Admin Svcs Mgr | | 1.000 | 1.000 | 2.000 | 1.000 |
| 9 | 23 Senior Routing Specialist | | | 1.000 | | |
| 9 | 23 Transportation Info Spec | | | | | |
| 9 | 21 Data Support Specialist I | | | | | |
| 9 | 21 Route/Program Specialist | | 1.000 | 1.000 | 1.000 | |
| 9 | 20 Transportation Assignment Spec | | 1.000 | 1.000 | 1.000 | |
| 9 | 19 Transportation Dispatcher | | 3.000 | 5.000 | 5.000 | 2.000 |
| 9 | 19 Transportation Cluster Mgr | | 15.000 | 20.000 | 20.000 | 5.000 |
| 9 | 18 Fiscal Assistant IV | | 1.000 | 1.000 | 1.000 | |
| 9 | 18 Transportation Asst Supv | | 1.000 | 1.000 | 1.000 | |
| 9 | 18 Transport Cluster Supervisor | | 12.000 | 5.000 | 5.000 | (7.000) |
| 9 | 18 Regional Router | | 2.000 | 2.000 | 2.000 | |
| 9 | 17 Employment Process Coordinator | | 1.000 | 1.000 | 1.000 | |
| 9 | 16 Bus Route Supervisor | | 20.000 | 32.500 | 32.500 | 12.500 |
| 9 | 16 Transportation Router | | 4.000 | 4.000 | 4.000 | |
| 9 | 14 Account Assistant III | | 3.000 | 3.000 | 2.000 | (1.000) |
| 9 | 12 Secretary | | 9.020 | 9.020 | 9.020 | |
| 9 | 12 Transport Time/Attend Asst | | 6.000 | 6.000 | 6.000 | |
| | Total Positions | | 95.020 | 107.520 | 107.520 | 12.500 |

TRANSPORTATION ADMINISTRATION

| Description | FY 2008 Current | FY 2009 Request | FY 2009 Approved | FY 2009 Change |
|---------------------------------------|--------------------|--------------------|---------------------|-------------------|
| 01 Salaries & Wages | | | | |
| Total Positions (FTE) | 6.990 | 6.990 | 6.990 | |
| Position Salaries | \$552,110 | \$579,736 | \$579,736 | \$27,626 |
| Other Salaries | | | | |
| Supplemental Summer Employment | | | | |
| Professional Substitutes | | | | |
| Stipends | | | | |
| Professional Part Time | | | | |
| Supporting Services Part Time | | | | |
| Other | | | | |
| Subtotal Other Salaries | | | | |
| Total Salaries & Wages | 552,110 | 579,736 | 579,736 | 27,626 |
| 02 Contractual Services | | | | |
| Consultants | | | | |
| Other Contractual | | | | |
| Total Contractual Services | | | | |
| 03 Supplies & Materials | | | | |
| Textbooks | | | | |
| Media | | | | |
| Instructional Supplies & Materials | | | | |
| Office | 2,908 | 2,908 | 2,908 | |
| Other Supplies & Materials | 2,135 | 2,135 | 3,102 | 967 |
| Total Supplies & Materials | 5,043 | 5,043 | 6,010 | 967 |
| 04 Other | | | | |
| Local Travel | | | | |
| Staff Development | | | | |
| Insurance & Employee Benefits | | | | |
| Utilities | | | | |
| Miscellaneous | | | | |
| Total Other | | | | |
| 05 Equipment | | | | |
| Leased Equipment | 23,536 | 44,449 | 44,449 | 20,913 |
| Other Equipment | 30,000 | 45,570 | 45,570 | 15,570 |
| Total Equipment | 53,536 | 90,019 | 90,019 | 36,483 |
| Grand Total | \$610,689 | \$674,798 | \$675,765 | \$65,076 |

TRANSPORTATION ADMINISTRATION

| CAT | DESCRIPTION | 10 Mon | FY 2008 CURRENT | FY 2009 REQUEST | FY 2009 APPROVED | FY 2009 CHANGE |
|------------------------|--------------------------------|-----------|--------------------|--------------------|---------------------|-------------------|
| 9 | Q Director II | | 1.000 | 1.000 | 1.000 | |
| 9 | O Assistant Director II | | 1.000 | 1.000 | 1.000 | |
| 9 | 24 Fiscal Specialist I | | 1.000 | 1.000 | 1.000 | |
| 9 | 15 Administrative Secretary II | | 1.000 | 1.000 | 1.000 | |
| 9 | 14 Transport Special Assistant | | 1.000 | 1.000 | 1.000 | |
| 9 | 12 Secretary | | .990 | .990 | .990 | |
| 9 | 10 Office Assistant III | | 1.000 | 1.000 | 1.000 | |
| Total Positions | | | 6.990 | 6.990 | 6.990 | |

Field Trips

Program Description and Alignment with the Strategic Plan

The Field Trip Enterprise Fund provides transportation services dedicated to supporting school activities, summer recreation programs, and other Board-approved programs on a reimbursable basis. Field trips and transportation services for students contribute to the instructional curriculum and to students' academic growth and success.

Customers for field trips and transportation services include the following:

- students, staff, and parents at 200 Montgomery County Public Schools;
- local Montgomery County governmental agencies;
- nonprofit organizations whose goals and objectives are compatible with those of the Montgomery County Public Schools; and
- day care providers.

The partnerships with local governments, nonprofit organizations, and day care providers support local citizens and enhance educational opportunities for children living within Montgomery County. Collaboration with other agencies and businesses is essential so that they may successfully plan their programs and budgets and sustain outside programs or service. Annual contracts with day care providers are negotiated to ensure student transportation across school boundaries.

Number of Students Served

The Department of Transportation serves elementary, middle and high school students that participate in more than 27,000 field trips and extracurricular trips each year.

Explanation of Significant Budget Changes

The total amount budgeted for this program for FY 2009 is \$2,199,661 for the Field Trip Fund. There are no significant program changes for FY 2009.

Crosswalk to Other Budget Documents and to the MCPS Strategic Plan

More detailed information about this fund and its budget can be found in the Superintendent's Recommended FY 2009 Operating Budget and Personnel Complement as follows:

Field Trip Fund: Page 7-87

FIELD TRIPS

| Description | FY 2008 Current | FY 2009 Request | FY 2009 Approved | FY 2009 Change |
|---------------------------------------|--------------------|--------------------|---------------------|-------------------|
| 01 Salaries & Wages | | | | |
| Total Positions (FTE) | 3.000 | 4.000 | 4.000 | 1.000 |
| Position Salaries | \$147,418 | \$194,835 | \$194,835 | \$47,417 |
| Other Salaries | | | | |
| Supplemental Summer Employment | | | | |
| Professional Substitutes | | | | |
| Stipends | | | | |
| Professional Part Time | | | | |
| Supporting Services Part Time | 575,884 | 604,678 | 604,678 | 28,794 |
| Other | 538,173 | 565,082 | 565,082 | 26,909 |
| Subtotal Other Salaries | 1,114,057 | 1,169,760 | 1,169,760 | 55,703 |
| Total Salaries & Wages | 1,261,475 | 1,364,595 | 1,364,595 | 103,120 |
| 02 Contractual Services | | | | |
| Consultants | | | | |
| Other Contractual | 76,411 | 76,411 | 76,411 | |
| Total Contractual Services | 76,411 | 76,411 | 76,411 | |
| 03 Supplies & Materials | | | | |
| Textbooks | | | | |
| Media | | | | |
| Instructional Supplies & Materials | | | | |
| Office | | | | |
| Other Supplies & Materials | 597,388 | 597,888 | 597,888 | 500 |
| Total Supplies & Materials | 597,388 | 597,888 | 597,888 | 500 |
| 04 Other | | | | |
| Local Travel | | 54 | 54 | 54 |
| Staff Development | | | | |
| Insurance & Employee Benefits | 142,459 | 159,108 | 159,108 | 16,649 |
| Utilities | | | | |
| Miscellaneous | | | | |
| Total Other | 142,459 | 159,162 | 159,162 | 16,703 |
| 05 Equipment | | | | |
| Leased Equipment | | | | |
| Other Equipment | 1,605 | 1,605 | 1,605 | |
| Total Equipment | 1,605 | 1,605 | 1,605 | |
| Grand Total | <u>\$2,079,338</u> | <u>\$2,199,661</u> | <u>\$2,199,661</u> | <u>\$120,323</u> |

FIELD TRIPS

| CAT | DESCRIPTION | 10 Mon | FY 2008 CURRENT | FY 2009 REQUEST | FY 2009 APPROVED | FY 2009 CHANGE |
|-----|------------------------------|-----------|--------------------|--------------------|---------------------|-------------------|
| 71 | 23 Business Services Analyst | | | | 1.000 | 1.000 |
| 71 | 18 Sr Field Trip Coordinator | | 1.000 | 1.000 | 1.000 | |
| 71 | 14 Account Assistant III | | | 1.000 | | |
| 71 | 10 Field Trip Assistant | X | 2.000 | 2.000 | 2.000 | |
| | Total Positions | | 3.000 | 4.000 | 4.000 | 1.000 |

Materials Management

Program Description and Alignment with the Strategic Plan

The functions and activities of the Department of Materials Management are aligned with *Our Call to Action: Pursuit of Excellence* to provide high-quality business services that are essential to the educational success of students. The Department of Materials Management oversees the divisions of Food and Nutrition Services and Procurement, as well as the units of Supply and Property Management and Media Processing. Major functions and activities include the following:

- contracts with vendors for all goods and services required to operate and maintain world-class instructional programs through effective strategies like strategic sourcing;
- provides logistical services involving the receipt, delivery, and relocation of supplies, textbooks, furniture, and equipment;
- provides approved textbooks, curriculum guides, assessments, and testing materials;
- provides an efficient and economical internal mail service (Pony) that receives, sorts, and distributes MCPS mail, videos, DVDs and small packages;
- provides and maintains a central database of evaluated, cataloged library materials in support of all MCPS media programs for ordering and circulating content to students;
- provides and maintains an accurate central inventory database of fixed assets in support of the policy of capitalization and budget for replacement of instructional equipment resources;
- provides, through bulk purchases, supplies used repetitively by instructional programs with an identified “just in time delivery” of 98 percent;
- provides “just in time” science materials to MCPS elementary programs through science kits by grade level with high-quality materials that are equitable to all schools; and
- provides a central library of videos and DVDs for loan to schools in support of the curriculum.

Number of Students Served: Not Applicable

Explanation of Significant Budget Changes

The total amount budgeted for this program for FY 2009 is \$6,915,288. Included is \$491,690 from the Department of Materials Management, \$4,875,033 from the Supply and Property Management Unit, \$900,923 from the Division of Procurement, \$404,369 from the Property/Materials Control Team, and \$243,273 from the Video Services Unit. There are no significant program changes for FY 2009.

Materials Management

(continued)

Crosswalk to Other Budget Documents and to the MCPS Strategic Plan

More detailed information about these units and their budgets can be found in the Superintendent's Recommended FY 2009 Operating Budget and Personnel Complement as follows:

Department of Materials Management: Page 7-91

Division of Procurement: Page 7-97

Information on the MCPS Strategic Plan strategies and initiatives of these units can be found beginning on Page 30 of the Approved July 2007 *Our Call to Action: Pursuit of Excellence* document.

MATERIALS MANAGEMENT

| Description | FY 2008 Current | FY 2009 Request | FY 2009 Approved | FY 2009 Change |
|---------------------------------------|--------------------|--------------------|---------------------|-------------------|
| 01 Salaries & Wages | | | | |
| Total Positions (FTE) | 70.000 | 68.500 | 70.500 | .500 |
| Position Salaries | \$4,081,997 | \$3,931,337 | \$4,082,021 | \$24 |
| Other Salaries | | | | |
| Supplemental Summer Employment | | | | |
| Professional Substitutes | | | | |
| Stipends | | | | |
| Professional Part Time | 110,935 | 110,935 | 110,935 | |
| Supporting Services Part Time | 755,667 | 766,907 | 766,907 | 11,240 |
| Other | 33,247 | 34,909 | 34,909 | 1,662 |
| Subtotal Other Salaries | 899,849 | 912,751 | 912,751 | 12,902 |
| Total Salaries & Wages | 4,981,846 | 4,844,088 | 4,994,772 | 12,926 |
| 02 Contractual Services | | | | |
| Consultants | | | | |
| Other Contractual | 67,358 | 67,358 | 67,358 | |
| Total Contractual Services | 67,358 | 67,358 | 67,358 | |
| 03 Supplies & Materials | | | | |
| Textbooks | | | | |
| Media | | | | |
| Instructional Supplies & Materials | 50,235 | 50,235 | 50,235 | |
| Office | 4,286 | 4,286 | 4,286 | |
| Other Supplies & Materials | 701,219 | 727,865 | 731,765 | 30,546 |
| Total Supplies & Materials | 755,740 | 782,386 | 786,286 | 30,546 |
| 04 Other | | | | |
| Local Travel | 2,235 | 2,235 | 2,235 | |
| Staff Development | 7,836 | 7,836 | 7,836 | |
| Insurance & Employee Benefits | | | | |
| Utilities | 18,400 | 18,400 | 18,400 | |
| Miscellaneous | 152,595 | 152,595 | 152,595 | |
| Total Other | 181,066 | 181,066 | 181,066 | |
| 05 Equipment | | | | |
| Leased Equipment | 784,846 | 784,846 | 784,846 | |
| Other Equipment | 100,960 | 100,960 | 100,960 | |
| Total Equipment | 885,806 | 885,806 | 885,806 | |
| Grand Total | <u>\$6,871,816</u> | <u>\$6,760,704</u> | <u>\$6,915,288</u> | <u>\$43,472</u> |

MATERIALS MANAGEMENT

| CAT | DESCRIPTION | 10 Mon | FY 2008 CURRENT | FY 2009 REQUEST | FY 2009 APPROVED | FY 2009 CHANGE |
|-----|-----------------------------------|-----------|--------------------|--------------------|---------------------|-------------------|
| 1 | Q Director II | | 1.000 | 1.000 | 1.000 | |
| 1 | P Director I | | 1.000 | 1.000 | 1.000 | |
| 1 | 27 Assistant Materials Mgr | | 1.000 | 1.000 | 1.000 | |
| 10 | 25 IT Systems Specialist | | | 1.000 | 1.000 | 1.000 |
| 1 | 25 Senior Buyer | | 1.000 | 1.000 | 1.000 | |
| 1 | 23 Data Support Specialist II | | | | | |
| 1 | 23 Supply Services Specialist | | | | | |
| 10 | 23 Business Services Analyst | | 1.000 | | 1.000 | |
| 10 | 23 Business Analyst | | | | | |
| 1 | 23 Business Services Analyst | | 1.000 | | 1.000 | |
| 1 | 23 Business Analyst | | | | | |
| 1 | 22 Buyer II | | 2.000 | 2.000 | 2.000 | |
| 1 | 21 Comm Spec/Web Producer | | 1.000 | 1.000 | 1.000 | |
| 10 | 21 Property Control Specialist | | 1.000 | 1.000 | 1.000 | |
| 10 | 21 Data Support Specialist I | | 1.000 | | | (1.000) |
| 10 | 19 Supply/Property Distrib Spec | | 1.000 | 1.000 | 1.000 | |
| 2 | 19 Processing Center Librarian | | 1.000 | 1.000 | 1.000 | |
| 1 | 18 Buyer I | | 3.000 | 3.000 | 3.000 | |
| 2 | 18 Buyer I | | 1.000 | 1.000 | 1.000 | |
| 10 | 17 Auto Technican I Shift 1 | | 1.000 | 1.000 | 1.000 | |
| 10 | 17 Supply Svcs Supv Shift 1 | | 4.000 | 5.000 | 5.000 | 1.000 |
| 1 | 16 Communications Assistant | | | | | |
| 1 | 15 Administrative Secretary II | | 1.000 | 1.000 | 1.000 | |
| 10 | 15 Buyer Assistant III | | | 1.000 | 1.000 | 1.000 |
| 1 | 15 Buyer Assistant III | | 1.000 | 1.000 | 1.000 | |
| 2 | 15 Buyer Assistant III | | 1.000 | 1.000 | 1.000 | |
| 10 | 14 Mail Supervisor | | 1.000 | 1.000 | 1.000 | |
| 10 | 14 Supply Property Dispatcher | | 1.000 | 1.000 | 1.000 | |
| 1 | 14 Buyer Assistant II | | 1.000 | 1.000 | 1.000 | |
| 10 | 13 Fiscal Assistant I | | | | | |
| 10 | 13 Materials & Property Assistant | | 3.000 | 1.000 | 1.000 | (2.000) |
| 1 | 13 Materials & Property Assistant | | 1.000 | 1.000 | 1.000 | |
| 2 | 13 Materials & Property Assistant | | 1.000 | 1.000 | 1.000 | |
| 2 | 13 Materials & Property Assistant | | 1.000 | 1.000 | 1.000 | |
| 10 | 12 Purchasing Assistant | | | 1.500 | 1.500 | 1.500 |
| 10 | 12 Supply Worker III | | 5.000 | 4.000 | 4.000 | (1.000) |
| 10 | 12 Tractor Trailer Operator | | 3.000 | 3.000 | 3.000 | |
| 1 | 12 Purchasing Assistant | | 1.000 | 1.000 | 1.000 | |
| 2 | 12 Purchasing Assistant | | 2.000 | 2.000 | 2.000 | |
| 2 | 12 Video Services Technician II | | 1.000 | 1.000 | 1.000 | |
| 10 | 10 Supply Worker II Shift 1 | | 23.000 | 23.000 | 23.000 | |
| 2 | 10 Video Services Technician I | | 1.000 | 1.000 | 1.000 | |
| | Total Positions | | 70.000 | 68.500 | 70.500 | .500 |

Food and Nutrition Services

Program Description and Alignment with the Strategic Plan

The Food and Nutrition Services (DFNS) program provides meals and/or services to students and the MCPS community through five child nutrition programs. It also provides nutrition education and support to schools and various community groups. Meals are provided to students and staff through food service operations at 202 locations. School cafeterias receive food and supplies from the Central Production Facility (CPF) and Central Warehouse via a delivery system operated by the DFNS. The CPF and warehouse are both state-of-the-art facilities with a variety of automated equipment.

The DFNS is managed using a fully integrated computer software system that includes purchasing, inventory control, distribution, production, nutritional analysis, and point of service accountability. The DFNS system is interfaced with the various information systems for financial and human resource management. Each cafeteria site is equipped with a computer to facilitate reciprocal communication via the WAN to the administrative office in order to provide meal benefits to the students.

The major functions and activities are the following:

- providing breakfast and lunch in all school cafeterias, the Lathrop E. Smith Center, and the Carver Educational Services Center;
- supporting the Maryland Meals for Achievement Program that provides breakfast, at no charge, to all students in the classrooms of 29 schools;
- administering the free and reduced-price meal program to allow qualifying students to receive meal benefits;
- providing breakfast, lunch, and/or snacks to low-income students during the summer months;
- providing an after school snack program to school sites; and
- coordinating nutrition education initiatives with school administrators, staff, parents, and communities to fully develop the “Team Nutrition” concept, strengthen the classroom/cafeteria connection, and provide a coordinated approach that empowers students to make healthy choices and become more physically active.

The functions and activities of the division are aligned with *Our Call to Action: Pursuit of Excellence* goal of providing high-quality products, resources, and business services that are essential to the educational success of students through staff committed to excellence and continuous improvement. Students comprise the key customer group for DFNS followed by staff, community members and parents, and other agencies such as senior citizens programs. Customers expect that DFNS will provide nutritionally balanced and appealing menu items that are available as advertised. Requirements differ based on the age level and ethnic/cultural needs. Nutrition education and other information provided by DFNS reflect current scientific research.

Food and Nutrition Services
(continued)

Number of Students Served: All MCPS students are served by this program.

Explanation of Significant Budget Changes

The total amount budgeted for this program for FY 2009 is \$46,841,144. There are no significant program changes for FY 2009.

Crosswalk to Other Budget Documents and to the MCPS Strategic Plan

More detailed information about this unit and its budget can be found in the Superintendent's Recommended FY 2009 Operating Budget and Personnel Complement as follows:

Division of Food and Nutrition Services: Page 7-102

Information on the MCPS Strategic Plan strategies and initiatives of this unit can be found beginning on Page 30 of the Approved July 2007 *Our Call to Action: Pursuit of Excellence* document.

FOOD AND NUTRITION SERVICES

| Description | FY 2008 Current | FY 2009 Request | FY 2009 Approved | FY 2009 Change |
|---------------------------------------|----------------------------|----------------------------|----------------------------|-------------------------|
| 01 Salaries & Wages | | | | |
| Total Positions (FTE) | 601.660 | 604.660 | 604.660 | 3.000 |
| Position Salaries | \$17,559,333 | \$18,553,522 | \$18,553,522 | \$994,189 |
| Other Salaries | | | | |
| Supplemental Summer Employment | | | | |
| Professional Substitutes | | | | |
| Stipends | | | | |
| Professional Part Time | | | | |
| Supporting Services Part Time | 737,551 | 755,702 | 755,702 | 18,151 |
| Other | 40,146 | 46,240 | 46,240 | 6,094 |
| Subtotal Other Salaries | <u>777,697</u> | <u>801,942</u> | 801,942 | 24,245 |
| Total Salaries & Wages | 18,337,030 | 19,355,464 | 19,355,464 | 1,018,434 |
| 02 Contractual Services | | | | |
| Consultants | | | | |
| Other Contractual | <u>981,859</u> | <u>827,488</u> | 827,488 | (154,371) |
| Total Contractual Services | 981,859 | 827,488 | 827,488 | (154,371) |
| 03 Supplies & Materials | | | | |
| Textbooks | | | | |
| Media | | | | |
| Instructional Supplies & Materials | | | | |
| Office | | | | |
| Other Supplies & Materials | <u>16,330,929</u> | <u>15,653,834</u> | 15,653,834 | (677,095) |
| Total Supplies & Materials | 16,330,929 | 15,653,834 | 15,653,834 | (677,095) |
| 04 Other | | | | |
| Local Travel | 118,885 | 121,061 | 121,061 | 2,176 |
| Staff Development | 35,600 | 35,650 | 35,650 | 50 |
| Insurance & Employee Benefits | 9,654,248 | 10,136,783 | 10,136,783 | 482,535 |
| Utilities | | | | |
| Miscellaneous | 795,000 | 165,000 | 165,000 | (630,000) |
| Total Other | <u>10,603,733</u> | <u>10,458,494</u> | 10,458,494 | (145,239) |
| 05 Equipment | | | | |
| Leased Equipment | 274,998 | 260,170 | 260,170 | (14,828) |
| Other Equipment | 188,605 | 285,694 | 285,694 | 97,089 |
| Total Equipment | <u>463,603</u> | <u>545,864</u> | 545,864 | 82,261 |
| Grand Total | <u><u>\$46,717,154</u></u> | <u><u>\$46,841,144</u></u> | <u><u>\$46,841,144</u></u> | <u><u>\$123,990</u></u> |

FOOD AND NUTRITION SERVICES

| CAT | DESCRIPTION | 10 Mon | FY 2008 CURRENT | FY 2009 REQUEST | FY 2009 APPROVED | FY 2009 CHANGE |
|-----|---------------------------------|--------|-----------------|-----------------|------------------|----------------|
| 61 | P Director I | | 1.000 | 1.000 | 1.000 | |
| 61 | N Coordinator | | 8.000 | | 7.000 | (1.000) |
| 61 | M Specialist | | 1.000 | 1.000 | 1.000 | |
| 61 | J CPF/Warehouse Operations Spec | | 1.000 | | 1.000 | |
| 61 | H Logistics Specialist | | 1.000 | | | (1.000) |
| 61 | 25 IT Systems Specialist | | | 1.000 | 1.000 | 1.000 |
| 61 | 25 Process Improvement Analyst | | | | 1.000 | 1.000 |
| 61 | 24 Fiscal Specialist I | | 1.000 | 1.000 | 1.000 | |
| 61 | 23 Food Services Supervisor II | | | | 1.000 | 1.000 |
| 61 | 23 Logistics Specialist | | | 1.000 | | |
| 61 | 23 Data Support Specialist II | | 1.000 | 1.000 | 1.000 | |
| 61 | 23 Food Service Supv I CPF | | | 1.000 | | |
| 61 | 21 Property Control Specialist | | 1.000 | 1.000 | 1.000 | |
| 61 | 21 Food Service Supervisor I | | | 8.000 | | |
| 61 | 19 Account Technician II | | | | 1.000 | 1.000 |
| 61 | 18 IT Systems Technician | | 1.000 | | | (1.000) |
| 61 | 17 Auto Technican I Shift 1 | | 1.000 | 1.000 | 1.000 | |
| 61 | 17 Supply Svcs Supv Shift 1 | | 1.000 | 1.000 | 1.000 | |
| 61 | 16 Communications Assistant | | 1.000 | 1.000 | 1.000 | |
| 61 | 16 Cafeteria Manager V CPF | X | 1.000 | 1.000 | 1.000 | |
| 61 | 16 Cafeteria Manager V CPF | | 2.000 | 2.000 | 2.000 | |
| 61 | 15 Cafeteria Manager IV | X | 35.000 | 36.000 | 37.000 | 2.000 |
| 61 | 15 Cafeteria Manager IV | | 3.000 | 3.000 | 3.000 | |
| 61 | 15 Food Service Field Manager | | 6.000 | 6.000 | 6.000 | |
| 61 | 14 Administrative Secretary I | | 1.000 | 1.000 | 1.000 | |
| 61 | 14 Account Assistant III | | 2.000 | 2.000 | 1.000 | (1.000) |
| 61 | 14 User Support Technician I | | 2.000 | 2.000 | 2.000 | |
| 61 | 14 Cafeteria Manager III | X | 18.000 | 19.000 | 18.000 | |
| 61 | 14 CPF Mechanic | | 1.000 | 1.000 | 1.000 | |
| 61 | 14 Food Svc Delivery Dispatcher | | 1.000 | 1.000 | 1.000 | |
| 61 | 13 Cafeteria Manager II | X | 4.750 | 4.750 | 4.750 | |
| 61 | 13 Cafeteria Manager II 9 mo | | 1.000 | 1.000 | 1.000 | |
| 61 | 12 Secretary | | 1.000 | 1.000 | 1.000 | |
| 61 | 12 Cafeteria Manager I | X | 4.000 | 4.000 | 4.000 | |
| 61 | 12 Supply Worker III | | 2.000 | 2.000 | 2.000 | |
| 61 | 12 Supply Worker III Shift 3 | | 1.000 | 1.000 | 1.000 | |
| 61 | 11 Office Assistant IV | | 3.000 | 3.000 | 3.000 | |
| 61 | 11 Office Assistant IV CPF | X | 1.000 | 1.000 | 2.000 | 1.000 |
| 61 | 11 Quality Control Assistant | X | .750 | .750 | .750 | |
| 61 | 10 Office Assistant III | | 1.000 | 1.000 | 1.000 | |
| 61 | 10 Food Svc Satellite Mgr II | | 54.760 | 55.760 | 55.760 | 1.000 |
| 61 | 10 Supply Worker II Shift 1 | X | 7.000 | 7.000 | 7.000 | |
| 61 | 10 Supply Worker II Shift 1 | | 16.000 | 16.000 | 16.000 | |
| 61 | 10 Supply Worker II Shift 3 | | 6.000 | 6.000 | 6.000 | |
| 61 | 9 Auto Service Worker Shift 1 | | 1.000 | 1.000 | 1.000 | |
| 61 | 8 Cafeteria Worker II | X | 1.000 | 1.000 | 1.000 | |
| 61 | 8 Cafeteria Worker II | | 1.000 | 1.000 | 1.000 | |
| 61 | 8 Cafeteria Worker II CPF | X | 2.000 | 2.000 | 2.000 | |

FOOD AND NUTRITION SERVICES

| CAT | | DESCRIPTION | 10 Mon | FY 2008 CURRENT | FY 2009 REQUEST | FY 2009 APPROVED | FY 2009 CHANGE |
|-----|---|------------------------------|-----------|--------------------|--------------------|---------------------|-------------------|
| 61 | 8 | Food Svc Satellite Mgr I | | 47.000 | 47.000 | 47.000 | |
| 61 | 8 | Supply Worker I | X | 5.000 | 5.000 | 5.000 | |
| 61 | 8 | Supply Worker I | | 2.000 | 2.000 | 2.000 | |
| 61 | 7 | Cafeteria Perm Substitute | X | 21.500 | 21.500 | 21.500 | |
| 61 | 7 | General Maintenance Worker I | | 1.000 | 1.000 | 1.000 | |
| 61 | 6 | Catering Services Worker | X | 2.000 | 2.000 | 2.000 | |
| 61 | 6 | Food Svc Sanit Tech CPF | X | 4.000 | 4.000 | 4.000 | |
| 61 | 6 | Food Svc Sanit Tech CPF | | 1.000 | 1.000 | 1.000 | |
| 61 | 4 | Cafeteria Worker I 9 mo | | 89.000 | 89.000 | 83.000 | (6.000) |
| 61 | 4 | Cafeteria Worker I | X | 185.212 | 185.212 | 190.212 | 5.000 |
| 61 | 4 | Cafeteria Worker I | | 4.000 | 4.000 | 4.000 | |
| 61 | 4 | Cafeteria Wkr I CPF | X | 40.688 | 40.688 | 40.688 | |
| | | Total Positions | | 601.660 | 604.660 | 604.660 | 3.000 |

Recruitment and Staffing

Program Description and Alignment with the Strategic Plan

The Department of Recruitment and Staffing (DRS) promotes workforce excellence by ensuring that the highest quality applicant is selected to support student achievement through effective communication and systematic accountability to all stakeholders, applicants, administrators, professional and supporting services staff, union representatives, and university/community partners. In support of the MCPS Strategic Plan, *Our Call to Action: Pursuit of Excellence*, the DRS is focused on recruiting, hiring, and retaining highly qualified, diverse individuals for teaching, supporting services, and substitute positions and promoting fair and equitable human resources practices in the recruitment, selection, promotion, and assignment processes.

Major functions and activities include the following:

- recruiting via the worldwide web to ensure that positions are filled from a broad, diverse, and high-quality applicant pool;
- recruiting through visits to college campuses and consortia, job fairs, association and community events, student teachers, university partnerships, and career awareness programs and employee referrals;
- establishing and maintaining university partnerships to meet the need for hiring a qualified, diverse workforce, especially in the most challenging school settings and/or in critical shortage areas. The partnerships involve no net cost to MCPS and are budget neutral;
- providing a masters' degree scholarship program for students who, while in school, work as paraeducators or fill teacher positions but are paid as long-term substitutes;
- interviewing and evaluating the credentials of all candidates to select the applicants most qualified to work with students;
- administrating processes for voluntary/involuntary transfers, promotions, and reassignments to ensure that each employee works in a position closely matched to his/her skills and abilities;
- managing positions to ensure that vacancies are filled with balanced staffing and a diverse workforce;
- ensuring only qualified instructional personnel work directly with students through the certification unit; and
- classifying position studies resulting in policy, procedure, and regulation recommendations and classification benchmarking to determine MCPS competitiveness.

Recruitment and Staffing (continued)

Number of Students Served: Not Applicable

Explanation of Significant Changes

The total amount budgeted for this program for FY 2009 is \$5,386,201.

Program Reductions

Due to projected lower enrollment there is a reduction in the University Partnerships Program. This consists of a reduction of \$152,643 in tuition, representing savings in tuition payments and administrative expenses for the partnership programs. There also are reductions of \$5,000 in advertising expenses and \$12,000 in special program travel for FY 2009.

Crosswalk to Other Budget Documents and to the MCPS Strategic Plan

More detailed information about this program and its budgets can be found in the Superintendent's Recommended FY 2009 Operating Budget and Personnel Complement as follows:

Department of Recruitment and Staffing: Page 8-9

Information on the MCPS Strategic Plan strategies and initiatives of this program can be found beginning on Page 26 of the Approved July 2007 *Our Call to Action: Pursuit of Excellence* document.

RECRUITMENT AND STAFFING

| Description | FY 2008 Current | FY 2009 Request | FY 2009 Approved | FY 2009 Change |
|---------------------------------------|--------------------|--------------------|---------------------|--------------------|
| 01 Salaries & Wages | | | | |
| Total Positions (FTE) | 35,500 | 35,500 | 35,500 | |
| Position Salaries | \$2,850,905 | \$2,935,591 | \$2,935,591 | \$84,686 |
| Other Salaries | | | | |
| Supplemental Summer Employment | | | | |
| Professional Substitutes | | | | |
| Stipends | | | | |
| Professional Part Time | 25,166 | 25,166 | 25,166 | |
| Supporting Services Part Time | 135,976 | 30,358 | 30,358 | (105,618) |
| Other | | | | |
| Subtotal Other Salaries | 161,142 | 55,524 | 55,524 | (105,618) |
| Total Salaries & Wages | 3,012,047 | 2,991,115 | 2,991,115 | (20,932) |
| 02 Contractual Services | | | | |
| Consultants | | | | |
| Other Contractual | 21,376 | 16,376 | 16,376 | (5,000) |
| Total Contractual Services | 21,376 | 16,376 | 16,376 | (5,000) |
| 03 Supplies & Materials | | | | |
| Textbooks | | | | |
| Media | | | | |
| Instructional Supplies & Materials | | | | |
| Office | 11,435 | 11,435 | 11,435 | |
| Other Supplies & Materials | | | | |
| Total Supplies & Materials | 11,435 | 11,435 | 11,435 | |
| 04 Other | | | | |
| Local Travel | | | 2,427 | 2,427 |
| Staff Development | | | | |
| Insurance & Employee Benefits | | | | |
| Utilities | | | | |
| Miscellaneous | 2,759,931 | 2,364,848 | 2,364,848 | (395,083) |
| Total Other | 2,759,931 | 2,364,848 | 2,367,275 | (392,656) |
| 05 Equipment | | | | |
| Leased Equipment | | | | |
| Other Equipment | | | | |
| Total Equipment | | | | |
| Grand Total | <u>\$5,804,789</u> | <u>\$5,383,774</u> | <u>\$5,386,201</u> | <u>\$(418,588)</u> |

RECRUITMENT AND STAFFING

| CAT | DESCRIPTION | 10 Mon | FY 2008 CURRENT | FY 2009 REQUEST | FY 2009 APPROVED | FY 2009 CHANGE |
|-----|-----------------------------------|-----------|--------------------|--------------------|---------------------|-------------------|
| 1 | Q Director II | | 1.000 | 1.000 | 1.000 | |
| 1 | N Coordinator | | | | | |
| 1 | N Coordinator | | 5.000 | | 5.000 | |
| 1 | N Coordinator | | | 5.000 | | |
| 1 | M Specialist | | 5.000 | 5.000 | 5.000 | |
| 1 | 26 Staffing Analyst | | 4.000 | 4.000 | 4.000 | |
| 1 | 25 Personnel Specialist | | 1.000 | 1.000 | 1.000 | |
| 1 | 24 Certification Specialist | | 1.000 | 1.000 | 1.000 | |
| 1 | 18 Certification Assistant | | 2.000 | 2.000 | 2.000 | |
| 1 | 17 Employment Process Coordinator | | 1.000 | 1.000 | 1.000 | |
| 1 | 15 Administrative Secretary II | | 1.000 | 1.000 | 1.000 | |
| 1 | 15 Personnel Assistant IV | | 5.500 | 5.500 | 5.500 | |
| 1 | 14 Staffing Assistant | | 7.000 | 7.000 | 7.000 | |
| 1 | 12 Personnel Assistant III | | 1.000 | 1.000 | 1.000 | |
| 1 | 10 Personnel Assistant I | | 1.000 | 1.000 | 1.000 | |
| | Total Positions | | 35.500 | 35.500 | 35.500 | |

Employee and Retiree Services

Program Description and Alignment with the Strategic Plan

This budget includes the funding for programs, functions, and activities of the Department of Financial Services/Employee and Retiree Service Center (ERSC), the Office of Human Resources (OHR), and the Department of Association Relations.

ERSC serves as the single point of contact for employees and retirees for information about compensation and benefits. In support of the MCPS Strategic Plan, *Our Call to Action: Pursuit of Excellence*, ERSC is focused on providing quality products and services to its customers—students, teachers, administrators, parents, and staff. Major functions and activities include the following:

- operation of a call center and transactions unit, including collection of time and attendance information and production of paychecks;
- administration of employee benefit programs covering active and retired plan participants, including managing the relationship with vendors and providers; and
- administration of leave, workers' compensation, MCPS positions, and salaries.

The functions and activities of OHR are aligned with *Our Call to Action: Pursuit of Excellence* goal of recruiting, selecting, developing, and retaining the highest performing, diverse work force to support teaching, learning, and overall student success. OHR oversees the Performance Evaluation and Employee Assistance units. Major functions and activities of these units include the following:

- performing pre-employment background checks;
- monitoring equal employment opportunity, human relations, and Americans with Disabilities issues that are raised by employees;
- conducting all employee investigations; and
- overseeing the employee evaluation systems, including the processing of all employee dismissals and non-renewals.

The major functions and activities of the Department of Association Relations include the following:

- coordinating all employee relations activities with the employee organizations that represent administrators, teachers, and supporting services personnel;
- conducting formal negotiations with the four bargaining units on wages, hours, and other working conditions;
- administering negotiated agreements through regular contact with the employee organizations and handling informal complaints, including advising management on

Employee and Retiree Services (continued)

contract interpretations and overseeing the grievance and administrative complaint procedures; and

- representing the Board of Education in grievance hearings and arbitrations and preparing cases for the Maryland State Board of Education or court action.

Numbers of Students Served: Not Applicable

Explanation of Significant Budget Changes

The total amount budgeted for this program for FY 2009 is \$4,357,754. Included is \$2,138,332 for the Department of Financial Services (ERSC), \$1,867,827 for the Office of Human Resources, and \$351,595 for the Department of Association Relations.

Program Reductions

As a result of final budget action, there is a reduction of a 1.0 payroll assistant position and \$57,023 in this program.

Crosswalk to Other Budget Documents and to the MCPS Strategic Plan

More detailed information about these units and their budgets can be found in the Superintendent's Recommended FY 2009 Operating Budget and Personnel Complement as follows:

Department of Financial Services (ERSC): Page 7-15

Office of Human Resources: Page 8-1

Department of Association Relations: Page 7-28

Information on the MCPS Strategic Plan strategies and initiatives of these units can be found beginning on Page 23 of the Approved July 2007 *Our Call to Action: Pursuit of Excellence* document.

EMPLOYEE AND RETIREE SERVICES

| Description | FY 2008 Current | FY 2009 Request | FY 2009 Approved | FY 2009 Change |
|---------------------------------------|--------------------|--------------------|---------------------|-------------------|
| 01 Salaries & Wages | | | | |
| Total Positions (FTE) | 45.600 | 46.600 | 44.600 | (1.000) |
| Position Salaries | \$3,492,342 | \$3,770,268 | \$3,616,644 | \$124,302 |
| Other Salaries | | | | |
| Supplemental Summer Employment | | | | |
| Professional Substitutes | | | | |
| Stipends | | | | |
| Professional Part Time | 46,683 | 21,683 | 46,683 | |
| Supporting Services Part Time | 75,806 | 168,914 | 168,914 | 93,108 |
| Other | 109,121 | 106,177 | 106,177 | (2,944) |
| Subtotal Other Salaries | 231,610 | 296,774 | 321,774 | 90,164 |
| Total Salaries & Wages | 3,723,952 | 4,067,042 | 3,938,418 | 214,466 |
| 02 Contractual Services | | | | |
| Consultants | | | | |
| Other Contractual | 225,380 | 172,480 | 215,480 | (9,900) |
| Total Contractual Services | 225,380 | 172,480 | 215,480 | (9,900) |
| 03 Supplies & Materials | | | | |
| Textbooks | | | | |
| Media | | | | |
| Instructional Supplies & Materials | | | | |
| Office | 45,446 | 45,446 | 45,446 | |
| Other Supplies & Materials | 8,798 | 798 | 798 | (8,000) |
| Total Supplies & Materials | 54,244 | 46,244 | 46,244 | (8,000) |
| 04 Other | | | | |
| Local Travel | 5,716 | 6,114 | 3,687 | (2,029) |
| Staff Development | 4,432 | 4,432 | 4,432 | |
| Insurance & Employee Benefits | | | | |
| Utilities | | | | |
| Miscellaneous | 136,356 | 136,356 | 136,356 | |
| Total Other | 146,504 | 146,902 | 144,475 | (2,029) |
| 05 Equipment | | | | |
| Leased Equipment | 6,137 | 6,137 | 13,137 | 7,000 |
| Other Equipment | | | | |
| Total Equipment | 6,137 | 6,137 | 13,137 | 7,000 |
| Grand Total | \$4,156,217 | \$4,438,805 | \$4,357,754 | \$201,537 |

EMPLOYEE AND RETIREE SERVICES

| CAT | DESCRIPTION | 10 Mon | FY 2008 CURRENT | FY 2009 REQUEST | FY 2009 APPROVED | FY 2009 CHANGE |
|-----|-----------------------------------|-----------|--------------------|--------------------|---------------------|-------------------|
| 1 | Associate Superintendent | | 1.000 | 1.000 | 1.000 | |
| 1 | Director II | | 1.000 | 1.000 | 1.000 | |
| 1 | Q Chief Financial Officer | | 1.000 | 1.000 | 1.000 | |
| 1 | Q Director II | | 1.000 | 1.000 | 1.000 | |
| 1 | P Director I | | 1.000 | 1.000 | 1.000 | |
| 1 | P Administrator Spec Assign | | | | 1.000 | 1.000 |
| 1 | O Supervisor | | 1.000 | | | (1.000) |
| 1 | N Asst. to Assoc Supt | | 1.000 | 1.000 | 1.000 | |
| 1 | N Coordinator | | 1.000 | | 1.000 | |
| 1 | N Coordinator | | | 1.000 | | |
| 1 | N Coordinator | | | 1.000 | | |
| 1 | K ERSC Call Ctr/Transaction Supv | | 1.000 | | 1.000 | |
| 1 | J Sr Spec Pos & Sal Admin | | 1.000 | | 1.000 | |
| 1 | I Sr Spec Leave/Wkrs Com | | 1.000 | | 1.000 | |
| 1 | G Payroll Supervisor | | 1.000 | | 1.000 | |
| 1 | G ERSC Call Ctr/Trans Asst Supv | | 1.000 | | 1.000 | |
| 1 | BD Employee Assistance Spec | | 2.100 | 2.100 | 2.100 | |
| 1 | 27 ERSC Call Ctr/Trans Supv | | | 1.000 | | |
| 1 | 25 Supervisor | | | 1.000 | | |
| 1 | 25 Senior Spec. Salary Adm. | | | 1.000 | | |
| 1 | 25 Investigation Specialist | | 1.000 | 1.000 | 1.000 | |
| 1 | 24 Sr Spec Leave Admin/Wkrs Comp | | | 1.000 | | |
| 1 | 23 A&S Personnel Assistant | | 1.000 | 1.000 | 1.000 | |
| 1 | 21 Assistant Supervisor, Call Ctr | | | 1.000 | | |
| 1 | 21 Comm Spec/Web Producer | | 1.000 | 1.000 | 1.000 | |
| 1 | 21 Data Support Specialist I | | 1.000 | 1.000 | 1.000 | |
| 1 | 20 Payroll Supervisor | | | 1.000 | | |
| 1 | 19 Specialist, Payroll | | 1.000 | 1.000 | 1.000 | |
| 1 | 19 Spec, Position/Salary Admin | | 2.000 | 2.000 | 2.000 | |
| 1 | 17 Garnishments Assistant | | 1.000 | 1.000 | 1.000 | |
| 1 | 17 Admin Services Manager I | | 1.000 | 1.000 | 1.000 | |
| 1 | 15 Administrative Secretary II | | 1.000 | 1.000 | 1.000 | |
| 1 | 15 Assist, Leave Admin/Wkrs Comp | | 1.000 | 1.000 | 1.000 | |
| 1 | 15 Administrative Secretary II | | 2.000 | 2.000 | 2.000 | |
| 1 | 15 Administrative Secretary II | | 1.000 | 1.000 | 1.000 | |
| 1 | 14 Transactions Assistant I | | 5.000 | 5.000 | 5.000 | |
| 1 | 14 Payroll Assistant | | 5.000 | 5.000 | 4.000 | (1.000) |
| 1 | 14 Staffing Assistant | | 1.000 | 2.000 | 2.000 | 1.000 |
| 1 | 12 Secretary | | 1.000 | 1.000 | 1.000 | |
| 1 | 12 Personnel Assistant III | | 1.000 | 2.625 | 2.625 | 1.625 |
| 1 | 11 Office Assistant IV | | 1.000 | | | (1.000) |
| 1 | 10 Personnel Assistant I | | 1.500 | .875 | .875 | (.625) |
| 1 | 9 Office Assistant II | | 1.000 | | | (1.000) |
| | Total Positions | | 45.600 | 46.600 | 44.600 | (1.000) |

Employee Benefits

Program Description and Alignment with the Strategic Plan

The Employee Benefits Program (EBP) consists of resources devoted to the design and deployment of employee and retiree benefits programs as well as management of all aspects of contract and vendor relations associated with the EBP and county self-Insurance programs. This includes the dissemination of information about plan provisions, maintenance and analysis of statistical and demographic data, tracking plan utilization and expense data, remittance of monthly premiums, and oversight of all benefit plan related contracts. Responsibilities of program staff include active leadership in negotiation of employee benefits with employee associations and retiree representation. The expenses contained in this program include employee benefits for staff identified in other programs within in this document.

Explanation of Significant Changes

The total amount budgeted for this program for FY 2009 is \$400,120,729. Significant changes in the budget are discussed below.

Employee Benefits

Between FY 2005 and FY 2008, health care costs for MCPS have been trending upward, but at a rate below national trends. For FY 2009, the trend continues upward. The budget for health care programs for active and retiree programs results in a \$7,450,922 increase, net of a projected increase of \$300,000 for Medicare Part D reimbursements. The primary cause of the increase is the continuation of inflation and rate adjustments for health services and prescription drugs. Partially offsetting this amount is a decrease in retirement contributions of \$951,458. This is based on the actuarial values and projected rates of returns on the assets in the trust fund.

Self Insurance

The budget includes a decrease of \$438,865 for the county's self-insurance program. This decrease is primarily the result of reductions in Worker's Compensation Insurance and fire insurance. Other self insurance reductions totaled \$103,615.

Other Post Employment Benefits (OPEB)

Government Accounting Standards Board statement 45 (GASB 45) defines what is considered to be Generally Accepted Accounting Principles for governmental entities and how they should account for employee benefits. Based on the actuarial valuation of post employment benefits (other than pension benefits), the FY 2009 budget contains the second of an eight five year phase-in of added payments to pay for future employee benefits. Contributions are deposited in a trust fund authorized by the Board of Education to maximize investment return.

Employee Benefits (continued)

Although GASB does not require government entities to pre-fund OPEB obligations, bond rating agencies expect large government entities with favorable bond ratings to begin a phase-in of funding OPEB obligations with a clear plan to achieve full funding of the liabilities.

As a result of final budget action, there is a \$13.9 million reduction taken to reflect changes in the assumptions used in funding the trust fund.

Program Improvements

The total cost for employee benefits associated with program improvement initiatives to implement the organization's Strategic Plan for FY 2009 is \$1,817,948. This amount includes an increase in employee benefits of \$922,742, social security contributions of \$562,277 and retirement contributions of \$332,929.

As a result of final budget action, employee benefits for program improvements were reduced by \$857,117 due to staffing reductions associated with these initiatives.

Program Reductions

The MCPS budget includes over \$10 million in reductions. These reductions reduce employee benefits by \$1,347,685 and are allocated among health benefits, social security contributions, and retirement contributions.

Due to final budget action, employee benefits were decreased by \$5,207,759 reflecting reductions in final budget staffing levels.

Crosswalk to Other Budget Documents and to the MCPS Strategic Plan

More detailed information about employee benefits can be found in the Superintendent's Recommended FY 2009 Operating Budget and Personnel Complement as follows:

Department of Financial Services: Page 7-15 and 7-19.

EMPLOYEE BENEFITS

| Description | FY 2008 Current | FY 2009 Request | FY 2009 Approved | FY 2009 Change |
|---------------------------------------|-----------------------------|-----------------------------|------------------------------------|----------------------------|
| 01 Salaries & Wages | | | | |
| Total Positions (FTE) | | | | |
| Position Salaries | | | | |
| Other Salaries | | | | |
| Supplemental Summer Employment | | | | |
| Professional Substitutes | | | | |
| Stipends | | | | |
| Professional Part Time | | | | |
| Supporting Services Part Time | | | | |
| Other | | | | |
| Subtotal Other Salaries | | | | |
| Total Salaries & Wages | | | | |
| 02 Contractual Services | | | | |
| Consultants | | | | |
| Other Contractual | | | | |
| Total Contractual Services | | | | |
| 03 Supplies & Materials | | | | |
| Textbooks | | | | |
| Media | | | | |
| Instructional Supplies & Materials | | | | |
| Office | | | | |
| Other Supplies & Materials | | | | |
| Total Supplies & Materials | | | | |
| 04 Other | | | | |
| Local Travel | | | | |
| Staff Development | | | | |
| Insurance & Employee Benefits | 369,108,776 | 387,255,809 | 381,205,129 | 12,096,353 |
| Utilities | | | | |
| Miscellaneous | 16,717,581 | 32,815,600 | 18,915,600 | 2,198,019 |
| Total Other | <u>385,826,357</u> | <u>420,071,409</u> | <u>400,120,729</u> | <u>14,294,372</u> |
| 05 Equipment | | | | |
| Leased Equipment | | | | |
| Other Equipment | | | | |
| Total Equipment | | | | |
| Grand Total | <u><u>\$385,826,357</u></u> | <u><u>\$420,071,409</u></u> | <u><u>\$400,120,729</u></u> | <u><u>\$14,294,372</u></u> |

Planning and Financial Services

Program Description and Alignment with the Strategic Plan

This budget includes the funding for programs, functions, and activities of the Division of Long-range Planning; the Department of Management, Budget, and Planning; and the Division of Controller.

In support of the MCPS Strategic Plan, *Our Call to Action: Pursuit of Excellence*, the Division of Long-range Planning develops student enrollment projections, school boundaries, long-range facility plans, and justifications needed to secure funds for capital projects. Major functions and activities include the following:

- development of demographic analyses and projection of student enrollment;
- development of long-range facility plans to meet capacity and instructional program needs;
- coordination of publication of the six-year Capital Improvements Program (CIP) and Educational Facilities Master Plan;
- development of school boundaries and student choice consortia;
- maintenance of accurate school boundary information and dissemination of this information; and
- representation of MCPS interests in county land use planning and growth policy.

The Department of Management, Budget, and Planning develops long-range planning tools, prepares and administers the operating budget, and facilitates grant applications and the administration of grant funds. Major functions and activities include the following:

- development, publication, and adoption of the annual operating budget;
- monitoring expenditures of the operating budget;
- maintenance of position controls in hiring;
- managing grant application and administration;
- working with county and state officials on revenue and legislative issues; and
- development of new analytical tools to assist decision makers.

The Division of Controller supports its major activities—general accounting and reporting, payroll accounting, benefits accounting, accounts receivable, accounts payable, accounting information systems, and extracurricular activities fee collection. Major functions and activities include the following:

- preparing financial statements and statistical reports;
- reacting to changing trends in accounting principles and regulatory standards;
- providing timely financial data that assists managers in monitoring and controlling expenditures; and

Planning and Financial Services (continued)

- providing accounting support for the Employee Benefit Plan and Retirement and Pension System.

The Division of Controller; the Department of Management, Budget, and Planning; and the Department of Materials Management use the Financial Management System (FMS) to support operations and provide financial information to schools and departments.

Numbers of Students Served: Not Applicable

Explanation of Significant Budget Changes

The total amount budgeted for this program for FY 2009 is \$12,481,436. Included is \$457,640 for the Division of Long-range Planning; \$10,395,087 for the Department of Management, Budget, and Planning; and \$1,674,685 for the Division of Controller.

Program Reductions

As a result of final budget action, there is a reduction of a 1.0 account assistant position and \$45,976 in this program.

Crosswalk to Other Budget Documents and to the MCPS Strategic Plan

More detailed information about these units and their budgets can be found in the Superintendent's Recommended FY 2009 Operating Budget and Personnel Complement as follows:

Division of Long-range Planning: Page 7-57

Department of Management, Budget, and Planning: Page 7-33

Division of Controller: Page 7-23

Information on the MCPS Strategic Plan strategies and initiatives of these units can be found beginning on Page 4 of the Approved July 2007 *Our Call to Action: Pursuit of Excellence* document.

PLANNING & FINANCIAL SERVICES

| Description | FY 2008 Current | FY 2009 Request | FY 2009 Approved | FY 2009 Change |
|---------------------------------------|---------------------|---------------------|---------------------|-------------------|
| 01 Salaries & Wages | | | | |
| Total Positions (FTE) | 46.312 | 46.312 | 45.312 | (1.000) |
| Position Salaries | \$3,360,925 | \$3,482,854 | \$3,436,878 | \$75,953 |
| Other Salaries | | | | |
| Supplemental Summer Employment | | | | |
| Professional Substitutes | | | | |
| Stipends | | | | |
| Professional Part Time | 2,199 | 2,199 | 2,199 | |
| Supporting Services Part Time | 21,679 | 41,138 | 41,138 | 19,459 |
| Other | 4,549,915 | 4,519,940 | 4,519,940 | (29,975) |
| Subtotal Other Salaries | 4,573,793 | 4,563,277 | 4,563,277 | (10,516) |
| Total Salaries & Wages | 7,934,718 | 8,046,131 | 8,000,155 | 65,437 |
| 02 Contractual Services | | | | |
| Consultants | | | | |
| Other Contractual | 807,352 | 815,952 | 815,952 | 8,600 |
| Total Contractual Services | 807,352 | 815,952 | 815,952 | 8,600 |
| 03 Supplies & Materials | | | | |
| Textbooks | | | | |
| Media | | | | |
| Instructional Supplies & Materials | | | | |
| Office | 38,481 | 26,916 | 26,916 | (11,565) |
| Other Supplies & Materials | 1,045,479 | 1,042,979 | 1,042,979 | (2,500) |
| Total Supplies & Materials | 1,083,960 | 1,069,895 | 1,069,895 | (14,065) |
| 04 Other | | | | |
| Local Travel | 2,915 | 4,228 | 4,228 | 1,313 |
| Staff Development | 2,600 | 10,900 | 10,900 | 8,300 |
| Insurance & Employee Benefits | 16,197 | 16,197 | 16,197 | |
| Utilities | | | | |
| Miscellaneous | 2,558,109 | 2,564,109 | 2,564,109 | 6,000 |
| Total Other | 2,579,821 | 2,595,434 | 2,595,434 | 15,613 |
| 05 Equipment | | | | |
| Leased Equipment | 4,000 | | | (4,000) |
| Other Equipment | | | | |
| Total Equipment | 4,000 | | | (4,000) |
| Grand Total | \$12,409,851 | \$12,527,412 | \$12,481,436 | \$71,585 |

PLANNING & FINANCIAL SERVICES

| CAT | DESCRIPTION | 10 Mon | FY 2008 CURRENT | FY 2009 REQUEST | FY 2009 APPROVED | FY 2009 CHANGE |
|-----|-----------------------------------|-----------|--------------------|--------------------|---------------------|-------------------|
| 1 | Q Director II | | 1.000 | 1.000 | 1.000 | |
| 1 | P Controller | | 1.000 | 1.000 | 1.000 | |
| 1 | P Director I | | 1.000 | 1.000 | 1.000 | |
| 1 | O Supervisor | | 1.000 | 1.000 | 1.000 | |
| 1 | K Assistant Controller | | 1.000 | | 1.000 | |
| 1 | 27 Assistant Controller | | | 1.000 | | |
| 1 | 27 Grants Specialist | | 1.000 | 1.000 | 1.000 | |
| 1 | 27 Management & Budget Spec III | | 1.000 | 1.000 | 1.000 | |
| 1 | 26 Coordinator GIS Services | | 1.000 | 1.000 | 1.000 | |
| 1 | 26 Sr. Facilities Planner | | 1.000 | 1.000 | 1.000 | |
| 1 | 26 Management & Budget Spec II | | 2.500 | 3.000 | 3.000 | .500 |
| 1 | 26 Management & Budget Spec II | | .500 | | | (.500) |
| 1 | 25 Applications Developer II | | 1.000 | 1.000 | 1.000 | |
| 1 | 24 Payroll Specialist | | 1.000 | 1.000 | 1.000 | |
| 1 | 24 Accounts Receivable Specialist | | 1.000 | 1.000 | 1.000 | |
| 1 | 24 Senior Accountant | | 1.000 | 1.000 | 1.000 | |
| 1 | 24 Management & Budget Spec I | | 3.000 | 2.500 | 2.500 | (.500) |
| 1 | 24 Management & Budget Spec I | | | .500 | .500 | .500 |
| 1 | 22 Accountant | | 3.000 | 3.000 | 3.000 | |
| 1 | 19 Account Technician II | | 1.000 | 1.000 | 1.000 | |
| 1 | 19 Accounts Payable Supervisor | | 1.000 | 1.000 | 1.000 | |
| 1 | 15 Administrative Secretary II | | 1.000 | 1.000 | 1.000 | |
| 1 | 15 Grants Assistant | | 1.000 | 1.000 | 1.000 | |
| 1 | 15 Fiscal Assistant II | | .500 | .500 | .500 | |
| 1 | 14 Administrative Secretary I | | 1.000 | 1.000 | 1.000 | |
| 1 | 14 Account Assistant III | | 6.000 | 6.000 | 5.000 | (1.000) |
| 1 | 14 Administrative Secretary I | | 1.000 | 1.000 | 1.000 | |
| 1 | 14 Administrative Secretary I | | 1.000 | 1.000 | 1.000 | |
| 2 | 13 Fiscal Assistant I | | 1.000 | 1.000 | 1.000 | |
| 1 | 13 Boundary Information Spec | | 1.000 | 1.000 | 1.000 | |
| 1 | 12 Account Assistant II | | 8.000 | 8.000 | 8.000 | |
| 1 | 8 Office Assistant I | | .812 | .812 | .812 | |
| | Total Positions | | 46.312 | 46.312 | 45.312 | (1.000) |

Entrepreneurial Activities

Program Description and Alignment with the Strategic Plan

The purpose of this activity is to serve as the main focal point to organize marketing efforts, to identify and mobilize staff resources and expertise, to plan and implement revenue-generating activities, and to identify and secure the start-up capital necessary to expand the program with additional revenue-generating activities. Activities that have been moved into this fund include the Taylor Science Materials Center, Supply Warehouse, Printing and Graphic Services, Student Online Learning, and entrepreneurial activity development.

The Taylor Science Materials Center provides complete sets of science materials for MCPS teachers and students. Through bulk purchasing practices, the cost of providing an effective inquiry-based, hands-on, minds-on science program is significantly reduced. The center sells customized science kit materials, tools, and manipulatives for assessment activity to school districts that are implementing similar science programs.

The Supply Warehouse Services operates a general supply warehouse that provides, through bulk purchases, quality supplies to schools and offices in order to efficiently operate our instructional programs. Through technological advancements, the operating capacity of the supply warehouse activity increased, allowing this service to expand to other local governments and nonprofit organizations.

The Electronic Graphics and Publishing Services Unit (EGPS) is a centrally-funded function that provides direct support to schools and central offices. Products include classroom documents, exams, and instructional guides, as well as staff development, budget, regulatory, and administrative publications required for effective MCPS operations. The EGPS entrepreneurial activities are directed toward local and county government agencies, nonprofit and commercial organizations, and the independent activities and parent teacher association-sponsored initiatives within MCPS schools. Revenue associated with this entrepreneurial activity fund is used to improve efficiencies and capabilities within EGPS, reducing the annual operating budget requirements for the publishing needs of the school system.

Student Online Learning provides the opportunity for high school students to take courses outside of the traditional classroom setting. The primary goal of the Student Online Learning program is to provide all students in MCPS with the opportunity to enhance their educational experience through quality online courses. The program will receive revenue from student tuition for online courses, as well as the potential sale of MCPS developed online courses.

The development of additional entrepreneurial activities continues to be identified in areas of instructional and business services. Examples of products and services developed in support of the educational process include instructional curriculum guides, business and instructional software, video productions, and educational training services.

Entrepreneurial Activities (continued)

Number of Students Served: Not Applicable

Explanation of Significant Budget Changes

The total amount budgeted for this program for FY 2009 is \$1,561,075. There are no significant program changes for FY 2009.

Crosswalk to Other Budget Documents and to the MCPS Strategic Plan

More detailed information about these units and their budgets can be found in the Superintendent's Recommended FY 2009 Operating Budget and Personnel Complement as follows:

Entrepreneurial Activities Fund: Page 7-10

Information on the MCPS Strategic Plan strategies and initiatives of this unit can be found beginning on Page 39 of the Approved July 2007 *Our Call to Action: Pursuit of Excellence* document.

ENTREPRENEURIAL ACTIVITIES

| Description | FY 2008 Current | FY 2009 Request | FY 2009 Approved | FY 2009 Change |
|---------------------------------------|--------------------|--------------------|---------------------|--------------------|
| 01 Salaries & Wages | | | | |
| Total Positions (FTE) | 9,500 | 8,000 | 8,000 | (1,500) |
| Position Salaries | \$574,671 | \$459,280 | \$459,280 | \$(115,391) |
| Other Salaries | | | | |
| Supplemental Summer Employment | | | | |
| Professional Substitutes | | | | |
| Stipends | 20,500 | 20,000 | 20,000 | (500) |
| Professional Part Time | 72,145 | 105,000 | 105,000 | 32,855 |
| Supporting Services Part Time | 70,612 | 80,115 | 80,115 | 9,503 |
| Other | 57,535 | 60,412 | 60,412 | 2,877 |
| Subtotal Other Salaries | 220,792 | 265,527 | 265,527 | 44,735 |
| Total Salaries & Wages | 795,463 | 724,807 | 724,807 | (70,656) |
| 02 Contractual Services | | | | |
| Consultants | 50,000 | 10,000 | 10,000 | (40,000) |
| Other Contractual | 34,000 | 34,000 | 34,000 | |
| Total Contractual Services | 84,000 | 44,000 | 44,000 | (40,000) |
| 03 Supplies & Materials | | | | |
| Textbooks | | | | |
| Media | | | | |
| Instructional Supplies & Materials | 218,000 | 215,312 | 215,312 | (2,688) |
| Office | | | | |
| Other Supplies & Materials | 362,600 | 362,600 | 362,600 | |
| Total Supplies & Materials | 580,600 | 577,912 | 577,912 | (2,688) |
| 04 Other | | | | |
| Local Travel | 10,200 | 8,000 | 8,000 | (2,200) |
| Staff Development | 15,000 | 21,000 | 21,000 | 6,000 |
| Insurance & Employee Benefits | 138,134 | 142,479 | 142,479 | 4,345 |
| Utilities | | | | |
| Miscellaneous | | | | |
| Total Other | 163,334 | 171,479 | 171,479 | 8,145 |
| 05 Equipment | | | | |
| Leased Equipment | 18,977 | 18,977 | 18,977 | |
| Other Equipment | 27,400 | 23,900 | 23,900 | (3,500) |
| Total Equipment | 46,377 | 42,877 | 42,877 | (3,500) |
| Grand Total | \$1,669,774 | \$1,561,075 | \$1,561,075 | \$(108,699) |

ENTREPRENEURIAL ACTIVITIES

| CAT | DESCRIPTION | 10 Mon | FY 2008 CURRENT | FY 2009 REQUEST | FY 2009 APPROVED | FY 2009 CHANGE |
|-----|--------------------------------|-----------|--------------------|--------------------|---------------------|-------------------|
| 81 | N Coordinator | | 1.000 | | | (1.000) |
| 81 | N Coordinator | | | | | |
| 81 | BD Instructional Specialist | | 1.000 | 1.000 | 1.000 | |
| 81 | 17 Printing Equip Operator III | | 1.000 | 1.000 | 1.000 | |
| 81 | 16 Customer Services Spec | | 1.000 | 1.000 | 1.000 | |
| 81 | 13 Fiscal Assistant I | | 1.000 | 1.000 | 1.000 | |
| 81 | 11 Bindery Equip Operator I | | 2.000 | 2.000 | 2.000 | |
| 81 | 10 Office Assistant III | | .500 | | | (.500) |
| 81 | 10 Supply Worker II Shift 1 | | 2.000 | 2.000 | 2.000 | |
| | Total Positions | | 9.500 | 8.000 | 8.000 | (1.500) |

Operations and Business Leadership

Program Description and Alignment with the Strategic Plan

The mission of the Office of the Chief Operating Officer (OCOO) is to provide the highest quality business operations and support services that are essential to the educational success of students through staff committed to excellence and continuous improvement.

The OCOO is committed to the tenets of the Organizational Culture of Respect compact developed among the Montgomery County Education Association (MCEA), Montgomery County Association of Administrative and Supervisory Personnel (MCAASP), Service Employees International Union (SEIU) Local 500, the Board of Education, and the superintendent of schools. This culture promotes a positive work environment that ensures the success of each employee, high student achievement, and continuous improvement in a self-renewing organization. This is accomplished through a shared responsibility and collaborative partnership with all stakeholders integrated into an organizational culture of respect.

The Office of the Chief Operating Officer (OCOO) works in collaboration with the deputy superintendent of schools to ensure the implementation of the Board of Education's goals and academic priorities. The OCOO works closely with the deputy superintendent to monitor the implementation of *Our Call to Action: Pursuit of Excellence* and develop the Maryland State Department of Education's mandated five-year master plan for MCPS. The OCOO monitors and assigns school system assets to align both human and material resources with the strategic plan and the master plan.

The OCOO has overall responsibility for the Office of Human Resources; Office of the Chief Technology Officer, the Department of School Safety and Security; the Department of Facilities Management; the Department of Financial Services; the Department of Management, Budget, and Planning; the Department of Transportation; the Department of Materials Management; the Department of Association Relations; the Transfer and Appeals Unit; and the Athletics Unit. The OCOO monitors each of its office, department, and division strategic plans to ensure that they are aligned to the MCPS strategic plan. The office works with each of its offices and departments to develop, monitor, and assess goals and performance measures. Additionally, this office has primary responsibility for legal services, staffing of schools, athletics, and the Entrepreneurial Activities Fund. The office prepares items for Board of Education action, discussion, and information relating to schools, procurement, facilities management, budget, materials management, transportation, appeals, association relations, and all financial matters.

A family of measures is used for establishing and monitoring performance measures throughout the OCOO—Customer Focus, Financial Results, Workforce Excellence, and Organizational Results. Staff uses the Baldrige Integrated Management System and Six Sigma as models for continuous improvement.

The OCOO is responsible for coordinating the development of the superintendent's operating and capital budgets, and acts as a liaison with the County Council and county government staff on budget and fiscal matters.

Operations and Business Leadership (continued)

Number of Students Served: Not Applicable

Explanation of Significant Budget Changes

The total amount budgeted for this program for FY 2009 is \$2,248,026 from the Office of the Chief Operating Officer.

Program Reductions

As a result of final budget action, there are reductions of a 1.0 executive assistant position and \$122,651 in this program.

Crosswalk to Other Budget Documents and to the MCPS Strategic Plan

More detailed information about these units and their budgets can be found in the Superintendent's Recommended FY 2009 Operating Budget and Personnel Complement as follows:

Office of the Chief Operating Officer: Page 7-3

Information on the MCPS Strategic Plan strategies and initiatives of these units can be found beginning on Page 29 of the Approved July 2007 *Our Call to Action: Pursuit of Excellence* document.

OPERATIONS/BUSINESS LEADERSHIP

| Description | FY 2008 Current | FY 2009 Request | FY 2009 Approved | FY 2009 Change |
|---------------------------------------|--------------------|--------------------|---------------------|-------------------|
| 01 Salaries & Wages | | | | |
| Total Positions (FTE) | 16.500 | 18.000 | 15.500 | (1.000) |
| Position Salaries | \$1,550,067 | \$1,931,827 | \$1,665,458 | \$115,391 |
| Other Salaries | | | | |
| Supplemental Summer Employment | | | | |
| Professional Substitutes | | | | |
| Stipends | | | | |
| Professional Part Time | | | | |
| Supporting Services Part Time | 7,997 | 8,397 | 8,397 | 400 |
| Other | 1,614 | 1,695 | 1,695 | 81 |
| Subtotal Other Salaries | 9,611 | 10,092 | 10,092 | 481 |
| Total Salaries & Wages | 1,559,678 | 1,941,919 | 1,675,550 | 115,872 |
| 02 Contractual Services | | | | |
| Consultants | 2,500 | 2,500 | 2,500 | |
| Other Contractual | 559,926 | 559,926 | 559,926 | |
| Total Contractual Services | 562,426 | 562,426 | 562,426 | |
| 03 Supplies & Materials | | | | |
| Textbooks | | | | |
| Media | | | | |
| Instructional Supplies & Materials | | | | |
| Office | 3,586 | 3,586 | 3,586 | |
| Other Supplies & Materials | 404 | 404 | 404 | |
| Total Supplies & Materials | 3,990 | 3,990 | 3,990 | |
| 04 Other | | | | |
| Local Travel | 1,727 | 1,865 | 1,865 | 138 |
| Staff Development | 4,195 | 4,195 | 4,195 | |
| Insurance & Employee Benefits | | | | |
| Utilities | | | | |
| Miscellaneous | | | | |
| Total Other | 5,922 | 6,060 | 6,060 | 138 |
| 05 Equipment | | | | |
| Leased Equipment | | | | |
| Other Equipment | | | | |
| Total Equipment | | | | |
| Grand Total | <u>\$2,132,016</u> | <u>\$2,514,395</u> | <u>\$2,248,026</u> | <u>\$116,010</u> |

OPERATIONS/BUSINESS LEADERSHIP

| CAT | DESCRIPTION | 10 Mon | FY 2008 CURRENT | FY 2009 REQUEST | FY 2009 APPROVED | FY 2009 CHANGE |
|-----|---------------------------------|-----------|--------------------|--------------------|---------------------|-------------------|
| 1 | Chief Operating Officer | | 1.000 | 1.000 | 1.000 | |
| 1 | Q Director II | | | | 1.000 | 1.000 |
| 2 | P Director I | | 1.000 | 1.000 | 1.000 | |
| 1 | P Director I | | 1.000 | 1.000 | | (1.000) |
| 2 | P Director I | | 1.000 | 1.000 | 1.000 | |
| 1 | P Executive Assistant | | 3.000 | 3.000 | 2.000 | (1.000) |
| 1 | N Coordinator | | | 1.000 | | |
| 1 | M Team Leader | | | | | |
| 2 | BD Instructional Specialist | | 1.000 | 1.000 | 1.000 | |
| 1 | 19 Admin Services Manager II | | 1.000 | 1.000 | 1.000 | |
| 1 | 17 Copy Editor/Admin Sec | | | 1.000 | 1.000 | 1.000 |
| 1 | 17 Admin Services Manager I | | 1.000 | | | (1.000) |
| 2 | 16 Appls Trans Control Asst | | 1.000 | 1.000 | 1.000 | |
| 1 | 16 Administrative Secretary III | | 1.000 | 1.000 | 1.000 | |
| 1 | 16 Allocations Assistant | | 1.000 | 1.000 | 1.000 | |
| 2 | 14 Administrative Secretary I | | 1.000 | 1.000 | 1.000 | |
| 2 | 12 Secretary | | 2.500 | 2.500 | 2.500 | |
| 1 | 10 Office Assistant III | | | .500 | | |
| | Total Positions | | 16.500 | 18.000 | 15.500 | (1.000) |