

## Student Services

### Program Description and Alignment with the Strategic Plan

This budget includes funding school-based programs and activities of the Department of Student Services (DSS) including the following: DSS Administration, the Bilingual Assessment Team, the Court Liaison, Psychological Services, Pupil Personnel Services, School Counseling Services, Student Affairs, and Student Services Appeals Unit.

These functions and activities are aligned with the Montgomery County Public Schools (MCPS) Strategic Plan, *Our Call to Action: Pursuit of Excellence* goals of ensuring success for every student, providing an effective instructional program, and strengthening productive partnerships for education. This program supports the academic success and emotional well-being of all students through a coordinated school team of counselors, school psychologists, and pupil personnel workers that provide direct and consultative services to students, staff, and families.

The major functions of the DSS Administration include the following:

- coordinating the work of the units within the Department of Student Services;
- collaborating with county government, community agencies, and other MCPS offices to support the work of the department;
- providing leadership for the Collaborative Problem Solving and Educational Management Team guidelines;
- providing leadership for the implementation of procedures related to the *Safe Schools Act of 2005*;
- deploying mental health crisis response teams;
- conducting semi-annual reviews of home schooled students;
- managing violence prevention grants awarded to community agencies; and
- providing leadership for the implementation of the Positive Behavioral Interventions and Supports (PBIS) initiative.

The major functions for the Bilingual Assessment Team include the following:

- collaborating with MCPS staff to assess the needs of English Language Learners who are suspected of having educational disabilities;
- providing educational and language dominance assessments for students whose first language is not English;
- analyzing and interpreting data and testing a full range of hypotheses about how social, cultural, linguistic, curricular, instructional, and familiar factors combine to influence a student's academic success;
- working with families of students, schools, and central and field office personnel to develop a system of supports and accommodations appropriate to the needs of the students; and
- supporting parents through the Individualized Education Program procedures.

## **Student Services**

(continued)

The major functions of the Court Liaison include the following:

- researching and summarizing student records for staff in the Juvenile Division of Montgomery County's Circuit Court;
- responding to juvenile court orders that request interventions for identified adjudicated students; and
- coordinating the Montgomery County Student Transition Team to develop transition plans for students returning to MCPS from Department of Juvenile Services placements.

The major functions and activities of Psychological Services include the following:

- providing professional development for school psychologists;
- serving as a resource to staff and parents regarding the provision of psychological services;
- maintaining confidential student psychological records; and
- establishing and maintaining university partnerships for the training and recruitment of school psychologists.

The major functions and activities of Pupil Personnel Services include the following:

- providing professional development for pupil personnel workers;
- serving as a resource to staff and parents regarding the provision of pupil personnel services;
- leading systemwide interventions addressing attendance and truancy concerns, including the Interagency Truancy Review Board; and
- providing oversight, training, and support for systemwide implementation of Section 504.

The major functions and activities of School Counseling Services include the following:

- designing systemwide school counseling programs;
- providing professional development for school counselors;
- serving as a resource to staff and parents regarding the provision of counseling services;
- establishing and maintaining university partnerships for professional development and school counseling intern placements; and
- developing tools and professional development to support counselors as they identify, guide, and encourage students in planning their academic future and by encouraging students to strive for excellence through participation in rigorous courses.

## Student Services (continued)

The major functions and activities of Student Affairs include the following:

- providing oversight for annual review and publication of *A Student's Guide to Rights and Responsibilities in the Montgomery County Public Schools*;
- managing the annual Student Member of the Board election; and
- coordinating the systemwide Montgomery County Region and Montgomery County Junior Council student government programs.

The major functions and activities of the Student Services Appeals Unit include the following:

- processing of change of school assignment requests;
- conducting investigative conferences and suspension and expulsion hearings; and

Numbers of Students Served: These programs and services are available to all students as appropriate.

### Program Funding

For FY 2011 it is projected that this program will be funded by local funds in the amount of \$64,432,202 and in federal funds in the amount of \$1,151,329.

### Explanation of Significant Budget Changes

The total amount budgeted for this program for FY 2011 is \$65,583,531. There are no significant program changes for FY 2011.

### Crosswalk to Other Budget Documents and to the MCPS Strategic Plan

More detailed information about this program can be found in the Superintendent's Recommended FY 2011 Operating Budget and Personnel Complement as follows:

Department of Student Services: Page 5-54

Information on the MCPS Strategic Plan strategies and initiatives related to this program can be found beginning on Page 11 of the 2009-2014 *Our Call to Action: Pursuit of Excellence* document.

## STUDENT SERVICES

Description	FY 2010 Current	FY 2011 Request	FY 2011 Change
<b>01 Salaries &amp; Wages</b>			
Total Positions (FTE)	702,000	702,000	
Position Salaries	\$63,111,856	\$63,902,932	\$791,076
<b>Other Salaries</b>			
Supplemental Summer Employment			
Professional Substitutes			
Stipends	67,980	67,980	
Professional Part Time	346,154	346,154	
Supporting Services Part Time	583,422	583,422	
Other	2,970	2,970	
Subtotal Other Salaries	<u>1,000,526</u>	<u>1,000,526</u>	
<b>Total Salaries &amp; Wages</b>	64,112,382	64,903,458	791,076
<b>02 Contractual Services</b>			
Consultants			
Other Contractual	213,255	213,255	
<b>Total Contractual Services</b>	<u>213,255</u>	<u>213,255</u>	
<b>03 Supplies &amp; Materials</b>			
Textbooks			
Media			
Instructional Supplies & Materials	78,990	79,070	80
Office	8,555	8,555	
Other Supplies & Materials	36,582	36,582	
<b>Total Supplies &amp; Materials</b>	<u>124,127</u>	<u>124,207</u>	80
<b>04 Other</b>			
Local Travel	73,806	73,806	
Staff Development	3,500	3,500	
Insurance & Employee Benefits	251,655	251,655	
Utilities			
Miscellaneous	13,650	13,650	
<b>Total Other</b>	<u>342,611</u>	<u>342,611</u>	
<b>05 Equipment</b>			
Leased Equipment			
Other Equipment	80		(80)
<b>Total Equipment</b>	<u>80</u>		<u>(80)</u>
<b>Grand Total</b>	<u>\$64,792,455</u>	<u>\$65,583,531</u>	<u>\$791,076</u>

## STUDENT SERVICES

CAT	DESCRIPTION	10 Mon	FY 2010 CURRENT	FY 2011 REQUEST	FY 2011 CHANGE
7	Q Director II		1.000	1.000	
7	P Director I		2.000	2.000	
3	O Supervisor		1.000	1.000	
7	O Supervisor		2.000	2.000	
7	N Coordinator		3.000	3.000	
3	BD Counselor, Elementary	X	131.000	133.000	2.000
3	BD Counselor, Secondary	X	111.500	109.500	(2.000)
3	BD Counselor, Resource	X	31.000	31.000	
3	BD Counselor, Secondary	X	152.500	152.500	
3	BD Counselor, Resource	X	25.000	25.000	
3	BD Psychologist		1.000	1.000	
3	BD Psychologist		3.000	3.000	
3	BD Psychologist		7.000	7.000	
3	BD Psychologist		1.000	1.000	
3	BD Psychologist		1.000	1.000	
7	BD Court Liaison Specialist		1.000	1.000	
7	BD Instructional Specialist		3.000	3.000	
7	BD Pupil Personnel Worker		43.000	43.000	
3	BD Psychologist		66.000	66.000	
2	BD Instruct Assessment Spec		2.000	4.000	2.000
3	BD Instruct Assessment Spec		2.000		(2.000)
3	BD Psychologist		6.000	6.000	
3	BD Speech Pathologist		2.000	2.000	
7	BD Pupil Personnel Worker		1.000	1.000	
7	BD Pupil Personnel Worker		3.000	3.000	
3	BD Psychologist		3.000	3.000	
7	22 Fiscal Assistant V		1.000	1.000	
7	16 Administrative Secretary III		1.000	1.000	
3	15 Career Information Coordinator		25.000	25.000	
7	15 Administrative Secretary II		2.000	2.000	
7	14 Administrative Secretary I		2.000	2.000	
2	13 School Secretary II		38.000	38.000	
2	13 School Secretary II		25.000	25.000	
3	12 Secretary		1.000	1.000	
7	12 Secretary		1.000	1.000	
2	12 Secretary		1.000	1.000	
	<b>Total Positions</b>		<b>702.000</b>	<b>702.000</b>	

## Residency and International Admissions

### Program Description and Alignment with the Strategic Plan

This budget includes funding for the functions and activities of the Residency and International Admissions Unit (RIA). RIA is a unit under the Department of Student Services.

The functions and activities of RIA are aligned with the Montgomery County Public Schools (MCPS) Strategic Plan, *Our Call to Action: Pursuit of Excellence* goal of strengthening productive partnerships for education. RIA provides information and services regarding enrollment, attendance, and residency for families establishing residency in Montgomery County, homeless students, international students, foreign students, and U.S. citizen students coming from foreign schools into MCPS. RIA staff is conversant and literate in the major languages spoken in Montgomery County.

The major functions and activities of RIA include the following:

- clearing eligible international students, foreign students, and U.S. citizen students coming from foreign schools for enrollment into MCPS;
- providing information and assistance for families establishing Montgomery County residency for purposes of attending MCPS;
- facilitating access to the ESOL Testing Center; the Multidisciplinary Educational Training and Support Program (METS), the Division of Early Childhood Programs and Services, and the Department of Health and Human Services Health Clinic;
- interpreting required enrollment documents printed in languages other than English;
- determining whether tuition should be charged or waived, consistent with MCPS Policy JED: *Residency, Tuition, and Enrollment*;
- referring students to the appropriate schools, ESOL centers, and/or the Consortia office;
- collaborating with schools and other MCPS offices to help facilitate a smooth enrollment for eligible students;
- reviewing and awarding credits and recommending grade placements for international students, foreign students, and U.S. citizen students coming from foreign schools into MCPS;

## **Residency and International Admissions**

(continued)

- collaborating with the Department of Homeland Security and the United States Department of State to ensure compliance with the existing regulations for foreign students with exchange ( J-1 ) and student ( F-1 ) visas;
- providing help for children and youth experiencing homelessness by minimizing the effects of mobility on academic achievement;
- monitoring homeless students' housing, transportation, school assignments, and academic performance;
- authenticating MCPS school credentials for students who are returning to their home countries; and
- providing information and support to incoming immigrant families.

Number of Students Served: More than 6,000

### Program Funding

For FY 2011 it is projected that this program will be funded entirely by local funds.

### Explanation of Significant Budget Changes

The total amount budgeted for this program for FY 2011 is \$960,027. There are no significant program changes for FY 2011.

### Crosswalk to Other Budget Documents and to the MCPS Strategic Plan

More detailed information about this program can be found in the Superintendent's Recommended FY 2011 Operating Budget and Personnel Complement as follows:

Department of Student Services: Page 5-54

Information on the MCPS Strategic Plan strategies and initiatives related to this program can be found beginning on Page 11 of the 2009-2014 *Our Call to Action: Pursuit of Excellence* document.

**RESIDENCY & INTERNATIONAL ADM.**

Description	FY 2010 Current	FY 2011 Request	FY 2011 Change
<b>01 Salaries &amp; Wages</b>			
Total Positions (FTE)	11,000	11,000	
Position Salaries	\$801,451	\$836,615	\$35,164
<b>Other Salaries</b>			
Supplemental Summer Employment			
Professional Substitutes			
Stipends			
Professional Part Time	18,565	18,565	
Supporting Services Part Time	42,828	42,828	
Other	12,000	12,000	
Subtotal Other Salaries	<u>73,393</u>	<u>73,393</u>	
<b>Total Salaries &amp; Wages</b>	874,844	910,008	35,164
<b>02 Contractual Services</b>			
Consultants			
Other Contractual	29,636	29,636	
<b>Total Contractual Services</b>	<u>29,636</u>	<u>29,636</u>	
<b>03 Supplies &amp; Materials</b>			
Textbooks			
Media			
Instructional Supplies & Materials			
Office	10,349	10,349	
Other Supplies & Materials	9,000	9,000	
<b>Total Supplies &amp; Materials</b>	<u>19,349</u>	<u>19,349</u>	
<b>04 Other</b>			
Local Travel	1,034	1,034	
Staff Development			
Insurance & Employee Benefits			
Utilities			
Miscellaneous			
<b>Total Other</b>	<u>1,034</u>	<u>1,034</u>	
<b>05 Equipment</b>			
Leased Equipment			
Other Equipment			
<b>Total Equipment</b>			
<b>Grand Total</b>	<u><u>\$924,863</u></u>	<u><u>\$960,027</u></u>	<u><u>\$35,164</u></u>

## RESIDENCY & INTERNATIONAL ADM.

CAT	DESCRIPTION	10 Mon	FY 2010 CURRENT	FY 2011 REQUEST	FY 2011 CHANGE
7	P Director I		1.000	<b>1.000</b>	
7	O Supervisor				
7	BD Intl Students Admission Spec		2.000	<b>2.000</b>	
7	20 ISAO Intake Specialist II		1.000	<b>1.000</b>	
7	17 ISAO Intake Specialist I		2.000	<b>2.000</b>	
7	15 Administrative Secretary II		1.000	<b>1.000</b>	
7	14 Administrative Secretary I		1.000	<b>1.000</b>	
7	12 Secretary		1.000	<b>1.000</b>	
7	11 Office Assistant IV		2.000	<b>2.000</b>	
<b>Total Positions</b>			<b>11.000</b>	<b>11.000</b>	

## Home and Hospital Teaching

### Program Description and Alignment with the Strategic Plan

This budget includes funding for the functions and activities of the Home and Hospital Teaching (HHT) program. HHT is a unit within the Department of Student Services.

The functions and activities of the HHT program are aligned with the Montgomery County Public Schools (MCPS) Strategic Plan, *Our Call to Action: Pursuit of Excellence* goals of ensuring success for every student and providing an effective instructional program for MCPS students who are unable to attend school due to a physical or emotional condition.

The major functions and activities of the HHT program include the following:

- hiring and training part-time MCPS teachers to provide instruction to students who are unable to attend a regular school program due to a physical or emotional condition;
- ensuring instruction is structured and rigorous to meet course objectives and curriculum standards;
- providing instruction to students for a minimum of six hours weekly at various locations like the home, library, hospitals, or other public facility;
- collaborating with the student's family and home school to meet the student's needs;
- monitoring achievement through a variety of assessment measures, both formal and informal;
- issuing grade reports in accordance with the MCPS Grading and Reporting Policy for grades earned while instructed through HHT; and
- assisting with the transition of students from HHT to their home school.

Number of Students Served: 802

### Program Funding

For FY 2011 it is projected that this program will be funded entirely by local funds.

### Explanation of Significant Budget Changes

The total amount budgeted for this program for FY 2011 is \$1,479,506. There are no significant program changes for FY 2011.

## **Home and Hospital Teaching** (continued)

### Crosswalk to Other Budget Documents and to the MCPS Strategic Plan

More detailed information about this program can be found in the Superintendent's Recommended FY 2011 Operating Budget and Personnel Complement as follows:

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## HOME AND HOSPITAL TEACHING

Description	FY 2010 Current	FY 2011 Request	FY 2011 Change
<b>01 Salaries &amp; Wages</b>			
Total Positions (FTE)	3,000	3,000	
Position Salaries	\$252,213	\$249,449	(\$2,764)
<b>Other Salaries</b>			
Supplemental Summer Employment			
Professional Substitutes			
Stipends			
Professional Part Time	1,086,555	1,086,555	
Supporting Services Part Time	17,586	17,586	
Other			
Subtotal Other Salaries	<u>1,104,141</u>	<u>1,104,141</u>	
<b>Total Salaries &amp; Wages</b>	1,356,354	1,353,590	(2,764)
<b>02 Contractual Services</b>			
Consultants			
Other Contractual	52,850	52,850	
<b>Total Contractual Services</b>	<u>52,850</u>	<u>52,850</u>	
<b>03 Supplies &amp; Materials</b>			
Textbooks			
Media			
Instructional Supplies & Materials	5,000	5,000	
Office	994	994	
Other Supplies & Materials			
<b>Total Supplies &amp; Materials</b>	<u>5,994</u>	<u>5,994</u>	
<b>04 Other</b>			
Local Travel	50,511	50,511	
Staff Development			
Insurance & Employee Benefits	16,561	16,561	
Utilities			
Miscellaneous			
<b>Total Other</b>	<u>67,072</u>	<u>67,072</u>	
<b>05 Equipment</b>			
Leased Equipment			
Other Equipment			
<b>Total Equipment</b>			
<b>Grand Total</b>	<u>\$1,482,270</u>	<u>\$1,479,506</u>	<u>(\$2,764)</u>

## HOME AND HOSPITAL TEACHING

CAT	DESCRIPTION	10 Mon	FY 2010 CURRENT	FY 2011 REQUEST	FY 2011 CHANGE
2	BD Instructional Specialist		1.000	<b>1.000</b>	
2	AD Teacher		1.000	<b>1.000</b>	
2	12 Secretary		1.000	<b>1.000</b>	
	<b>Total Positions</b>		<b>3.000</b>	<b>3.000</b>	