

Board of Education and Office of the Superintendent of Schools

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Board of Education and Office of the Superintendent
Summary of Resources
By Object of Expenditure

| OBJECT OF EXPENDITURE | FY 2015 ACTUAL | FY 2016 BUDGET | FY 2016 CURRENT | FY 2017 BUDGET | FY 2017 CHANGE |
|------------------------------------|--------------------|---------------------|---------------------|---------------------|--------------------|
| POSITIONS | | | | | |
| Administrative | 22.000 | 22.000 | 22.000 | 22.000 | |
| Business/Operations Admin. | 2.000 | 2.000 | 2.000 | 3.000 | 1.000 |
| Professional | 7.000 | 6.500 | 6.500 | 6.500 | |
| Supporting Services | 59.000 | 69.000 | 69.000 | 72.000 | 3.000 |
| TOTAL POSITIONS | 90.000 | 99.500 | 99.500 | 103.500 | 4.000 |
| 01 SALARIES & WAGES | | | | | |
| Administrative | \$3,141,003 | \$3,332,074 | \$3,332,074 | \$3,307,851 | (\$24,223) |
| Business/Operations Admin. | 193,284 | 204,338 | 204,338 | 330,522 | 126,184 |
| Professional | 713,938 | 756,324 | 756,324 | 781,775 | 25,451 |
| Supporting Services | 4,334,329 | 5,391,585 | 5,391,585 | 5,831,896 | 440,311 |
| TOTAL POSITION DOLLARS | 8,382,554 | 9,684,321 | 9,684,321 | 10,252,044 | 567,723 |
| OTHER SALARIES | | | | | |
| Administrative | | | | | |
| Professional | 229,084 | 328,588 | 328,588 | 371,623 | 43,035 |
| Supporting Services | 142,427 | 142,564 | 142,564 | 514,379 | 371,815 |
| TOTAL OTHER SALARIES | 371,511 | 471,152 | 471,152 | 886,002 | 414,850 |
| TOTAL SALARIES AND WAGES | 8,754,065 | 10,155,473 | 10,155,473 | 11,138,046 | 982,573 |
| 02 CONTRACTUAL SERVICES | 420,362 | 977,977 | 977,977 | 993,125 | 15,148 |
| 03 SUPPLIES & MATERIALS | 107,756 | 194,025 | 195,025 | 172,687 | (22,338) |
| 04 OTHER | | | | | |
| Local/Other Travel | 135,018 | 139,839 | 155,977 | 154,102 | (1,875) |
| Insur & Employee Benefits | 395,367 | 353,504 | 353,504 | 394,068 | 40,564 |
| Utilities | | | | | |
| Miscellaneous | 58,767 | 73,472 | 58,034 | 59,459 | 1,425 |
| TOTAL OTHER | 589,152 | 566,815 | 567,515 | 607,629 | 40,114 |
| 05 EQUIPMENT | | 880 | 880 | | (880) |
| GRAND TOTAL AMOUNTS | \$9,871,335 | \$11,895,170 | \$11,896,870 | \$12,911,487 | \$1,014,617 |

Board of Education

| | |
|---|-----|
| Chief of Staff-Ombudsman | 1.0 |
| Staff Assistant, Policy and Communications (P) | 1.0 |
| Legislative Aide (H) | 1.0 |
| Administrative Services Manager IV (21) | 1.0 |
| Administrative Secretary, Board of Education (20) | 1.0 |
| Administrative Secretary, Board of Education (17) | 1.0 |
| Administrative Secretary II (15) | 1.0 |

MISSION *The mission of the Board of Education is to provide leadership and oversight for a high-quality educational system with community-supported goals, policies, and resources committed to benefit our diverse student population. The Office of the Board of Education enables the elected Board members to function as a cohesive and effective body in performing its responsibilities to adopt educational policy, ensure accountability, promote intergovernmental relations, and respond to community and student concerns.*

MAJOR FUNCTIONS

As required by Maryland law, the Board maintains a system of public schools designed to provide high-quality education and an equal educational opportunity for all students.

Development and Adoption of Educational Policy and Rules and Regulation for Managing the School System

The Board determines, with the advice of the superintendent of schools, the educational policies of the county school system. It also adopts, codifies, and makes available to the public the rules and regulations for conducting and managing the public schools. The powers and mandatory duties of the Board of Education are defined in the *Education Article of the Annotated Code of Maryland* and *Title 13A of the Code of Maryland Regulations*. The Board's primary functions, aligned to support the strategic planning framework, *Building Our Future Together: Students, Staff, and Community*, for Montgomery County Public Schools (MCPS) include, but are not limited to, the following:

- » Selecting and appointing the superintendent of schools
- » Adopting operating and capital budgets
- » Making decisions on educational, budgetary, facility, and financial matters
- » Establishing curriculum guides and courses of study
- » Making continuous appraisal of the educational and administrative management of the school system
- » Establishing school boundaries
- » Acting in a quasi-judicial capacity, in particular, deciding appeals
- » Advancing a legislative agenda
- » Appointing personnel

To carry out its duties, the Board usually meets twice each month, convening for one all-day meeting and one evening meeting. Other meetings are held to hear appeals; review and act on budgets and facilities; preside over public hearings; meet with other elected officials and public bodies; host community forums; hold parent, student, and employee meetings; and hold local, state, and national association meetings.

Community Stakeholder Engagement

The Board performs its functions as a committee of the whole and through the work of standing and ad hoc committees, including Fiscal Management, Policy Management, Special Populations, and Strategic Planning. These committees all work in alignment with their individual charters and the strategic planning framework to further the mission of the Board of Education by providing leadership and oversight of the school system.

The Board office works with the community and appropriate MCPS offices to address concerns related to school-system decisions or actions. The office also researches and analyzes educational policies, practices, and budgets; coordinates all appeals before the Board; and provides legislative and intergovernmental information, as well as represents the Board's positions on these matters. The office maintains all of the Board's records and handles its correspondence, calendars, and meeting materials.

ACCOMPLISHMENTS AND INITIATIVES

- » The Office of the Board of Education supports the Board's work; improves customer service to Board members and the community; ensures robust collaboration with key stakeholders; and allows for increased reporting, analysis, and communications capabilities. The Board is committed to constantly improving the school system's educational practices in response to the community's willingness to examine alternative models of delivering educational services. Board protocols and processes ensure a proper alignment of committee assignments and work plans with the vision of the Board's academic priorities, the overarching goal being to strengthen the Board's ability to harness its resources and use its committees as effectively as possible to support the work of the Board. Strengthening alignment of committee work with the MCPS strategic planning framework, *Building Our Future Together: Students, Staff, and Community*, enables the Board to ensure coherence and proactivity in its overall work plan. Over the past few years, the Board's committees have evolved to become more mature as they have assumed more responsibility in tackling key aspects of the Board's work.
- » The Board also continuously reviews and adapts to changes in education laws, bylaws, rules, regulations, and policies. What follows is a summary of some of the Board's actions in the past fiscal year.
- » Policy DNA, *Management of Board of Education Property*, outlines how the Board will manage its real property in order to ensure adequate schools and support facilities are available to serve future enrollment levels, establish processes to govern interim use of property that is not currently needed for a school or support facility or other appropriate educational purpose, and dispose of real and non-real property when the Board determines that it is no longer needed for school purposes or has reached the end of its useful life; Policy

GHC, *Salaries and Other Benefits of Professional Personnel*, provides guidelines for salary schedules, anniversary dates, and rehiring employees returning after having resigned; Policy GIH, *Funding Other Post-Employment Benefits*, sets forth the priorities of the Board regarding funding of post-employment health benefits for eligible retirees and reflects that funding other post-employment benefits is both a priority and a responsibility to which the Board is committed; Policy JGA, *Student Discipline*, aligns with new state regulations and affirms the Board's commitment to a disciplined learning environment that is safe, positive, and respectful; increases student engagement; boosts student achievement; and, when possible, prevents student misbehavior before it occurs; and Policy JHC, *Child Abuse and Neglect*, clarifies the procedures and protocols related to recognizing, reporting, and preventing suspected child abuse and neglect of students.

- » During FY 2015, the Board adjudicated 69 appeals. Twenty-five appeals were related to student disciplinary actions, personnel disciplinary actions, admission to magnet programs, early entrance to kindergarten, admission to highly gifted centers, and complaints from the public; and 44 appeals were related to transfers and consortia assignments.
- » For the past seven years, the Board has implemented a process for public involvement in the MCPS operating budget and long-range strategic planning. Input from community members is constantly being analyzed and collated and the results shared with the Board and community members. As a result of this enhanced process for community involvement, community members from varied experiences and backgrounds have offered invaluable input into the alignment of the budget with strategic plan initiatives.

OVERVIEW OF BUDGET CHANGES

FY 2017 Recommended Budget

The FY 2017 recommended budget for this office is \$1,113,283, a decrease of \$18,932 from the current FY 2016 budget. An explanation of this change follows.

Same Service Level Changes—(\$18,932)

Continuing Salary Costs—(\$64,432)

There is a decrease of \$64,432 for continuing salary costs. Included in this amount is the cost associated with the salary step and general wage adjustment (GWA) of 2.0 percent that eligible employees will receive on September 3, 2016. In addition, all eligible employees who did not receive a step increase in FY 2012 due to the negotiated deferral of step increases will receive one additional step on the salary schedule effective March 4, 2017. The amount also includes the annualized cost of the FY 2016 salary step and 2.0 percent GWA employees received on October 17, 2015, that is offset by reductions for staff turnover.

Realignments to Meet Expenditure Requirements and Program Priorities—\$0

Realignments are budgeted to address priority spending needs in this office. There is a realignment of a 1.0 FTE position and \$116,289 from a staff assistant position to a legislative aide position.

Other—\$45,500

A law signed by the Governor of the State of Maryland increased the compensation for elected members of the county board from \$18,500 annually to \$25,000 annually, plus an additional \$4,000 for the board President. This funding is required for the increased compensation costs of the board members.

Board of Education - 711
Roland Ikheola, Chief of Staff - Ombudsman

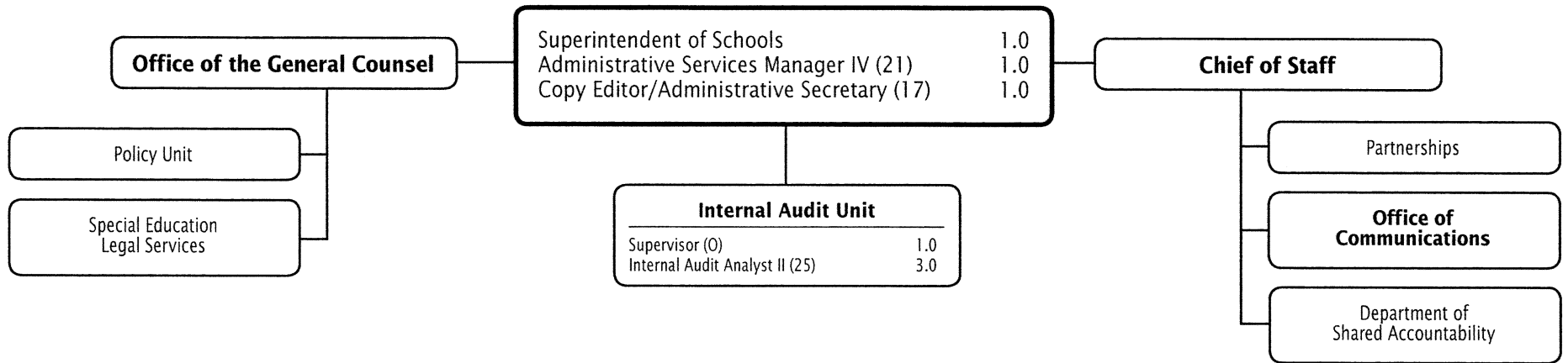
| Description | FY 2015 Actual | FY 2016 Budget | FY 2016 Current | FY 2017 Request | FY 2017 Change |
|---------------------------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| 01 Salaries & Wages | | | | | |
| Total Positions (FTE) | 7,000 | 7,000 | 7,000 | 7,000 | |
| Position Salaries | \$757,208 | \$795,383 | \$795,383 | \$728,228 | (\$67,155) |
| Other Salaries | | | | | |
| Summer Employment | | | | | |
| Professional Substitutes | | | | | |
| Stipends | | | | | |
| Professional Part Time | | 133,500 | 133,500 | 181,670 | 48,170 |
| Supporting Services Part Time | | | | | |
| Other | | 2,627 | 2,627 | 2,680 | 53 |
| Subtotal Other Salaries | 151,340 | 136,127 | 136,127 | 184,350 | 48,223 |
| Total Salaries & Wages | 908,548 | 931,510 | 931,510 | 912,578 | (18,932) |
| 02 Contractual Services | | | | | |
| Consultants | | 23,580 | 24,000 | 24,000 | |
| Other Contractual | | 420 | | | |
| Total Contractual Services | 43,185 | 24,000 | 24,000 | 24,000 | |
| 03 Supplies & Materials | | | | | |
| Textbooks | | | | | |
| Media | | | | | |
| Instructional Supplies & Materials | | | | | |
| Office | | 7,228 | 7,228 | 7,228 | |
| Other Supplies & Materials | | | | | |
| Total Supplies & Materials | 6,129 | 7,228 | 7,228 | 7,228 | |
| 04 Other | | | | | |
| Local/Other Travel | | 107,877 | 123,315 | 123,315 | |
| Insur & Employee Benefits | | | | | |
| Utilities | | | | | |
| Miscellaneous | | 61,600 | 46,162 | 46,162 | |
| Total Other | 172,973 | 169,477 | 169,477 | 169,477 | |
| 05 Equipment | | | | | |
| Leased Equipment | | | | | |
| Other Equipment | | | | | |
| Total Equipment | | | | | |
| Grand Total | <u>\$1,130,835</u> | <u>\$1,132,215</u> | <u>\$1,132,215</u> | <u>\$1,113,283</u> | <u>(\$18,932)</u> |

Board of Education - 711

Roland Ikheloa, Chief of Staff - Ombudsman

| CAT | DESCRIPTION | 10 Mon | FY 2015 ACTUAL | FY 2016 BUDGET | FY 2016 CURRENT | FY 2017 REQUEST | FY 2017 CHANGE |
|-----|---------------------------------|-----------|-------------------|-------------------|--------------------|--------------------|-------------------|
| 1 | Chief of Staff-Ombudsman | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 1 | P Staff Assistant | | 2.000 | 2.000 | 2.000 | 1.000 | (1.000) |
| 1 | H Legislative Aide | | | | | 1.000 | 1.000 |
| 1 | 21 Admin Services Manager IV | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 1 | 20 Admin Secretary to the Board | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 1 | 17 Admin Secretary to the Board | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 1 | 15 Administrative Secretary II | | 1.000 | 1.000 | 1.000 | 1.000 | |
| | Total Positions | | 7.000 | 7.000 | 7.000 | 7.000 | |

Office of the Superintendent of Schools



Chapter 10 – 8

F.T.E. Positions 7.0

FY 2017 OPERATING BUDGET

MISSION *The mission of the Office of the Superintendent of Schools is to provide high-quality educational leadership in attaining excellence in teaching and learning in Montgomery County Public Schools (MCPS).*

MAJOR FUNCTIONS

Leadership

The superintendent supports the policies and helps shape the academic priorities of the Board of Education and has the overall responsibility of attaining rigorous standards of performance for students and employees. The superintendent leads educational initiatives designed to improve achievement for all students from prekindergarten through Grade 12, ensures high-quality teaching and accountability, provides the resources necessary to engage students and their families in the learning community of their schools, and provides students with the academic credentials necessary to thrive in their future.

Strategic Planning

The superintendent directs the academic and administrative functions of the school system and provides leadership in the implementation of the MCPS strategic planning framework, *Building Our Future Together: Students, Staff, and Community*, through the execution and monitoring of the district's implementation plan; the 2015–2016 strategic priorities; the annual operating budget; the six-year capital improvements program; and other initiatives. The superintendent's duties and responsibilities include those identified by law, by the policies and decisions of the Board of Education (Board), and by administrative regulations governing the operation of the school system. The superintendent leads the work of all schools and offices through an executive staff, with the primary assistance of the chief operating officer, chief academic officer, and deputy superintendent for school support and improvement. Personnel in the superintendent's immediate office include the executive director and support professionals.

Shared Governance

The superintendent supports the responsibilities and functions of the Board as both superintendent and secretary-treasurer. The superintendent works closely with the president and vice president of the Board and provides them with guidance and counsel on matters of educational and public policy, academic standards and accountability, public funding, personnel, land use, and legal matters. The superintendent's leadership team and office personnel work collaboratively with the Board's staff to develop thorough responses to inquiries and requests, prepare meeting documents, and successfully complete the business of the Board.

Partnerships

The superintendent also works closely with the leaders of parent and employee organizations; federal, state, and local officials; business leaders; civic and community representatives; and leaders of professional associations, universities, and organizations focused on school reform and improvement. These efforts reflect the public partnerships that the superintendent maintains in the implementation of effective strategies to improve teaching and learning.

Internal Audit

Financial and program audits of funds appropriated by MCPS, as well as funds within the Independent Activity Fund at individual school sites, are conducted by Internal Audit. Audits ensure that expenditures of such funds (including federal, state, and private grant monies) conform to statutory or other restrictions on their use and ensure compliance with reporting requirements for use of these funds. Internal Audit is responsible for managing the MCPS external audit contract, interacting with the Maryland State Department of Education (MSDE), the Maryland Public School Construction Program, and the Maryland Office of Legislative Audits on auditing issues, assessing the school system's internal financial controls, and advising managers of any required corrective actions.

ACCOMPLISHMENTS AND INITIATIVES

- » In June 2013, the Board adopted the MCPS strategic planning framework, *Building Our Future Together*, which emphasizes MCPS's commitment to educating each and every student so that academic success is not predictable by race, ethnicity, or socioeconomic status. The framework focuses on three core competency areas for students: academic excellence, creative problem solving, and social emotional learning. The framework outlines the expectations in these three areas for students; staff; and community; laying out a clear path to meet MCPS goals, while maintaining a sharp focus on the area of organizational effectiveness. It also provides five districtwide milestones to measure student progress and indicators for organizational effectiveness.
- » The process of designing the strategic planning framework included a joint effort with the Board to establish five core values that guide the district's work: learning, relationships, respect, excellence, and equity. The core values established a solid foundation on which to build the framework. As a next step, MCPS designed the district's implementation plan, containing the five core strategic areas of focus for districtwide improvement: Academic Rigor and Culturally Proficient Instruction, Equitable Funding and Support, Human Capital Management, Community Engagement, Operational Excellence and Continuous Improvement.
- » This year, the superintendent outlined five strategic priorities aligned to the strategic planning framework and the district implementation plan: strengthen the

foundation for academic success, focus on accountability and results, enhance our culture of collaboration and respect, focus on human capital management, and strengthen partnerships and engagement. These priorities will intensify and focus systemic efforts on critical work that will help change the success trajectory for all students and make substantial progress toward meeting rigorous student performance targets, decrease variability, and close the achievement gap. Instructional Core Teams, led by the chief academic officer and the deputy superintendent of school support and improvement, are collaborating to align work across central services offices to support elementary, middle, and high schools in monitoring data and making accelerated progress on key outcome measures. A systemwide professional development plan will align all professional learning to these strategic priorities.

- » MCPS has long been recognized as one of the most successful school districts in the nation for academic and organizational excellence. In recent years, MCPS was named a recipient of the 2010 Malcolm Baldrige National Quality Award, the highest presidential honor an American organization can receive for performance excellence through innovation, improvement, and visionary leadership. MCPS continues to utilize the Baldrige Criteria for Performance Excellence Framework to guide and focus school and office improvement efforts.
- » The upgraded elementary curriculum—Curriculum 2.0—is now in full implementation in kindergarten through Grade 6. MCPS Curriculum 2.0 intensifies the focus on teaching the whole child; integrates thinking, reasoning, and creativity; and is based on new and internationally driven standards in reading, writing, and mathematics (Common Core State Standards).
- » Six MCPS high schools ranked in the top 200 in the Washington Post’s 2015 High School Challenge rankings. All 25 MCPS high schools appear in the rankings, which represent the top 11 percent of the nation’s high schools. Additionally, five MCPS high schools placed on the list of America’s Best High Schools, published annually by Newsweek. 14 MCPS high schools made the U.S. News & World Report 2015 list of Best High Schools.
- » A historic high of 33,662 AP exams were taken by MCPS students in 2014; students earned a 3 or higher on 73.9 percent of the exams.
- » In 2014, the percentage of AP exams taken by MCPS African American students who earned college-ready scores of 3 or higher was 49.8 percent, which is significantly higher than the 32.9 percent in Maryland and 28.9 percent in the nation.
- » In 2014, the percentage of AP exams taken by MCPS Hispanic students who earned college-ready scores of 3 or higher was 57.7 percent, which was higher than the 52.9 percent in Maryland and 41.8 percent for the nation.
- » The performance of MCPS high school students on the SAT continues to significantly outpace that of the nation and the state. Students in the Class of 2014 posted an average combined SAT score of 1650, and the SAT participation rate also remained high, at 69 percent.
- » Though MCPS outperforms the state and nation with respect to student achievement, the priority of closing the achievement gap by race and ethnicity, while simultaneously raising standards for all students, remains a challenge for the system and a central component for all initiatives. Of special focus is the underachievement of African American and Hispanic students, who represent about 50 percent of total enrollment. These efforts coincide with priorities for improving achievement for students with disabilities, students with limited English proficiency, and students challenged by poverty, mobility, homelessness, and immigration. The number of students living in poverty increased by 2,257 students, with 35.2 percent of all students eligible to receive free and reduced-price meals. Nearly 12 percent of students receive special education services and about 14 percent, or 21,463 students, receive assistance through the English for Speakers of Other Languages program, more than the total enrollment of 13 Maryland school districts. A total of 153,852 children attended schools in the system in the 2014–2015 school year, the highest enrollment in Maryland and the 17th largest enrollment in the nation.

OVERVIEW OF BUDGET CHANGES

FY 2017 Recommended Budget

The FY 2017 recommended budget for this office is \$2,136,357, an increase of \$784,030 over the current FY 2016 budget. An explanation of this change follows.

Same Service Level Changes—\$784,030

Continuing Salary Costs—\$12,414

There is an increase of \$12,414 for continuing salary costs. Included in this amount is the cost associated with the salary step and general wage adjustment (GWA) of 2.0 percent that eligible employees will receive on September 3, 2016. In addition, all eligible employees who did not receive a step increase in FY 2012 due to the negotiated deferral of step increases will receive one additional step on the salary schedule effective March 4, 2017. The amount also includes the annualized cost of the FY 2016 salary step and 2.0 percent GWA employees received on October 17, 2015, that is offset by reductions for staff turnover.

Realignments to Meet Expenditure Requirements and Program Priorities—\$758,302

There are several realignments budgeted to address priority spending needs in this office. There is a realignment of \$1,800 from other program expenditures in the Office of the Chief Operating Officer for contractual maintenance

services, and there is a realignment from the General Counsel of \$300 for books and subscriptions. Additionally, there is a realignment from this office to the General Counsel of \$2,000 in office supplies and \$1,485 in dues, registrations and fees.

The FY 2017 recommended budget includes a reorganization that results in an overall budget neutral set of realignments between departments and offices. The realignment includes 2.0 FTE positions and \$225,341 from the Office of the Superintendent of Schools to the budget of the Chief of Staff. In addition, there is a realignment of 6.0 FTE positions and \$625,432 to the Chief of Staff from the Office of Student Services and Engagement. Furthermore, there is a realignment of a 1.0 FTE position and \$134,255 from the Department of Shared Accountability to the Chief of Staff. Lastly, the Internal Audit Unit is now a part of the Office of the Superintendent of Schools, therefore, the 4.0 FTE positions and salaries, as well as the non-position budget, are added to the base budget for FY 2017.

Other—\$13,314

Additional funding of \$14,000 is included for an increase in cost for external auditors, and contractual services is reduced by \$686 based on prior year actuals.

Office of the Superintendent of Schools - 611/623

Larry A. Bowers, Interim Superintendent of Schools

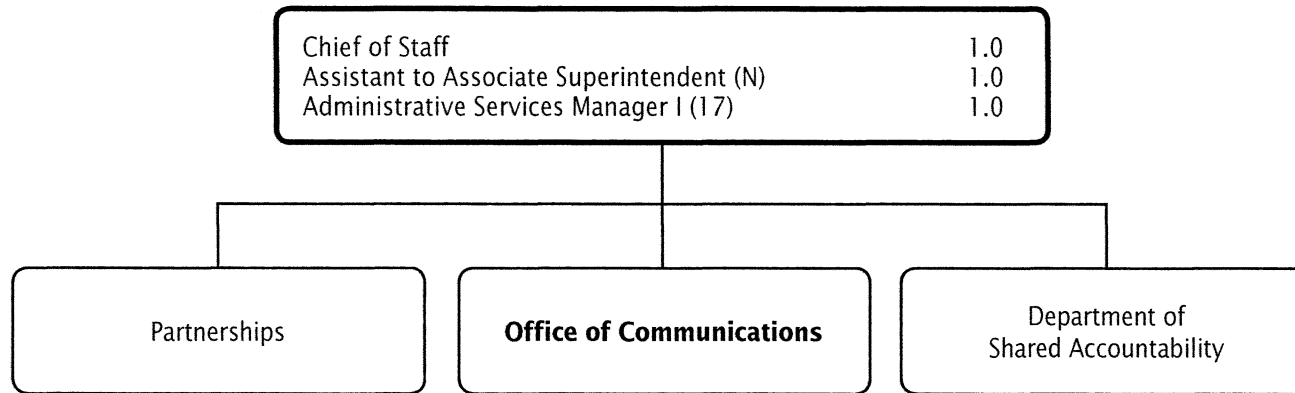
| Description | FY 2015 Actual | FY 2016 Budget | FY 2016 Current | FY 2017 Request | FY 2017 Change |
|---------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 01 Salaries & Wages | | | | | |
| Total Positions (FTE) | 13,000 | 9,000 | 9,000 | 7,000 | (2,000) |
| Position Salaries | \$1,450,005 | \$1,072,071 | \$1,072,071 | \$856,926 | (\$215,145) |
| Other Salaries | | | | | |
| Summer Employment | | | | | |
| Professional Substitutes | | | | | |
| Stipends | | | | | |
| Professional Part Time | | 10,800 | 10,800 | 11,016 | 216 |
| Supporting Services Part Time | | 100,060 | 100,060 | 102,062 | 2,002 |
| Other | | | | | |
| Subtotal Other Salaries | 105,686 | 110,860 | 110,860 | 113,078 | 2,218 |
| Total Salaries & Wages | 1,555,691 | 1,182,931 | 1,182,931 | 970,004 | (212,927) |
| 02 Contractual Services | | | | | |
| Consultants | | | | | |
| Other Contractual | | 142,400 | 142,400 | 157,514 | 15,114 |
| Total Contractual Services | 192,492 | 142,400 | 142,400 | 157,514 | 15,114 |
| 03 Supplies & Materials | | | | | |
| Textbooks | | | | | |
| Media | | | | | |
| Instructional Supplies & Materials | | | | | |
| Office | | 12,500 | 12,500 | 10,500 | (2,000) |
| Other Supplies & Materials | | | | | |
| Total Supplies & Materials | 4,827 | 12,500 | 12,500 | 10,500 | (2,000) |
| 04 Other | | | | | |
| Local/Other Travel | | 9,496 | 9,496 | 8,011 | (1,485) |
| Insur & Employee Benefits | | | | | |
| Utilities | | | | | |
| Miscellaneous | | 5,000 | 5,000 | 5,300 | 300 |
| Total Other | 8,850 | 14,496 | 14,496 | 13,311 | (1,185) |
| 05 Equipment | | | | | |
| Leased Equipment | | | | | |
| Other Equipment | | | | | |
| Total Equipment | | | | | |
| Grand Total | \$1,761,860 | \$1,352,327 | \$1,352,327 | \$1,151,329 | (\$200,998) |

Office of the Superintendent of Schools - 611/623

Larry A. Bowers, Interim Superintendent of Schools

| CAT | DESCRIPTION | 10 Mon | FY 2015 ACTUAL | FY 2016 BUDGET | FY 2016 CURRENT | FY 2017 REQUEST | FY 2017 CHANGE |
|--|------------------------------|-----------|-------------------|-------------------|--------------------|--------------------|-------------------|
| 611 Office of the Superintendent of Schools | | | | | | | |
| 1 | Superintendent of Schools | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 1 | General Counsel | | 1.000 | | | | |
| 1 | P Executive Director | | 1.000 | 1.000 | 1.000 | | (1.000) |
| 2 | P Executive Director | | 1.000 | | | | |
| 1 | M Assistant Attorney | | 1.000 | | | | |
| 1 | 21 Admin Services Manager IV | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 1 | 17 Copy Editor/Admin Sec | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 1 | 17 Admin Services Manager I | | 1.000 | 1.000 | 1.000 | | (1.000) |
| 1 | 15 Legal Secretary | | 1.000 | | | | |
| Subtotal | | | 9.000 | 5.000 | 5.000 | 3.000 | (2.000) |
| 623 Internal Audit Unit | | | | | | | |
| 1 | O Supervisor | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 1 | 25 Internal Audit Analyst II | | 3.000 | 3.000 | 3.000 | 3.000 | |
| Subtotal | | | 4.000 | 4.000 | 4.000 | 4.000 | |
| Total Positions | | | 13.000 | 9.000 | 9.000 | 7.000 | (2.000) |

Chief of Staff—Overview



Chief of Staff

| | |
|---|-----|
| Chief of Staff | 1.0 |
| Assistant to Associate Superintendent (N) | 1.0 |
| Administrative Services Manager I (17) | 1.0 |

| Partnerships | |
|-----------------------------------|-----|
| Director II (Q) | 1.0 |
| Supervisor (O) | 1.0 |
| Partnerships Manager (24) | 3.0 |
| Administrative Secretary III (16) | 1.0 |

Chief of Staff - 609

Vacant, Chief of Staff

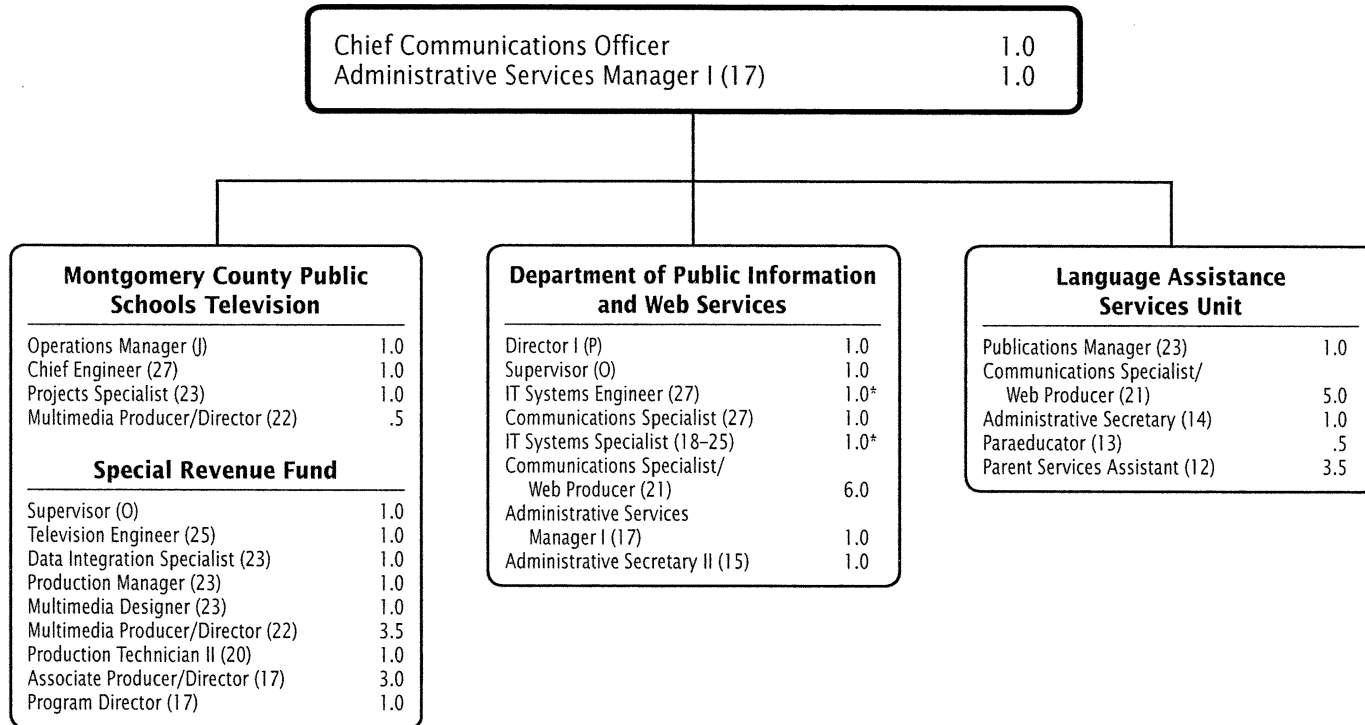
| Description | FY 2015 Actual | FY 2016 Budget | FY 2016 Current | FY 2017 Request | FY 2017 Change |
|---------------------------------------|-------------------|-------------------|--------------------|--------------------|-------------------|
| 01 Salaries & Wages | | | | | |
| Total Positions (FTE) | | | | 9.000 | 9.000 |
| Position Salaries | | | | \$985,028 | \$985,028 |
| Other Salaries | | | | | |
| Summer Employment | | | | | |
| Professional Substitutes | | | | | |
| Stipends | | | | | |
| Professional Part Time | | | | | |
| Supporting Services Part Time | | | | | |
| Other | | | | | |
| Subtotal Other Salaries | | | | | |
| Total Salaries & Wages | | | | 985,028 | 985,028 |
| 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/Other Travel | | | | | |
| Insur & Employee Benefits | | | | | |
| Utilities | | | | | |
| Miscellaneous | | | | | |
| Total Other | | | | | |
| 05 Equipment | | | | | |
| Leased Equipment | | | | | |
| Other Equipment | | | | | |
| Total Equipment | | | | | |
| Grand Total | | | | \$985,028 | \$985,028 |

Chief of Staff 609

Vacant, Chief of Staff

| CAT | DESCRIPTION | 10 Mon | FY 2015 ACTUAL | FY 2016 BUDGET | FY 2016 CURRENT | FY 2017 REQUEST | FY 2017 CHANGE |
|-----|---------------------------------|-----------|-------------------|-------------------|--------------------|--------------------|-------------------|
| 1 | Chief of Staff | | | | | 1.000 | 1.000 |
| 2 | Q Director II | | | | | 1.000 | 1.000 |
| 2 | O Supervisor | | | | | 1.000 | 1.000 |
| 1 | N Asst. to Assoc Supt | | | | | 1.000 | 1.000 |
| 2 | 24 Partnerships Manager | | | | | 3.000 | 3.000 |
| 1 | 17 Admin Services Manager I | | | | | 1.000 | 1.000 |
| 1 | 16 Administrative Secretary III | | | | | 1.000 | 1.000 |
| | Total Positions | | | | | 9.000 | 9.000 |

Office of Communications



Chapter 10 – 18

F.T.E. Positions 41.0

(*In addition, 2.0 positions are funded by the Capital Budget.)

MISSION *The purpose of the Office of Communications (OC) is to communicate effectively and provide timely communication resources that support student success and connect Montgomery County Public Schools (MCPS) to its diverse community.*

MAJOR FUNCTIONS

Supporting Schools, Students, and Staff

The Office of Communications provides direct support to schools, students, and staff in a variety of ways, including the maintenance and improvement of school-based websites and training of school-based webmasters; working with school-based leaders during emergencies and crises by facilitating and crafting communications; producing a variety of student-focused programming and videos, including Homework Hotline Live!, which provides students with real-time support with homework assignments; maintaining television production equipment and studios in schools; producing multimedia resources that support staff development and engagement, such as training videos and surveys; and translating and interpreting important information, documents, and materials into foreign languages that are spoken most often by our school families.

Informing the MCPS Community

OC is central to the district's efforts to inform parents, staff, students, and community members, using a variety of communications tools, including, but not limited to, the MCPS website, the biweekly MCPS QuickNotes newsletter, MCPS TV programming and YouTube site, social media, and the Alert MCPS text-messaging service. The office also works with media to share important information and news, including the production of video and audio products that are broadcast by media outlets. The OC also provides broad internal communication through The Bulletin, a biweekly staff newsletter, and regular HTML e-mails to staff. In addition, OC produces Communications Update for Principals throughout the school year to facilitate communication between principals and their school communities.

In Fiscal Year 2016, the Language Assistance Services Unit (LASU) moved to OC to increase the frequency and speed with which important information is translated and shared with non-English-speaking families and community members. LASU routinely translates important documents and communication materials into six languages, including Amharic, Chinese, French, Korean, Spanish, and Vietnamese. This includes the MCPS QuickNotes biweekly newsletter; information about enrollment, curriculum, grading and reporting, and other important topics; and requests for input into important issues, such as changes to testing procedures and certain policies. In addition, LASU arranges interpreters for individual meetings with families, including parent-teacher conferences and Individualized Education Program meetings. LASU provides simultaneous interpretation services for large-scale events in schools and central offices, as well as for districtwide activities and events.

Supporting School System Central Services and Business Operations

OC plays a crucial role in the organizational excellence of MCPS. The office provides communications assistance to central services offices and departments, including curriculum, special education, the Office of School Support and Improvement, and many others. The office manages the central MCPS website to provide access to important information and maintains the servers and systems that schools and offices use to publish their web content. OC also works with other departments to provide web designs for off-the-shelf web-based systems, such as myMCPS and the applicant tracking system. The office also produces numerous training and informational videos for districtwide initiatives, such as Curriculum 2.0, standards-based report cards, and the Strategic Planning Framework and District Implementation Plan.

ACCOMPLISHMENTS AND INITIATIVES

- » Launched a comprehensive, multiplatform Spanish outreach initiative. Using feedback from a communitywide survey and focus groups, OC completely redesigned the Spanish website to tailor the content and resources to the needs of the Spanish-speaking community. This included the creation of new videos and website content that assists families in navigating the school system and becoming advocates for their children's education and success. The office also launched a Spanish-only mobile application for all Apple and Android-based devices that drives users to important content available online and on social media. This outreach effort also included the launch of a new Spanish Facebook page to engage the community with the tools they indicated they use most often. The OC also worked to increase school capability to provide information home to families in multiple languages by giving schools access to the Translation Management System (TMS), a web-based application that provides timely translations. This system, which was previously used only by central office, was made available through a pilot program that began in July 2015. The school-based TMS was opened to 35 schools and expanded to all schools in January 2016.
- » Redesigned school and central websites to be mobile friendly. More users are accessing the central MCPS website and school websites using mobile devices, such as smart phones and tablets. OC continues to redesign more school and office websites using responsive design, meaning the website will change the user experience based on the device being used. In FY 2015, 23 school websites were redesigned to be more mobile friendly. In addition, important office and stakeholder websites were updated regularly to provide information to visitors in a user-friendly manner. The office's commitment to mobile-friendly designs has led to increased usage of the website. In FY 2015, the MCPS website had more than 85 million page views—an increase of more than 10 percent from the previous year.

- » Supported the Board of Education’s priority regarding public engagement by coordinating and executing several opportunities for the community to learn more about MCPS and provide input and feedback on important topics. This included the launching and supporting of a new Board of Education blog, which is updated regularly in collaboration with Board members and office staff. The blog also is translated in Spanish and posted on the MCPS Spanish website. OC also supported the Board’s efforts to gather community feedback on crucial matters, including the superintendent search; important policies about child abuse and neglect, the school calendar, and grading and reporting; and options for changing school starting and ending times (bell times). OC also is supporting the broadcasting and webcasting of all Board committee meetings and the development of video programs that inform the community, such as Education Matters and a biweekly message from the Student Member of the Board, which is shown to students throughout the district.
- » Launched a new, user-friendly online calendar tool and Guidelines for Respecting Religious Diversity for families and staff. The tool is customizable and users can “build their own calendar” based on select categories and what interests them most. The calendar provides systemwide information, such as the days that schools are open and closed, Board of Education meeting information, fine arts events, cultural and religious holidays. The calendar can be printed or downloaded to a computer or mobile device. OC also developed a guide that answers many of the frequently asked questions about the accommodation of students’ religious beliefs and practices in school and during school-sponsored activities. The publication, *Guidelines for Respecting Religious Diversity*, was created in collaboration with the Montgomery County Executive’s Faith Community Working Group and other stakeholders to provide clear information for students, families, staff, and the community. The easy-to-read reference guide provides information on several Montgomery County Board of Education policies and MCPS regulations, as well as state and federal laws, which guide the district on these topics. The publication is available in English, Spanish, Korean, French, Chinese, Vietnamese, Farsi, Amharic, and Arabic.

PERFORMANCE MEASURES

Performance Measure: Number of subscribers to external communication tools

| FY 2015 Actual | FY 2016 Estimate | FY 2017 Recommended |
|----------------|------------------|---------------------|
| 281,469 | 292,000 | 302,800 |

Explanation: This measures the total usage of the three main external communication tools the OC employs to deliver timely news, information, and emergency notifications to staff, students, parents, and community members. This includes the total number of subscribers to MCPS QuickNotes, Twitter, and Alert MCPS.

Performance Measure: Number of sessions in which content on the MCPS web is viewed via a mobile device (phone or tablet)

| FY 2015 Actual | FY 2016 Estimate | FY 2017 Recommended |
|----------------|------------------|---------------------|
| 13,631,459 | 14,995,000 | 16,500,000 |

Explanation: This measure indicates the use of the MCPS web by the public and staff via a mobile device, such as a phone or tablet, to find information and access online important school-system operations, such as MCPS Careers, staff directory, school-odex pages, and others.

Performance Measure: Support to schools and students

| FY 2015 Actual | FY 2016 Estimate | FY 2017 Recommended |
|----------------|------------------|---------------------|
| 5,978 | 6,270 | 6,580 |

Explanation: This measure indicates direct support that OC provides to schools and students, including the number of incidences of direct support to school-based webmasters; service calls for school TV studios; requests from schools for information, assistance; and assistance to schools with emergency communications. This measure also includes the number of inquiries to Homework Hotline Live!, which provides students with real-time homework assistance.

Performance Measure: Language assistance services provided to schools and families

Number of words translated

| FY 2015 Actual | FY 2016 Estimate | FY 2017 Recommended |
|----------------|------------------|---------------------|
| 1,527,313 | 1,930,000 | 2,102,700 |

Number of interpretation requests

| FY 2015 Actual | FY 2016 Estimate | FY 2017 Recommended |
|----------------|------------------|---------------------|
| 12,652 | 16,700 | 20,100 |

Explanation: These measures demonstrate the services provided to schools and offices to support language needs of MCPS families in communicating with school staff and receiving information from MCPS in their native languages. The translation measure refers to written documents, materials, and website content that is translated into six languages. The interpretation request measure indicates the number of instances where interpreters assist families with face-to-face communications with school staff, in more than 50 languages.

OVERVIEW OF BUDGET CHANGES

Office of Communications

FY 2016 Current Budget

The current FY 2016 budget for office has changed from the budget adopted by the Board of Education on June 16, 2015. The change is a result of a realignment of \$1,000 in instructional materials and \$700 in local travel mileage reimbursement from the Office of Curriculum and Instructional Programs budget.

FY 2017 Recommended Budget

The FY 2017 recommended budget for this office is \$3,141,518, an increase of \$350,012 over the current FY 2016 budget. An explanation of this change follows.

Same Service Level Changes—\$389,396**Continuing Salary Costs—\$51,982**

There is an increase of \$51,982 for continuing salary costs. Included in this amount is the cost associated with the salary step and general wage adjustment (GWA) of 2.0 percent that eligible employees will receive on September 3, 2016. In addition, all eligible employees who did not receive a step increase in FY 2012 due to the negotiated deferral of step increases will receive one additional step on the salary schedule effective March 4, 2017. The amount also includes the annualized cost of the FY 2016 salary step and 2.0 percent GWA employees received on October 17, 2015, that is offset by reductions for staff turnover.

Realignments to Meet Expenditure Requirements and Program Priorities—\$337,414

There are several realignments budgeted to address priority spending needs in this office. From the budget of the Office of Curriculum and Instructional Programs, there is a realignment of \$345,261 to professional part-time salaries. From the Office of Communications to the Instructional Television Special Revenue Fund, there is a realignment of a 1.0 FTE multimedia producer/director position and \$88,357, \$21,764 in contractual services, and \$4,000 in supporting services part-time salaries. From the Instructional Television Special Revenue Fund to the Office of Communications, there is a realignment of a 1.0 FTE position and \$106,404. Lastly, there is a realignment within the Office of Communications of \$1,830 from overtime, \$1,700 to professional part-time salaries, and \$130 to the Department of Financial Services for benefits, which reduces the budget for the Office of Communications by \$130.

In addition, there are a number of budget neutral realignments within the Office of Communications. The realignments include a 1.0 FTE position and \$46,062 from a fiscal assistant position to an administrative secretary II position, \$236 from office supplies to TV copyright, \$2,638 from the secretary position account to the administrative services manager I position account, which is a part of a technical salary adjustment, \$15,828 from program supplies, \$1,000 from non-local travel mileage reimbursement, \$16,278 to contractual services, \$125 to dues, registrations and fees, and \$425 to books and subscriptions.

Program Efficiencies and Reductions—(\$39,384)

The FY 2017 recommended budget for this office includes a comprehensive effort to identify potential program reductions and efficiencies. Stakeholders including community partners and employee union representatives participated in the program efficiencies and reduction process.

There is a reduction of a 1.0 FTE secretary position and \$39,384. Responsibilities previously handled by this position will now be absorbed by other staff members within the office.

Montgomery County Public Schools Instructional Television Special Revenue Fund**FY 2017 Recommended Budget**

The FY 2017 recommended budget for this program is \$1,742,791, an increase of \$88,582 over the current FY 2016 budget. An explanation of this change follows.

Same Service Level Changes—\$88,582**Continuing Salary Costs—\$35,301**

There is an increase of \$35,301 for continuing salary costs. Included in this amount is the cost associated with the salary step and general wage adjustment (GWA) of 2.0 percent that eligible employees will receive on September 3, 2016. In addition, all eligible employees who did not receive a step increase in FY 2012 due to the negotiated deferral of step increases will receive one additional step on the salary schedule effective March 4, 2017. The amount also includes the annualized cost of the FY 2016 salary step and 2.0 percent GWA employees received on October 17, 2015, that is offset by reductions for staff turnover.

Realignments to Meet Expenditure Requirements and Program Priorities—\$0

There are several realignments budgeted to address priority spending needs in this office. From the Office of Communications to the Instructional Television Special Revenue Fund, there is a realignment of a 1.0 FTE multimedia producer/director position and \$88,357, and \$25,764 to consulting services. From the Instructional Television Special Revenue Fund to the Office of Communications, there is a realignment of a 1.0 FTE position and \$106,404. Within the special revenue fund, there is a decrease in additional furniture and equipment and a corresponding increase in office supplies of \$880, and the benefits budgeted in this program are reduced by \$7,717.

Other—\$53,281

As salaries for those employees who are paid from the Instructional Television Special Revenue Fund change, there is also a change in the benefit costs to be paid to these employees; therefore, there is an increase of \$48,281 for employee benefits. Furthermore, there is an increase of \$2,000 for office supplies, \$2,000 for local travel mileage reimbursement and \$1,000 for fees/training support, in order to meet the needs of the department.

Office of Communications - 642/412
Brian K. Edwards, Chief Communications Officer

| Description | FY 2015 Actual | FY 2016 Budget | FY 2016 Current | FY 2017 Request | FY 2017 Change |
|---------------------------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| 01 Salaries & Wages | | | | | |
| Total Positions (FTE) | 18,500 | 28,500 | 28,500 | 27,500 | (1,000) |
| Position Salaries | \$1,466,247 | \$2,342,224 | \$2,342,224 | \$2,371,217 | \$28,993 |
| Other Salaries | | | | | |
| Summer Employment | | | | | |
| Professional Substitutes | | | | | |
| Stipends | | | | | |
| Professional Part Time | | 70,008 | 70,008 | 73,108 | 3,100 |
| Supporting Services Part Time | | 8,791 | 8,791 | 350,228 | 341,437 |
| Other | | 3,729 | 3,729 | 1,974 | (1,755) |
| Subtotal Other Salaries | 22,625 | 82,528 | 82,528 | 425,310 | 342,782 |
| Total Salaries & Wages | 1,488,872 | 2,424,752 | 2,424,752 | 2,796,527 | 371,775 |
| 02 Contractual Services | | | | | |
| Consultants | | | | | |
| Other Contractual | | 299,604 | 299,604 | 294,354 | (5,250) |
| Total Contractual Services | 105,921 | 299,604 | 299,604 | 294,354 | (5,250) |
| 03 Supplies & Materials | | | | | |
| Textbooks | | | | | |
| Media | | | | | |
| Instructional Supplies & Materials | | | 1,000 | 1,000 | |
| Office | | 8,615 | 8,615 | 8,379 | (236) |
| Other Supplies & Materials | | 49,681 | 49,681 | 33,853 | (15,828) |
| Total Supplies & Materials | 5,805 | 58,296 | 59,296 | 43,232 | (16,064) |
| 04 Other | | | | | |
| Local/Other Travel | | 3,382 | 4,082 | 3,207 | (875) |
| Insur & Employee Benefits | | | | | |
| Utilities | | | | | |
| Miscellaneous | | 3,772 | 3,772 | 4,197 | 425 |
| Total Other | 2,254 | 7,154 | 7,854 | 7,404 | (450) |
| 05 Equipment | | | | | |
| Leased Equipment | | | | | |
| Other Equipment | | | | | |
| Total Equipment | | | | | |
| Grand Total | <u>\$1,602,852</u> | <u>\$2,789,806</u> | <u>\$2,791,506</u> | <u>\$3,141,517</u> | <u>\$350,011</u> |

Office of Communications - 642/412

Brian K. Edwards, Chief Communications Officer

| CAT | DESCRIPTION | 10 Mon | FY 2015 ACTUAL | FY 2016 BUDGET | FY 2016 CURRENT | FY 2017 REQUEST | FY 2017 CHANGE |
|-----|-------------------------------------|-----------|-------------------|-------------------|--------------------|--------------------|-------------------|
| | 642 Office of Communications | | | | | | |
| 1 | Chief Communications Officer | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 1 | P Director I | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 1 | O Supervisor | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 1 | 27 Communications Specialist | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 2 | 23 Publications Manager | | | 1.000 | 1.000 | 1.000 | |
| 1 | 21 Comm Spec/Web Producer | | 6.000 | 11.000 | 11.000 | 11.000 | |
| 1 | 17 Admin Services Manager I | | 2.000 | 2.000 | 2.000 | 2.000 | |
| 1 | 15 Administrative Secretary II | | | | | 1.000 | 1.000 |
| 2 | 14 Administrative Secretary I | | | 1.000 | 1.000 | 1.000 | |
| 3 | 13 Language Services Assistant | | | 3.500 | 3.500 | 3.500 | |
| 3 | 13 Paraeducator - ESOL | | | .500 | .500 | .500 | |
| 1 | 12 Secretary | | 1.000 | 1.000 | | | |
| | Subtotal | | 13.000 | 24.000 | 23.000 | 24.000 | 1.000 |
| | 412 MCPS Television | | | | | | |
| 1 | J Operations Manager | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 1 | 27 Chief Engineer | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 3 | 23 Projects Specialist | | | | | 1.000 | 1.000 |
| 1 | 22 Multimedia Producer/Director | | 1.500 | 1.500 | 1.500 | .500 | (1.000) |
| 1 | 20 Production Technician II | | 1.000 | | | | |
| 1 | 15 Fiscal Assistant II | | 1.000 | 1.000 | 1.000 | | (1.000) |
| 1 | 12 Secretary | | | | 1.000 | | (1.000) |
| | Subtotal | | 5.500 | 4.500 | 5.500 | 3.500 | (2.000) |
| | Total Positions | | 18.500 | 28.500 | 28.500 | 27.500 | (1.000) |

Instructional Television Special Revenue Fund - 860

Dr. Dick Lipsky, Supervisor

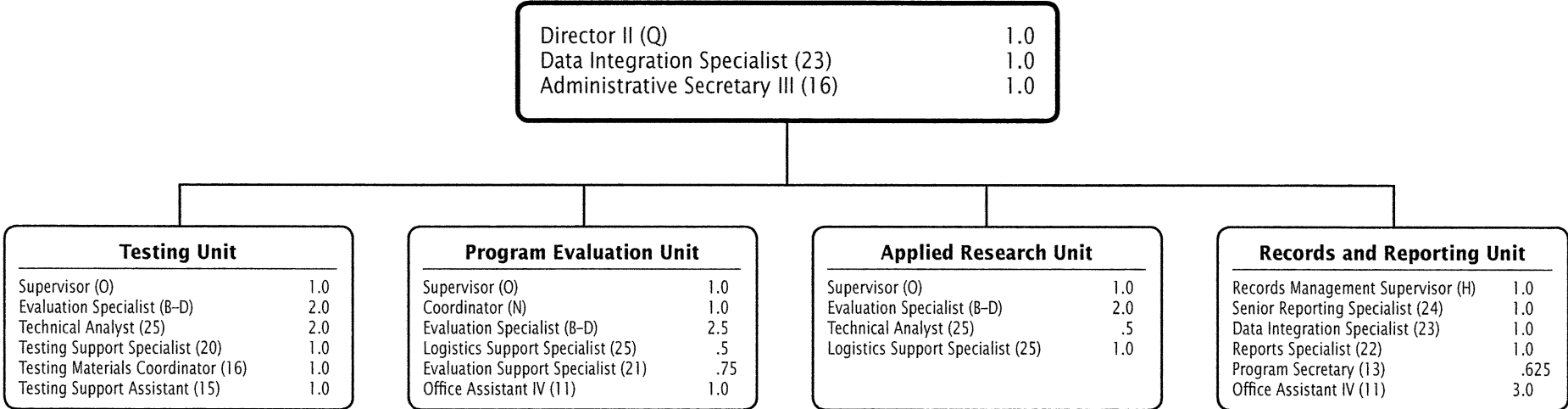
| Description | FY 2015 Actual | FY 2016 Budget | FY 2016 Current | FY 2017 Request | FY 2017 Change |
|---------------------------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| 01 Salaries & Wages | | | | | |
| Total Positions (FTE) | 13,500 | 13,500 | 13,500 | 13,500 | |
| Position Salaries | \$1,130,006 | \$1,189,786 | \$1,189,786 | \$1,207,040 | \$17,254 |
| Other Salaries | | | | | |
| Summer Employment | | | | | |
| Professional Substitutes | | | | | |
| Stipends | | | | | |
| Professional Part Time | | | | | |
| Supporting Services Part Time | | 3,588 | 3,588 | 3,588 | |
| Other | | 1,581 | 1,581 | 1,581 | |
| Subtotal Other Salaries | 18,378 | 5,169 | 5,169 | 5,169 | |
| Total Salaries & Wages | 1,148,384 | 1,194,955 | 1,194,955 | 1,212,209 | 17,254 |
| 02 Contractual Services | | | | | |
| Consultants | | 11,100 | 11,100 | 36,864 | 25,764 |
| Other Contractual | | 6,500 | 6,500 | 6,500 | |
| Total Contractual Services | 4,240 | 17,600 | 17,600 | 43,364 | 25,764 |
| 03 Supplies & Materials | | | | | |
| Textbooks | | | | | |
| Media | | | | | |
| Instructional Supplies & Materials | | | | | |
| Office | | 15,000 | 15,000 | 17,880 | 2,880 |
| Other Supplies & Materials | | 68,670 | 68,670 | 68,670 | |
| Total Supplies & Materials | 83,813 | 83,670 | 83,670 | 86,550 | 2,880 |
| 04 Other | | | | | |
| Local/Other Travel | | 2,000 | 2,000 | 4,000 | 2,000 |
| Insur & Employee Benefits | | 353,504 | 353,504 | 394,068 | 40,564 |
| Utilities | | | | | |
| Miscellaneous | | 1,600 | 1,600 | 2,600 | 1,000 |
| Total Other | 398,365 | 357,104 | 357,104 | 400,668 | 43,564 |
| 05 Equipment | | | | | |
| Leased Equipment | | | | | |
| Other Equipment | | 880 | 880 | | (880) |
| Total Equipment | | 880 | 880 | | (880) |
| Grand Total | <u>\$1,634,802</u> | <u>\$1,654,209</u> | <u>\$1,654,209</u> | <u>\$1,742,791</u> | <u>\$88,582</u> |

Instructional Television Special Revenue Fund - 860

Dr. Dick Lipsky, Supervisor

| CAT | DESCRIPTION | 10 Mon | FY 2015 ACTUAL | FY 2016 BUDGET | FY 2016 CURRENT | FY 2017 REQUEST | FY 2017 CHANGE |
|-----|---------------------------------|-----------|-------------------|-------------------|--------------------|--------------------|-------------------|
| 37 | O Supervisor | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 37 | 25 Television Engineer | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 37 | 23 Data Integration Specialist | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 37 | 23 Production Manager | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 37 | 23 Multimedia Designer | | | | 1.000 | 1.000 | |
| 37 | 23 Projects Specialist | | 1.000 | 1.000 | 1.000 | | (1.000) |
| 37 | 22 Multimedia Producer/Director | | 2.500 | 2.500 | 2.500 | 3.500 | 1.000 |
| 37 | 20 Electronics Graph Artist | | 1.000 | | | | |
| 37 | 20 Production Technician II | | | 1.000 | 1.000 | 1.000 | |
| 37 | 18 Graphics Designer I | | 1.000 | 1.000 | | | |
| 37 | 17 Assoc Producer/Director | | 3.000 | 3.000 | 3.000 | 3.000 | |
| 37 | 17 Program Director | | 1.000 | 1.000 | 1.000 | 1.000 | |
| | Total Positions | | 13.500 | 13.500 | 13.500 | 13.500 | |

Department of Shared Accountability



Chapter 10 – 26

MISSION *The mission of the Department of Shared Accountability (DSA) is to provide timely, responsive, and useful information that will assist schools in their work to establish and maintain conditions for every student to have a high-quality learning experience. This mission involves eliminating barriers to opportunity, achieving progress toward closing achievement gaps and for ensuring continuous improvement throughout Montgomery County Public Schools (MCPS).*

MAJOR FUNCTIONS

The following are the major functions of the Department of Shared Accountability.

Applied Research

DSA conducts rigorous research studies focused on identifying and understanding factors that influence student outcomes and perceptions of school quality, including the production of extensive research reports on academic indicators and standardized tests that support data-driven decision making, school improvement, and academic achievement. Prediction models and monitoring tools that inform articulation and instructional decisions are also developed by DSA. Additionally, DSA conducts analysis associated with district milestones and performance targets to monitor the MCPS strategic planning framework, the district priorities, and guide school-improvement planning. In addition, DSA oversees the external research request process to ensure interruption to the instructional day is minimized. Surveys regarding the quality of services and supports provided by MCPS developed and distributed by DSA are administered to parents to provide information for continuous improvement throughout the school system. DSA also responds to ad hoc requests from MCPS offices and staff to allow for continuous improvement of programs and educational supports to students.

Program Evaluation

Comprehensive evaluations of MCPS programs and initiatives are conducted to provide quantitative and qualitative information on fidelity of programs' or initiatives' implementation and their outcomes through the application of scientific tools and techniques. Evaluations also are done for key curricula that support the strategic planning framework priority areas and initiatives and federal and state grants. In addition, DSA provides technical assistance and consultation to other MCPS program staff, developing evaluation plans for major grant proposals sought by the school system, providing psychometric consultation and analyses; conducting longitudinal analysis of achievement data; evaluating community-based programs; and collaborating with outside higher education institutions in the evaluation of programs operating within the school system.

Records Maintenance and Retention (Students, Staff, and Offices)

In accordance with state and federal laws, DSA is responsible for the maintenance and permanent retention of student records, some employee records, as well as certain office records; monitoring and implementing state requirements for maintenance of student records; supporting schools in ensuring the timely and accurate entry of information into a student's electronic and paper record; and serving the needs of the public who require access to their records.

Reporting (Federal, State, and Local)

A mandated function of DSA is to ensure compliance with federal, state, and local reporting requirements. DSA supports the infrastructure for collecting and sharing data, monitoring data to ensure accuracy, verifying and transmitting data reports to state and federal agencies, and serving as a resource for the system and the community for ad hoc student data requests.

Testing (Systemwide Assessments)

DSA oversees the administration of a comprehensive system of student assessments and provides data for measuring and monitoring student achievement. This includes local exams and all facets of assessments mandated by MSDE in compliance with the *No Child Left Behind Act* of 2001 (i.e., the Maryland School Assessment, Partnership for Assessing Readiness for College and Careers assessments, and Maryland High School Assessment). DSA also supports the administration of cognitive assessments for gifted and talented identification, the National Assessment of Educational Progress (NAEP), and the Assessing Comprehension and Communication in English State to State for English Language Learners English Language Proficiency Assessment (ACCESS for ELLs). DSA staff members have primary responsibility for overseeing the administration (training, materials, security) of these assessments, supporting school testing coordinators in each school, as well as the analysis and reporting of the results to MSDE, the MCPS Board of Education, MCPS staff, and the public.

All DSA units receive, process, and respond to ad hoc requests by stakeholders throughout the school system.

ACCOMPLISHMENTS AND INITIATIVES

- » During the 2014–2015 school year, DSA supported the MCPS mission, vision, and goals through the following activities:
- » Completed updates to the Early Warning Indicators system for potential MCPS student dropouts.
- » Administered a comprehensive program of student assessments, including more than 225,000 assessments mandated by MSDE, 350,000 countywide high school final exams and national assessments such as the Preliminary SAT (PSAT), InView, and NAEP assessments.
- » Implemented a new, systemwide, online state assessment program through the Partnership for Assessment

- of Career and College Readiness (PARCC). Led a multi-office collaboration to provide training to ensure a successful implementation of a two-part online assessment to all Grade 3-8, Algebra and English 10 students.
- » Conducted parent and community outreach information nights prior to the PARCC administration window.
- » Conducted more than 70 professional development sessions for school-based staff on topics, including the School Progress Index, accommodations for students with disabilities and English language learners, test administration and security, and data interpretation.
- » Provided real-time support on an ongoing basis to school testing teams and administrators throughout the school year on testing logistics, use of online testing platforms, student eligibility for testing, testing accommodations and accompanying IEP documentation, test security, and related matters for PARCC, HSA, countywide final exams, Alt-MSA, InView and ACCESS for ELLs.
- » Provided comprehensive aggregated student achievement data to stakeholders throughout the district for use in identifying strengths and weaknesses in student and school performance and to evaluate instructional programs.
- » Designed data-collection instruments to evaluate MCPS programs and initiatives, including 3,960 student surveys; 387 teacher/staff surveys; and 1,011 parent surveys. Developed protocols for conducting 73 observations, focus groups, or face-to-face interviews.
- » Completed 12 comprehensive evaluation or research studies, created an Articulate video for implementation of Universal Design for Learning and five data summaries to evaluate MCPS programs, practices, or initiatives for the purpose of improvement or enhancement.
- » Provided evaluation and consultation services for six federal or state grants for MCPS.
- » Provided more than 840 hours of methodological supports or technical assistance to MCPS committees and work groups.
- » Responded to 51 ad hoc requests for technical assistance, consultation, and data analysis from other MCPS departments and MCPS/Higher Education Partnerships.
- » Published reports, including those on systemwide data points, standardized assessments, Schools at a Glance, Special Education at a Glance, and School Safety and Security at a Glance.
- » Provided more than 30 training sessions and support to school-based record keepers, pupil personnel workers, and guidance counselors.
- » Received and processed more than 24,000 records for students who withdrew or graduated from MCPS schools in 2011.
- » Processed more than 10,000 diplomas.

- » Collaborated with Gallup, Inc. in the past to administer, analyze, and report results for 72,000 student and 18,000 staff engagement surveys. Additionally, managed MCPS satisfaction surveys of 60,000 parents.
- » Processed and reported summary results of nearly 200,000 high school standardized test scores (approximately 100,000 SAT and ACT scores, 60,000 PSAT scores, 31,000 Advanced Placement and International Baccalaureate exam scores).
- » Provided report and analysis of local assessment data used to monitor primary reading strategic plan data points for primary reading and elementary and middle school mathematics.
- » Processed approximately 45 requests for internal/external research/data collection activities.
- » Managed the production of the first MCPS student code of conduct.

PERFORMANCE MEASURES

Performance Measure: Number of ad hoc data analysis requests to which DSA reviews and responds.

| FY 2015 Actual | FY 2016 Estimate | FY 2017 Recommended |
|-------------------|---------------------|------------------------|
| 51 | 53 | 56 |

Explanation: DSA is receiving an increasing number of ad hoc requests for data analysis as the system leverages data-driven decision making and accountability.

OVERVIEW OF BUDGET CHANGES

FY 2017 Recommended Budget

The FY 2017 recommended budget for this department is \$3,098,519, a decrease of \$160,741 from the current FY 2016 budget. An explanation of this change follows.

Same Service Level Changes—\$28,162

Continuing Salary Costs—\$96,610

There is an increase of \$96,610 for continuing salary costs for current employees. This amount is the cost associated with the salary step and general wage adjustment (GWA) of 2.0 percent that eligible employees will receive on September 3, 2016. In addition, all eligible employees who did not receive a step increase in FY 2012 due to the negotiated deferral of step increases will receive one additional step on the salary schedule effective March 4, 2017. The amount also includes the annualized cost of the FY 2016 salary step and 2.0 percent GWA employees received on October 17, 2015.

Realignments to Meet Expenditure Requirements and Program Priorities—(\$536,751)

The FY 2017 recommended budget includes a reorganization that results in an overall budget neutral set of realignments between departments and offices. There is a budget neutral realignment within the Department of Shared Accountability, which includes 4.0 FTE positions and \$273,971 from

the Policy and Records unit to the Records and Reporting Unit. In addition, there is a realignment from the Policy and Records unit of 1.625 FTE positions and \$134,787, as well as a realignment from the Department of Shared Accountability of a 1.0 FTE position and \$149,395, to the Policy Unit in the Office of the General Counsel. Furthermore, there is a realignment from the Department of Shared Accountability of a 1.0 FTE position and \$66,048 to the Office of the Chief Academic Officer, and a 1.0 FTE position and \$134,255 to the Chief of Staff. Lastly, there is a realignment from the Policy and Records Unit of \$22,632 from supporting services part-time salaries, \$20,480 from contractual services/maintenance, and \$9,154 from program supplies to the supporting services part-time salaries account in the Policy Unit in the Office of the General Counsel.

Program Efficiencies and Reductions—(\$188,903)

The FY 2017 recommended budget for this department includes a comprehensive effort to identify potential program reductions and efficiencies. Stakeholders including community partners and employee union representatives participated in the program efficiencies and reduction process.

There is a reduction of a 1.0 FTE position for the associate superintendent and \$175,166, as well reductions of \$10,737 in professional part-time salaries, and \$3,000 for dues, registrations, and fees.

Department of Shared Accountability - 624/621/622/625/626/627

Vacant, Director II

| Description | FY 2015 Actual | FY 2016 Budget | FY 2016 Current | FY 2017 Request | FY 2017 Change |
|---------------------------------------|--------------------|--------------------|--------------------|---------------------------|--------------------|
| 01 Salaries & Wages | | | | | |
| Total Positions (FTE) | 38,000 | 35,500 | 35,500 | 29,875 | (5,625) |
| Position Salaries | \$3,579,088 | \$3,576,746 | \$3,576,746 | \$3,012,215 | (\$564,531) |
| Other Salaries | | | | | |
| Summer Employment | | | | | |
| Professional Substitutes | | | | | |
| Stipends | | | | | |
| Professional Part Time | | 52,280 | 52,280 | 42,589 | (9,691) |
| Supporting Services Part Time | | 22,188 | 22,188 | | (22,188) |
| Other | | | | | |
| Subtotal Other Salaries | 73,482 | 74,468 | 74,468 | 42,589 | (31,879) |
| Total Salaries & Wages | 3,652,570 | 3,651,214 | 3,651,214 | 3,054,804 | (596,410) |
| 02 Contractual Services | | | | | |
| Consultants | | | | | |
| Other Contractual | | 43,946 | 43,946 | 23,466 | (20,480) |
| Total Contractual Services | 74,524 | 43,946 | 43,946 | 23,466 | (20,480) |
| 03 Supplies & Materials | | | | | |
| Textbooks | | | | | |
| Media | | | | | |
| Instructional Supplies & Materials | | | | | |
| Office | | 7,800 | 7,800 | 7,800 | |
| Other Supplies & Materials | | 16,859 | 16,859 | 7,705 | (9,154) |
| Total Supplies & Materials | 7,182 | 24,659 | 24,659 | 15,505 | (9,154) |
| 04 Other | | | | | |
| Local/Other Travel | | 7,744 | 7,744 | 4,744 | (3,000) |
| Insur & Employee Benefits | | | | | |
| Utilities | | | | | |
| Miscellaneous | | | | | |
| Total Other | 6,710 | 7,744 | 7,744 | 4,744 | (3,000) |
| 05 Equipment | | | | | |
| Leased Equipment | | | | | |
| Other Equipment | | | | | |
| Total Equipment | | | | | |
| Grand Total | <u>\$3,740,986</u> | <u>\$3,727,563</u> | <u>\$3,727,563</u> | <u>\$3,098,519</u> | <u>(\$629,044)</u> |

Department of Shared Accountability - 624/625/627/626/621/622

Vacant, Director II

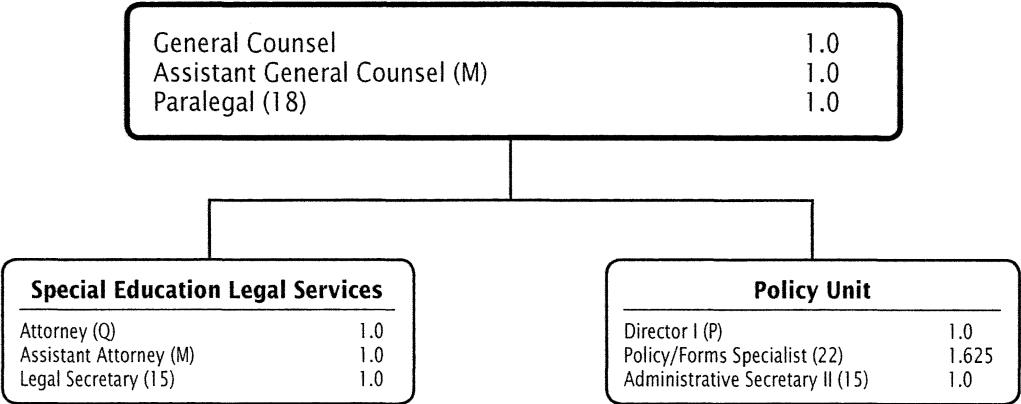
| CAT | DESCRIPTION | 10 Mon | FY 2015 ACTUAL | FY 2016 BUDGET | FY 2016 CURRENT | FY 2017 REQUEST | FY 2017 CHANGE |
|-----|--|--------|----------------|----------------|-----------------|-----------------|----------------|
| | 624 Department of Shared Accountability | | | | | | |
| 1 | Associate Superintendent | | 1.000 | 1.000 | 1.000 | | (1.000) |
| 1 | Q Director II | | | | | 1.000 | 1.000 |
| 1 | P Director I | | 2.000 | 2.000 | 2.000 | | (2.000) |
| 1 | N Asst. to Assoc Supt | | 1.000 | 1.000 | 1.000 | | (1.000) |
| 1 | 23 Data Integration Specialist | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 1 | 17 Copy Editor/Admin Sec | | 1.000 | 1.000 | 1.000 | | (1.000) |
| 1 | 17 Admin Services Manager I | | 1.000 | | | | |
| 1 | 16 Administrative Secretary III | | 1.000 | 1.000 | 1.000 | 1.000 | |
| | Subtotal | | 8.000 | 7.000 | 7.000 | 3.000 | (4.000) |
| | 625 Testing Unit | | | | | | |
| 1 | O Supervisor | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 1 | N Coordinator | | 1.000 | | | | |
| 1 | BD Evaluation Specialist | | 2.000 | 2.000 | 2.000 | 2.000 | |
| 1 | 25 Technical Analyst | | | 2.000 | 2.000 | 2.000 | |
| 1 | 25 Accountability Supp Spec III | | 1.000 | | | | |
| 1 | 23 Accountability Support Spec II | | 1.000 | | | | |
| 1 | 20 Testing Support Specialist | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 1 | 16 Testing Materials Coordinator | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 1 | 15 Testing Support Assistant | | 1.000 | 1.000 | 1.000 | 1.000 | |
| | Subtotal | | 9.000 | 8.000 | 8.000 | 8.000 | |
| | 627 Program Evaluation Unit | | | | | | |
| 1 | O Supervisor | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 1 | N Coordinator | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 1 | BD Evaluation Specialist | | 3.000 | 2.500 | 2.500 | 2.500 | |
| 1 | 25 Logistics Support Specialist | | .500 | .500 | .500 | .500 | |
| 1 | 21 Evaluation Support Specialist | | .750 | .750 | .750 | .750 | |
| 1 | 11 Office Assistant IV | | 1.000 | 1.000 | 1.000 | 1.000 | |
| | Subtotal | | 7.250 | 6.750 | 6.750 | 6.750 | |
| | 626 Applied Research Unit | | | | | | |
| 1 | O Supervisor | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 1 | BD Evaluation Specialist | | 2.000 | 2.000 | 2.000 | 2.000 | |
| 1 | 25 Technical Analyst | | .500 | .500 | .500 | .500 | |
| 1 | 25 Logistics Support Specialist | | 1.000 | 1.000 | 1.000 | 1.000 | |
| | Subtotal | | 4.500 | 4.500 | 4.500 | 4.500 | |
| | 621 Records and Reporting Unit | | | | | | |
| 1 | H Records Management Supervisor | | | | | 1.000 | 1.000 |
| 1 | 24 Senior Reporting Specialist | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 1 | 23 Data Integration Specialist | | 1.000 | 1.000 | 1.000 | 1.000 | |
| 1 | 22 Reports Specialist | | 1.000 | 1.000 | 1.000 | 1.000 | |

Department of Shared Accountability - 624/625/627/626/621/622

Vacant, Director II

| CAT | DESCRIPTION | 10 Mon | FY 2015 ACTUAL | FY 2016 BUDGET | FY 2016 CURRENT | FY 2017 REQUEST | FY 2017 CHANGE |
|-----|---------------------------------------|-----------|-------------------|-------------------|--------------------|--------------------|-------------------|
| | 621 Records and Reporting Unit | | | | | | |
| 1 | 13 Program Secretary | | | .625 | .625 | .625 | |
| 1 | 13 Data Systems Operator | | .625 | | | | |
| 1 | 11 Office Assistant IV | | | | | 3.000 | 3.000 |
| | Subtotal | | 3.625 | 3.625 | 3.625 | 7.625 | 4.000 |
| | 622 Policy and Records Unit | | | | | | |
| 1 | H Records Management Supervisor | | 1.000 | 1.000 | 1.000 | | (1.000) |
| 1 | 22 Policy/Forms Specialist | | 1.625 | 1.625 | 1.625 | | (1.625) |
| 1 | 11 Office Assistant IV | | 3.000 | 3.000 | 3.000 | | (3.000) |
| | Subtotal | | 5.625 | 5.625 | 5.625 | | (5.625) |
| | Total Positions | | 38.000 | 35.500 | 35.500 | 29.875 | (5.625) |

Office of the General Counsel



MISSION *The Office of the General Counsel supports student success by providing the highest-quality legal counsel, advice, and representation to the Montgomery County Board of Education and Montgomery County Public Schools (MCPS) in a cost-effective manner. The Office of the General Counsel is committed to creative legal problem solving to assist the Board, the superintendent, and staff as they engage in strategic decision making to advance MCPS's vision, mission, core purpose, and core values. In furtherance of the Board's mandate to strengthen partnerships, align and conserve resources, and reduce avoidable litigation, the Office of the General Counsel navigates legal requirements, evaluates and manages legal risk, and seeks to promote collaborative resolution of disputes, if possible.*

MAJOR FUNCTIONS

The Office of the General Counsel provides timely advice to the Board, superintendent, and MCPS staff about pending legal matters and provides legal counsel in a wide range of fields, including personnel issues, student matters, special education, policy development and implementation, real estate and land use, contracting and procurement, and civil rights. Under the direction of the general counsel, who is integrated into the school system's governing structure as a member of the superintendent's executive leadership team, the Office of the General Counsel seeks to proactively anticipate legal issues relevant to decision making and identify legal matters with significant policy or administrative implications. The Office of the General Counsel helps to facilitate review of key initiatives by the Board and the system as a whole and provide advice on legal opportunities to promote equity and excellence in our work.

The Office of the General Counsel conducts and supervises all aspects of litigation and administrative agency proceedings in which the Board, superintendent, or staff are named as plaintiffs or defendants. These duties include, but are not limited to, review and preparation of pleadings, trial, and appellate briefs; negotiation between parties including settlements; the conduct of trial and hearings at the level of original jurisdiction or on appeal; and participation in other court or hearing appearances in order to represent the interests of the school system. In addition, the Office of the General Counsel provides direction in drafting, review, and application of policies and regulations. The Office of the General Counsel also plays a key role in coordinating responses to subpoenas regarding student, school, and personnel matters, and it provides legal advice in responding to record requests under the *Maryland Public Information Act*.

The Office of the General Counsel is responsible for monitoring and evaluating all internal and external providers of legal services. It works closely with all internal and external counsel to review strategy and supervise resources applied to legal matters. The Office of the General Counsel also manages the process of selection and approval of outside counsel and coordinates with the Montgomery County Attorney's Office, which provides counsel to the Board through its participation in the Montgomery County Self-Insurance Fund. The Office of the General Counsel provides legal review and advice regarding the drafting, negotiation, execution, and implementation of contracts, agreements, and other transactional documents that structure the relationships with government agencies, vendors, contractors, partners, and other parties in support of MCPS' educational mission.

The Office of the General Counsel provides regular updates to the Board, superintendent, and MCPS staff on relevant court and administrative decisions that are likely to impact MCPS policy or practice. The Office of the General Counsel also provides legal assistance in interpreting the impact of legislation and regulations based on the interests of the school system.

Policy Unit

Working with the Board of Education Policy Committee and the Executive Leadership Team, the Policy Unit develops and manages revisions to and codification of policies and regulations; collaborates with responsible offices, departments, divisions, and external stakeholders for reviewing, updating, and revising policies and regulations; and monitors, reviews, and analyzes state and federal legislation to ensure alignment between MCPS policies and regulations and local, state, and federal laws. Additionally, the office administers a systemwide forms management and control program that ensures accurate and consistent data collection.

ACCOMPLISHMENTS AND INITIATIVES

- » Following a comprehensive review of MCPS legal services by the Board's Fiscal Management Committee, the Board authorized the creation of an in-house general counsel function as part of the Fiscal Year (FY) 2014 Operating Budget. The general counsel was appointed in March 2014. Under his direction, the Office of the General Counsel has established essential infrastructure necessary to support its work and integrate its functions into the broader operations of MCPS. As part of a central office reorganization in FY 2016, MCPS's in-house special education attorneys became part of the Office of the General Counsel, which will facilitate enhanced collaboration in the cooperative problem solving of special education legal matters, consistent with the Board's Policy BLC, *Procedure for Review and Resolution of Special Education Disputes*.
- » The Office of the General Counsel also has helped spearhead and provided consultation on key priority initiatives with significant legal implications, such as: revisions to policies regarding student discipline,

including the development and implementation of MCPS's Code of Conduct; workforce diversity; the Board-authorized comprehensive review of special education processes and services; the Board-authorized review of MCPS choice and other special academic programs; the development and implementation of guidelines for respecting religious diversity; the development and implementation of an Employee Code of Conduct that seeks to bring together in one document a user-friendly summary of the legitimate standards of conduct that MCPS and the broader community expect employees to follow in carrying out their important roles in the school system's mission; the formulation of new policies on workplace bullying and the development of the school year calendar; revisions to the memorandum of understanding with the Montgomery County Police Department, the Montgomery County State's Attorney's Office, and other law enforcement agencies regarding the school resource officer program; a comprehensive review of the contractual documents MCPS utilizes for construction and renovation projects; and the redesign of MCPS's processes and protocols for recognizing, reporting, and preventing child abuse and neglect.

- » In FY 2017, the Office of the General Counsel will continue to contribute to these and other priority initiatives, in addition to overseeing all ongoing litigation and legal matters. In addition, the office will continue to develop and implement record-keeping and reporting systems for efficient monitoring and tracking of new and existing legal matters, and establish protocols for effectively incorporating the Office of the General Counsel into the work of MCPS. To inform these efforts, the Office of the General Counsel is benchmarking best practices in other school districts and comparable organizations.
- » The Policy Unit revised/developed 24 policies, regulations, and exhibits during the 2014–2015 school year.

PERFORMANCE MEASURES

Performance Measure: Number of updates to MCPS Policies and Regulations. This includes review of existing, drafting of new, revisions to current, and rescissions of policies and regulations for the purpose of having formal political, management, financial and administrative mechanisms to guide the school system.

| FY 2015 Actual | FY 2016 Estimate | FY 2017 Recommended |
|-------------------|---------------------|------------------------|
| 24 | 26 | 28 |

Explanation: Well-written policies and regulations promote district-wide efficiency, effectiveness and consistency while upholding the school system's mission, vision, and core values.

OVERVIEW OF BUDGET CHANGES

FY 2017 Recommended Budget

The FY 2017 recommended budget for this office is \$1,679,020, an increase of \$439,970 over the current FY 2016 budget. An explanation of this change follows.

Same Service Level Changes—\$439,970

Continuing Salary Costs—\$33,334

There is an increase of \$33,334 for continuing salary costs. Included in this amount is the cost associated with the salary step and general wage adjustment (GWA) of 2.0 percent that eligible employees will receive on September 3, 2016. In addition, all eligible employees who did not receive a step increase in FY 2012 due to the negotiated deferral of step increases will receive one additional step on the salary schedule effective March 4, 2017. The amount also includes the annualized cost of the FY 2016 salary step and 2.0 percent GWA employees received on October 17, 2015, that is offset by reductions for staff turnover.

Realignments to Meet Expenditure Requirements and Program Priorities—\$406,636

There are several realignments budgeted to address priority spending needs in this office. There is a realignment of \$300 from books and subscriptions in the Office of the General Counsel to fund this account in this Office of the Superintendent of Schools. Additionally, there is a realignment to this office of \$2,000 for office supplies and \$1,485 for dues, registrations, and fees from the Office of the Superintendent of Schools.

The FY 2017 recommended budget includes a reorganization that results in an overall budget neutral set of realignments between departments and offices. The realignments include a 1.0 FTE administrative services manager I position to a paralegal position within the Office of the General Counsel, a 1.0 FTE position and \$67,003 to the Policy Unit from the Office of Student Services and Engagement, and 2.625 FTE positions and \$284,182 from the Policy and Records Unit. Lastly, there is a realignment from the Department of Shared Accountability of \$22,632 from support services part-time, \$7,350 from contractual services, \$13,130 from contractual maintenance, and \$9,154 from program supplies to fund support services part-time in the General Counsel.

General Counsel - 610/608

Joshua I. Civin, General Counsel

| Description | FY 2015 Actual | FY 2016 Budget | FY 2016 Current | FY 2017 Request | FY 2017 Change |
|---------------------------------------|-------------------|--------------------|--------------------|--------------------|-------------------|
| 01 Salaries & Wages | | | | | |
| Total Positions (FTE) | | 6,000 | 6,000 | 9,625 | 3,625 |
| Position Salaries | | \$708,111 | \$708,111 | \$1,091,390 | \$383,279 |
| Other Salaries | | | | | |
| Summer Employment | | | | | |
| Professional Substitutes | | | | | |
| Stipends | | | | | |
| Professional Part Time | | 62,000 | 62,000 | 63,240 | 1,240 |
| Supporting Services Part Time | | | | 52,266 | 52,266 |
| Other | | | | | |
| Subtotal Other Salaries | | 62,000 | 62,000 | 115,506 | 53,506 |
| Total Salaries & Wages | | 770,111 | 770,111 | 1,206,896 | 436,785 |
| 02 Contractual Services | | | | | |
| Consultants | | | | | |
| Other Contractual | | 450,427 | 450,427 | 450,427 | |
| Total Contractual Services | | 450,427 | 450,427 | 450,427 | |
| 03 Supplies & Materials | | | | | |
| Textbooks | | | | | |
| Media | | | | | |
| Instructional Supplies & Materials | | | | | |
| Office | | 3,350 | 3,350 | 5,350 | 2,000 |
| Other Supplies & Materials | | 4,322 | 4,322 | 4,322 | |
| Total Supplies & Materials | | 7,672 | 7,672 | 9,672 | 2,000 |
| 04 Other | | | | | |
| Local/Other Travel | | 9,340 | 9,340 | 10,825 | 1,485 |
| Insur & Employee Benefits | | | | | |
| Utilities | | | | | |
| Miscellaneous | | 1,500 | 1,500 | 1,200 | (300) |
| Total Other | | 10,840 | 10,840 | 12,025 | 1,185 |
| 05 Equipment | | | | | |
| Leased Equipment | | | | | |
| Other Equipment | | | | | |
| Total Equipment | | | | | |
| Grand Total | | <u>\$1,239,050</u> | <u>\$1,239,050</u> | <u>\$1,679,020</u> | <u>\$439,970</u> |

Office of the General Counsel - 610/608

Joshua I. Civin, General Counsel

| CAT | DESCRIPTION | 10 Mon | FY 2015 ACTUAL | FY 2016 BUDGET | FY 2016 CURRENT | FY 2017 REQUEST | FY 2017 CHANGE |
|-----|--------------------------------|-----------|-------------------|-------------------|--------------------|--------------------|-------------------|
| | 610 General Counsel | | | | | | |
| 1 | General Counsel | | | 1.000 | 1.000 | 1.000 | |
| 6 | Q Attorney | | | 1.000 | 1.000 | 1.000 | |
| 1 | M Assistant General Counsel | | | 1.000 | 1.000 | 1.000 | |
| 6 | M Assistant Attorney | | | 1.000 | 1.000 | 1.000 | |
| 1 | 18 Paralegal | | | | | 1.000 | 1.000 |
| 1 | 17 Admin Services Manager I | | | 1.000 | 1.000 | | (1.000) |
| 6 | 15 Legal Secretary | | | 1.000 | 1.000 | 1.000 | |
| | Subtotal | | | 6.000 | 6.000 | 6.000 | |
| | 608 Policy Unit | | | | | | |
| 1 | P Director I | | | | | 1.000 | 1.000 |
| 1 | 22 Policy/Forms Specialist | | | | | 1.625 | 1.625 |
| 1 | 15 Administrative Secretary II | | | | | 1.000 | 1.000 |
| | Subtotal | | | | | 3.625 | 3.625 |
| | Total Positions | | | 6.000 | 6.000 | 9.625 | 3.625 |