

MONTGOMERY COUNTY PUBLIC SCHOOLS, ROCKVILLE, MARYLAND

FY 2018 THE OPERATING BUDGET GUIDE

Department of Strategic Planning
and Resource Management



THE FISCAL YEAR 2018 OPERATING BUDGET GUIDE

A MESSAGE FROM THE CHIEF STRATEGY OFFICER

This Fiscal Year (FY) 2018 Operating Budget guide has been developed to explain the budget development process for Montgomery County Public Schools (MCPS) and promote a clear understanding of budget submission requirements. The FY 2018 Operating Budget Development Schedule and Budget Review Schedule is similar to previous years and is provided in **Appendix A (Operating Calendar)**. **Budget submissions are due to the Budget Unit on September 7, 2016 for the Offices of School Support and Improvement, Chief Academic Officer, Curriculum and Instructional Programs, and Student and Family Support and Engagement; September 14, 2016 for the Offices of the Chief Operating Officer, Chief Technology Officer, and Human Resources and Development; and September 25, 2016 for K-12 Instruction and the Office of Special Education.** It is critical that these submissions be complete and on time. Executive leadership will need to schedule time to meet with their units to review requests prior to this date.

The fiscal outlook for FY 2018 does not suggest much, if any change. Thus, there will be little opportunity for new or expanded program enhancements, and we will again be forced to examine base budget reductions.

The Budget Unit looks forward to working with you as you develop your FY 2018 operating budget request. If you have any questions or need assistance, please contact me, Ms. Nicola Diamond, Chief Strategy Officer, Ms. Nancy Austin, Supervisor of the Budget Unit, or your budget specialist. Thank you for your dedication and cooperation in support of the MCPS FY 2018 Operating Budget development process.

Nicola Diamond, Chief Strategy Officer

TABLE OF CONTENTS

	Page
Preparing the Program Mission Summary	1
Preparing the Budget Resource Workbook	1
Budget Resource Worksheet	2
Realignment	2
Position/Temporary Part-time Salaries	3
Consultants/Other Contractual Services	3
Supplies and Materials	4
Other	4
Equipment	4
Employee Benefits Due to Realignment	5
Supported Projects and Enterprise Funds	5
Preparing the Budget Submission Explanation Form	6
Summary Description of Objects Form	6
Organizational Charts	6
Appendices:	
A Operating Budget Calendar	A
B Sample PMS	B
C Style/Format Guide for PMS	C
D Budget Resource Worksheet Instructions	D
E Budget Resource Worksheet	E
F Lease/Purchase Schedule	F
G Enterprise/Special Fund Revenue Worksheet	G
H Rates	H
I Salary Tables	I
J Budget Submission Explanation Form	J
K Summary Description of Objects	K
L Budget Resource Summary Page	L

FY 2018 Budget Submission Instructions

FY 2018 BUDGET SUBMISSIONS SHOULD INCLUDE THE FOLLOWING DOCUMENTS:

- Program Mission Summary (PMS)
- Budget Resource Workbook -
 - Budget Resource Worksheet,
 - Lease/Purchase, and Enterprise Forms (if applicable)
- Budget Submission Explanation Form (New for FY 2018)
- Summary Description of Object Form (New for FY 2018)
- Organizational Charts

1. PREPARING THE PROGRAM MISSION SUMMARY

The Program Mission Summary (PMS) is the narrative portion of the budget document. For FY 2018, changes have been made to the structure of the PMS. The new structure emphasizes our commitment to a budget that is aligned with system priorities, data-driven, and student-centered.

A PMS is required for each office and reporting departments or offices only and should include the below information. Refer to Appendix B for a list of PMS requirements by office and examples.

A. Mission Statement

One sentence that describes the focus and purpose of office or department.

B. Overview of Major Functions

Brief description of responsibilities and objectives of office or department.

Functions within each office and/or department should be grouped according to the organization chart. Each function should be aligned to a district priority and have specific goals.

C. Measures (departments, reporting office or offices without departments)

Concrete criteria for measuring progress toward attainment of each goal. Each measure should contain a baseline (FY 2016 Actual), and targets for two years (FY 2017 and 2018). Measures should reflect success of the objectives and focus on outcomes, efficiencies or quality. If possible, avoid measures that indicate the amount of resources used or number of services provided or people served.

Electronic copies of the FY 2017 Program Mission Summaries have been emailed to associate superintendents' administrative and fiscal staff. Appendix C offers style and format guidance to provide consistency.

Please submit an electronic copy of the PMS's on or before September 7, 2016 for the Offices of School Support and Improvement, Chief Academic Officer, Curriculum and Instructional Programs, and Student and Family Support and Engagement; September 14, 2016 for the Offices of the Chief Operating Officer, Chief Technology Officer, and Human Resources and Development; and September 25, 2016 for K-12 Instruction and the Office of Special Education. Submit them as a RTF file attachment via Outlook to Jayshree Patel, administrative secretary. Hard copies do not need to be included with the budget submission. As with all parts of the budget submission, you will need to build in enough time to ensure that the PMS has been

reviewed and approved by your associate/deputy superintendent prior to submitting the documents.

2. PREPARING THE BUDGET RESOURCE WORKBOOK

The Budget Resource Worksheet (Appendix E) is a summary by department/unit, of the budget request by major object of expenditure, and by account. It provides columns to show by office/department/unit,

- resources proposed for realignment (column A4),
- resources necessary based on enrollment changes (column B5) (i.e. growth) and other formula driven calculations,
- resources necessary to accommodate rate changes for existing services such as utilities and local travel mileage reimbursement (column C6), (Please note that changes only come into play if a change is preapproved by the Department of Strategic Planning and Resource Management.) and
- efficiencies reduction (column D7).

Refer to Appendix D for additional instructions.

The current fiscal outlook will force MCPS to identify efficiencies and reductions for FY 2018. All offices will be given an efficiencies/reduction amount to include in column D7 of the Budget Resource Worksheet. This is different than in prior years when reductions were provided separately. For FY 2018 these reductions will be considered as part of your base budget submission. In addition, each office/department will be asked to provide a plan for additional reductions (column F10 and question on the Budget Explanation Form) that can be used in the event of a decline in the fiscal outlook. Offices should expect that the reductions they submit in column D7 will be taken. Offices/departments/Units must include the full efficiency reduction amount in their budgets. Budgets that do not include the full reduction amount will be returned to the Offices/Departments/Units. Grant funded projects without a local match and enterprise funds are excluded from the efficiency reduction.

When completing the Budget Resource Worksheet the numbers in the FY 2017-Current Budget (column 3) must match your FY 2017 budget as approved by the Board of Education on June 14, 2016. Base changes approved prior to the budget orientation are included in the Budget Resource Worksheet FY 2017 data. Any changes that have been approved after the budget orientation, should be shown in the realignment column (column A4) pending approval during the FY 2018 Operating Budget process. Under justification, please indicate that the amount was approved as a base change in FY 2017. The budget figures in the FY 2017-Current Budget column plus changes shown in the realignment, growth, inflation/rate change/other, and efficiency reduction must total as the FY 2018-Same Services Budget (column 8) of the Budget Resource Worksheet.

All budgeted accounts will fall under one of the criteria below:

- Positions
- Non-position/Temporary Part-time Salaries
- Consultants and Other Contractual Services
- Supplies and Materials
- Other

- Equipment
- Employee Benefits Due to Realignment

Positions (Object 01)

The FY 2018 Proposed Budget (column 11), should reflect any proposed changes. There may be a realignment to reconstitute a vacant position for another position of the same cost, or a higher salaried vacant 1.0 position for more than 1.0 lower salaried positions. Also, there may be a proposal to realign non-position dollars to create a new position. **In all of the above realignment scenarios, sufficient dollars must be realigned to fund the employee salary and benefit costs of the position(s) requested.** Further guidance on funding employee benefit costs is provided below in Employee Benefits Due to Realignment. Additional information is shown on the instruction tab of the Budget Resource Workbook.

Non-Position/Temporary Part-time (Other) Salaries (Object 01)

Other or non-position salaries accounts are budgeted to pay for temporary part-time and overtime employment. Each "other salaries" line item request must be justified in column 12 on the Budget Resource Worksheet by showing rates of pay and how many hours of part-time work are necessary. **Use current rates of pay.** See Appendix H for current pay rates.

The Budget Unit will adjust your budget for next year as necessary if there are changes to salaries and pay rates.

Consultants and Other Contractual Services (Object 02)

A contractual item is an arrangement for services to be performed by a business, agency or an individual who is not an MCPS employee. It is important for the budget submission to be clear about contractual services. Units must review consultant and/or contractual accounts to make sure that your current budget accurately reflects how funds are used. All current and proposed requests for contractual services will be scrutinized carefully by the Budget Unit. What constitutes a consultant service versus a contractual service is defined in Administrative Regulation DJA-RA as follows:

- *Consultant service contracts* (a) require professional or technical advice or service; (b) are labor intensive; (c) may be performed under the supervision of an MCPS employee; (d) may include personal service contracts; and (e) include, but are not limited to, educational survey and research activities, and educational/management consulting.
- *Product-oriented service contracts* (a) require the delivery and/or maintenance of an output or product; for example, a report, an analysis, a curriculum manual, or a data processing program or maintenance service of MCPS equipment or software; (b) may be, but are not necessarily labor intensive; and (c) are not performed under the supervision of an MCPS employee.

Supplies and Materials (Object 03)

As with all other line items, justification for all requests for supplies and materials are to be explained and fully justified in column 12. **Inflation costs such as textbooks, media centers, and instructional materials should not be included. These will be calculated by the Budget Unit.**

Other (Object 04)

Examples of items budgeted under “other” are local travel, subscriptions, dues and registration fees, and utility costs. Amounts for local travel are budgeted to reimburse employees for mileage expenses incurred as part of performing their normal work responsibilities. All funds requested in the budget under “other” must be fully justified in column 12 on the Budget Resource Worksheet. For local travel, it is necessary to explain how local travel funds are used and provide an estimate of how many miles of local travel are anticipated.

Budgets for grant-supported programs and enterprise funds include employee benefit costs that also are shown under “Other” (Object 04). Use the information provided in Appendix H to calculate employee benefit costs associated with salaries of employees in these programs.

Equipment (Object 05)

All equipment items that individually cost \$1,000 or more must be categorized as either additional, replacement, or lease/purchase equipment. The criteria for this categorization are detailed below.

Additional/Replacement Equipment:

As a result of MCPS capitalization policies, all individual equipment purchases must be reported either as capitalized equipment (individual items costing \$5,000 or more) or non-capitalized equipment (individual items costing \$1,000 to \$4,999). Itemize these purchases in the Justification section (column 12) of the Budget Resource Worksheet. The MCPS accounting structure provides for this distinction and you should review your current budget to verify compliance with this structure. Subobject 011 is used for non-capitalized equipment; subobject 040 is used for purchases of additional capitalized furniture and equipment; and subobject 050 is used for purchases of replacement capitalized furniture and equipment. The justification for additional or replacement furniture and equipment should be clearly described on the forms. Written estimates may be obtained from the Division of Materials Management and included as part of the budget submission.

Note: all individual equipment items costing \$999 or less must be budgeted and purchased under Supplies and Materials.

Lease/Purchase Equipment:

Lease/purchase (sub object 060) is used to finance over time, major equipment purchases (typically costing \$15,000 or more) such as copiers and plant equipment (3 years); computer systems/software, communications/security systems (4 years); and buses, trucks, and maintenance vehicles (6 years). Items that will continue to be lease/purchased for FY 2018 as well as new/proposed lease/purchases should be detailed on Form F: Lease/Purchase Schedule. A sample form is provided in Appendix F. Any additional information that is necessary to justify your request should be attached.

Employee Benefits:

Employee benefits must be applied to position and non-position salary accounts for all budget changes requested in columns A-F. Benefit calculations for changes must be included in the benefit table shown at the bottom of the Budget Resource Worksheet. **For additional guidance, please refer to the employee benefit section of the Budget Resource Worksheet instruction tab within the excel workbook** provided by the Budget Unit staff. The appropriate benefit rate and sufficient amount of dollars must be applied for each bargaining group (see below for rates).

Bargaining Unit	Rate
Montgomery County Association of Administrators and Principals (MCAAP) (sub objects 001-016)	25.69%
Montgomery County Business and Operations Administrators (MCBOA) (sub object 017)	27.24%
Montgomery County Education Association (MCEA) (sub objects 018-039)	33.41%
Service Employee International Union (SEIU) (sub objects 040-079)	44.69%
Temporary Part-Time Salaries	7.65%
Partial FTE (i.e change from 1.0 FTE to 0.5 FTE or 0.5 FTE to 1.0 FTE)	16.39%

For additional information regarding partial FTE benefit calculations for increases or reductions, please contact your budget specialist.

These benefit amounts will not show in your budget but will be added to the budget of the Department of Financial Services. Budgeting for employee benefits for grants and enterprise funds is discussed below.

Supported (Grant) Projects and Enterprise Funds:

Some additional instructions are necessary to develop budget requests for enterprise funds. The first step is to identify the level of anticipated revenue and complete the Enterprise/Special Fund Revenue Worksheet (See Appendix G).

Anticipated revenue over and above the current year's revenue amount will need to be used to fund same service level increases, such as changes in the costs of salaries, benefits, enrollment growth, inflation, and the make-up of any projected deficits in the current year. SEE THE BUDGET RESOURCE WORKSHEET INSTRUCTIONS FOR ADDITIONAL INFORMATION.

3. PREPARING THE BUDGET SUBMISSION EXPLANATION FORM

In addition, the Budget Submission Explanations Form (Appendix J) is to be completed and included as part of the budget submission. This form provides space to describe any significant changes and their alignment to the MCPS Strategic Priorities. This form will be required to accompany each budget resource summary page currently displayed in the FY 2017 Summary Operating Budget (Appendix L), therefore not every ODD will require a Budget Explanation Form. Please refer to form (Appendix J) for additional instructions.

4. PREPARING THE SUMMARY DESCRIPTION OF OBJECT FORM (New)

The Summary Description of Object Form (Appendix K) represents the funding purpose for resources used to support activities by object of expenditure. The funding purpose is a high level description detailing how the funds are used. This form will be required to accompany each budget resource summary page currently displayed in the FY 2017 Summary Operating Budget (Appendix L). Please note that this form should not include specific dollars or FTEs associated with the budget resource summary page.

5. PREPARING ORGANIZATIONAL CHARTS

Current organization charts published in the FY 2017 Operating Budget Summary and Personnel Complement need to be updated to reflect any organizational changes approved since the FY 2017 Operating Budget Summary and Personnel Complement was printed in June, 2016. If you do not have a copy of the FY 2017 summary budget documents, it can be found on the MCPS website. **The Budget Unit will only consider current year changes if documentation (i.e., copy of signed memo from the chief operating officer) that the change has been approved is provided along with the budget submission.** Changes being proposed as part of the budget should not be included, unless they are budget neutral (realignment). New positions for growth or enhancements and reductions should not be included until after decisions are made about these changes. If no changes to the organizational chart have been approved for FY 2017, then a signed copy of the current plan should be included as part of the submission.

APPENDICES

A	Operating Budget Calendar	A
B	Sample PMS	B
C	Style/Format Guide for PMS	C
D	Budget Resource Worksheet Instructions	D
E	Budget Resource Worksheet	E
F	Lease/Purchase Schedule.....	F
G	Enterprise/Special Fund Revenue Worksheet	G
H	Rates.....	H
I	Salary Tables.....	I
J	Budget Submission Explanation Form	J
K	Summary Description of Objects	K
L	Budget Resource Summary Page	L

MONTGOMERY COUNTY PUBLIC SCHOOLS FY 2018 OPERATING BUDGET CALENDAR

<u>DATE</u>	<u>ACTIVITY</u>
July 25, 2016	Fiscal Year 2018 Operating Budget Orientation Sessions
July 25 to September 26, 2016	Budget Analysts provide consultation and technical assistance in budget preparation to associate superintendents and staff
September 7, 2016	Office of School Support and Improvement, Office of the Chief Academic Officer, Office of Curriculum and Instructional Programs, and Office of Student and Family Support and Engagement budget submissions due to the Budget Unit
September 14, 2016	Office of the Chief Operating Officer, Office of the Chief Technology Officer, and Office of Human Resources and Development budget submission due to the Budget Unit Budget Steering Committee Meeting
September 19, 2016	Budget Steering Committee Meeting
September 26, 2016	Office of Special Education and K-12 Instruction budget submissions due to the Budget Unit
September 7, 2016 to October 19, 2016	Budget Unit review of budget submissions
October 3, 2016	Budget Steering Committee Meeting
October 11, 2016	Budget Steering Committee Meeting
October 24, 2016	Budget Steering Committee Meeting
November 7, 2016	Budget Steering Committee Meeting
November 16, 2016	Budget Steering Committee Meeting
December 13, 2016	Superintendent Presents Recommended FY 2018 Operating Budget to Board of Education

**MONTGOMERY COUNTY PUBLIC SCHOOLS
FY 2018 OPERATING BUDGET CALENDAR**

<u>DATE</u>	<u>ACTIVITY</u>
December 16, 2016 through January 17, 2017	Sign-up period for speakers at Board of Education Public Hearings
January 5 & 11, 2017	Board of Education Public Hearings-Auditorium
January 17 & 19, 2017	Board of Education Budget Worksessions
February 14, 2017	Board of Education Action to Adopt Superintendent's FY 2018 Recommended Operating Budget
March 1, 2017	Board of Education Budget Transmittal to County Executive/Council
March 15, 2017	County Executive Releases FY 2018 Operating Budget
April 2017	County Council Budget Public Hearings
April - May, 2017	County Council Worksessions
May 19, 2017	County Council Budget Action
June 13, 2017	Final Board of Education Action to Approve FY 2018 Operating Budget

		Mission	Major Functions	Measures
Chapter 1: K–12 Instruction				
	Elementary Schools	X	X	X
	Middle Schools	X	X	X
	High Schools	X	X	X

Chapter 2: Office of School Support and Improvement				
	Office of the Deputy Superintendent of School Improvement Support	X	X	
	Office of Elementary School Support and Improvement	X	X	X
	Office of Secondary School Support and Improvement	X	X	X
	Department of Instructional Leadership	X	X	X

Chapter 3: Office of Chief Academic Officer				
	Office of Chief Academic Officer	X	X	

Chapter 4: Office of Curriculum and Instructional Programs				
	Office of the Associate Superintendent	X	X	
	Department of Elementary Curriculum and Districtwide Programs	X	X	X
	<i>American Indian Education</i>			
	<i>Division of Accelerated and Enriched Instruction</i>			
	<i>Division of Title I and Early Childhood Programs and Services</i>			
	<i>Title I Programs</i>			
	Department of Secondary Curriculum and Districtwide Programs	X	X	X
	Department of Career Readiness and Innovative Programs	X	X	X
	<i>Interim Instructional Services</i>			
	<i>National Institutes of Health Program</i>			
	<i>Career and Post Secondary Partnerships</i>			
	<i>Division of Consortia Choice and Application Program Services</i>			

Chapter 5: Office of Special Education				
	Office of the Associate Superintendent	X	X	
	<i>Resolution and Compliance Unit</i>			
	Division of Business, Fiscal, and Information Systems	X	X	X
	<i>Medical Assistance Program</i>			
	Department of Special Education Services	X	X	X
	<i>Placement and Assessment Services Unit</i>			
	<i>School-Based Services</i>			
	<i>Special Schools/Centers</i>			
	<i>Division of Prekindergarten, Special Programs, and Related Services</i>			
	<i>Individuals with Disabilities Education Act (IDEA)</i>			
	<i>Infants and Toddlers, Prekindergarten Special Education Programs, and InterACT</i>			

			Major	
		Mission	Functions	Measures
Chapter 6: Office of Student and Family Support and Engagement				
	Office of Student and Family Support and Engagement	X	X	X
	<i>Family and Community Engagement</i>			

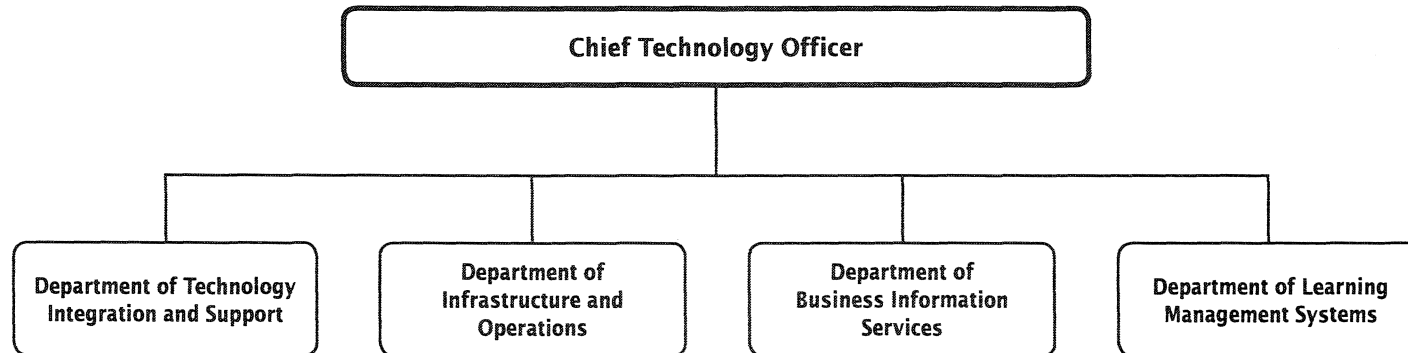
Chapter 7: Office of Chief Operating Officer				
	Office of Chief Operating Officer	X	X	
	<i>Entrepreneurial Activities Fund</i>			
	Department of Strategic Planning and Resource Management	X	X	X
	<i>Budget Unit</i>			
	<i>School and Financial Operations Team</i>			
	Department of Financial Services	X	X	X
	<i>Division of Controller</i>			
	Department of Association Relations	X	X	X
	Department of Facilities Management	X	X	X
	<i>Real Estate Management Fund</i>			
	<i>Division of Construction</i>			
	<i>Division of Long-range Planning</i>			
	<i>Division of Maintenance</i>			
	<i>Division of School Plant Operations</i>			
	Department of Transportation	X	X	X
	<i>Field Trip Fund</i>			
	Department of Materials Management	X	X	X
	<i>Editorial, Graphics and Publishing Services</i>			
	<i>Procurement Unit</i>			
	<i>Division of Food and Nutrition Services</i>			
	Department of School Safety and Security	X	X	X

Chapter 8: Office of the Chief Technology Officer				
	Office of Chief Technology Officer	X	X	
	Department of Technology Integration and Support	X	X	X
	Department of Infrastructure and Operations	X	X	X
	Department of Business Information Services	X	X	X
	Department of Learning Management Systems	X	X	X

Chapter 9: Office of Human Resources and Development				
	Office of the Associate Superintendent	X	X	
	Department of Certification and Staffing	X	X	X
	Department of Performance Evaluation and Compliance	X	X	X
	Department of Professional Growth Systems	X	X	X

			Major	
		Mission	Functions	Measures
Chapter 10: Board of Education and Office of the Superintendent of Schools				
	Board of Education	X	X	X
	Office of the Superintendent of Schools	X	X	
	Chief of Staff	X	X	
	Office of Communications	X	X	X
	<i>Television Special Revenue Fund</i>			
	Office of Shared Accountability	X	X	X
	Office of the General Counsel	X	X	X

Office of the Chief Technology Officer—Overview



F.T.E. Positions 145.0

(In addition, there are 34.5 positions funded by the Capital Budget, and a 0.5 position funded by the Employee Benefits Trust Fund)

FY 2017 OPERATING BUDGET

Office of the Chief Technology Officer—411

Sherwin Collette, Chief Technology Officer

301-279-3581

MISSION The mission of the Office of the Chief Technology Officer (OCTO) is to provide high-quality technology systems and services to support teachers, engage students, and assist in the effective business operations of Montgomery County Public Schools (MCPS).

MAJOR FUNCTIONS

Strategic Priorities: Operational Excellence, Human Capital Management; Learning, Accountability, and Results

Department of Technology Integration and Support

OCTO leads the selection of innovative technologies in K-12 environments and leads the development of high-quality professional development that promotes the effective integration of technology in teaching and learning environments and excellence in teaching and learning.

Department of Infrastructure and Operations

OCTO manages the enterprise-wide technical systems, including the data center, network connections, e-mail, and telephones to facilitate the implementation of effective, secure, and reliable hardware and software solutions. OCTO also provides technical assistance to schools and offices.

Department of Business Information Services

OCTO plans, develops, implements, and supports high-quality business solutions contributing to the transformation of learning environments through the innovative integration of technology across all aspects of the school system.

Department of Learning Management Systems

OCTO provides instructional and information systems that enhance the education of students through the innovative application of technology; facilitate the design of connected systems, processes, and information; increase the efficiency of the educator; and transform access to information in support of teaching and learning for staff, students, parents, unions, and the community.

Department of Business Information Services

Director II (Q)	1.0
Supervisor (K)	1.0
Application Developer III (27)	3.0
Development Project Manager (27)	3.5
Development Project Manager (27)	0.5*
Applications Developer II (25)	5.0
Technical Analyst (25)	1.0
IT Systems Specialist (18-25)	1.0
IT Systems Technician (18)	1.0
Administrative Secretary III (16)	1.0

F.T.E. Positions 17.5

(*In addition, there is a 0.5 position funded by the Employee Benefits Trust Fund)

FY 2017 OPERATING BUDGET

MISSION *The mission of the Department of Business Information Services (DBIS) is to plan, develop, implement, and support high-quality business solutions, contributing to the transformation of learning environments through the innovative integration of technology across all aspects of the school system.*

MAJOR FUNCTIONS

Strategic Priority: Operational Excellence

Human Capital Management Solutions

DBIS implements and supports human capital management solutions, providing applications and systems to facilitate operational excellence in the delivery of services for human resource management, professional development, and career management. The Human Resources Information System (HRIS) integrates personnel, leave management, time accrual, payroll, and employee benefit functions that allow for effective management of information and resources. The Payroll Attendance and Collection System, an in-house-developed time and attendance system within the Lawson HRIS system, provides a seamless, and real-time integration with the HRIS system. The School Allocation Execution application provides school principals and staff with personnel and allocation information to support staffing and hiring decisions. Online applications for processing supplemental salary verification for assignments including elementary team leader, faculty representative, department size, and extract curricular assignments streamline the process for schools and back office processing. Employee self-services provide online access to personal information, benefits, pay, and retirement planning. Lifeworks is the system used to manage and administer employee pension benefits. The PenPoint website provides employees with retirement analysis features to assist in retirement planning. The Professional Development Online system is used for managing and monitoring MCPS employee training. MCPS Careers provides a web-based solution that automates the application and hiring process for MCPS-based position vacancies, and Career Pathways guides supporting services employees in career planning. The Substitute Employee Management System provides telephone and web access for school administrators and staff to enter teacher absences and for substitutes to obtain job assignments.

Financial Management Solutions

DBIS staff develops new functionalities for financial management solutions, in collaboration with schools and offices across the system, and is committed to delivering the highest level of operational performance and support. The Financial Management System integrates supply chain, finance, and budgeting functions, providing access to essential information and streamlining financial processes for schools and offices, service providers, and external agencies. School Funds Online is used in schools to manage Independent Activity Funds, providing real-time reporting and transactional information. In addition, a secure online system allows parents to view their students' financial account history and make electronic payments for school activity items, extracurricular activity fees, and summer school payments. The J. P. Morgan purchasing card used by schools and offices is supported in collaboration with the Procurement Unit, Division of Controller, and in partnership with the vendor. Integration with systems, including HRIS, purchasing card system, budgetary data, and the Destiny Library Manager, illustrates the focus on streamlining and enhancing financial management for all stakeholders. Budget processes are supported throughout the year with analysis and operational support and during the budget development process, providing salary projections based on negotiated agreements. Budget data is provided for OpenDataMCPS, on which citizens of Montgomery County have the ability to view all stages of the operating budget through an online portal. Project management is provided for the E-rate program that provides rebates on funds expended for eligible data transmission services, Internet access, and broadband internal connections.

School and Business Operational Technologies

DBIS provides a variety of solutions that support school operations. The Transportation Information Management System supports the management of human and automotive resources used by MCPS. Fortis software provides MCPS with an electronic document management system that dramatically increases access to information previously available only on paper, such as personnel and student records. The Student Member of the Board election is supported with project management and implementation of a secure web-based voting system. The Capital Improvement Plan system, used by the Division of Long-range Planning

APPENDIX B

and Division of Construction, maintains data essential for the development and publication of the Capital Improvements Program and the Educational Facilities Master Plan. The Database of Accountable Evaluations (DAE) provides a web-based resource for searching evaluations of library and instructional materials. DAE contains over 172,000 verified records for approved materials. The Destiny Library Management system provides schools with a centralized K-12 resource management tool. This system assists schools in working more efficiently, while creating an engaging and collaborative learning environment that promotes and supports student achievement.

MEASURES

Measure: The number of paper-based processes converted to online web-based applications for school and office operations.

FY 2016 Actual	FY 2017 Estimate	FY 2018 Recommended
13	8	10

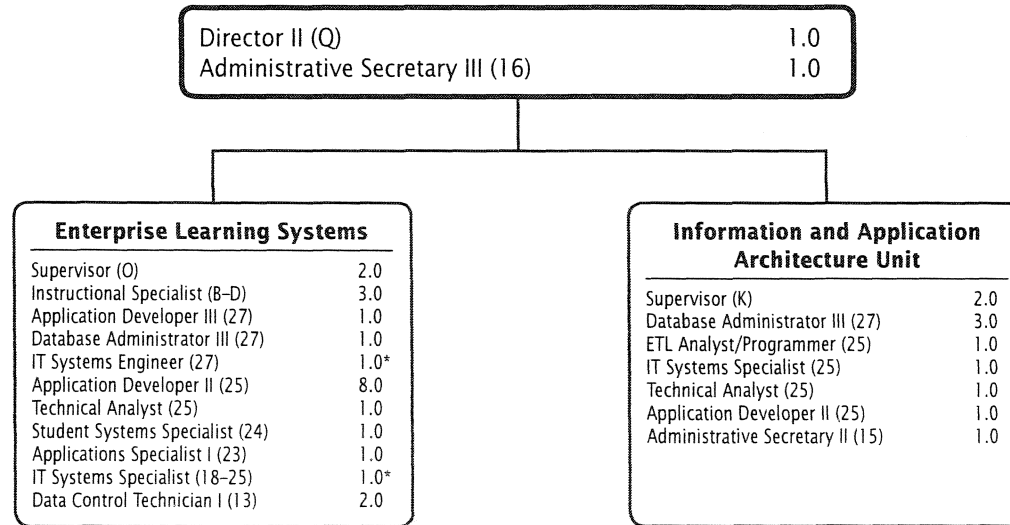
Explanation: This measure indicates the percentage of software implemented that performs without error, based on design specifications.

Measure: The percentage of systems/applications on a supported release level

FY 2016 Actual	FY 2017 Estimate	FY 2018 Recommended
77%	78%	81%

Explanation: This measure provides information for operational support and agility in enhancing the customer experience.

Department of Learning Management Systems



F.T.E. Positions 32.0

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

Mission *The mission of the Department of Learning Management Systems (DLMS) is to provision instructional and information systems that enhance the education of students through the innovative application of technology; facilitate the design of connected systems, processes, and information; increase the efficiency of the educator, and transform access to information in support of teaching and learning for staff, students, parents, unions, and the community.*

MAJOR FUNCTIONS

Strategic Priorities: Learning, Accountability and Results, Operational Excellence

Enterprise Learning Systems

Application Development

DLMS collaborates with offices, schools, and local government agencies to promote and support Montgomery County Public Schools (MCPS) and the initiatives of the Office of the Chief Technology Officer (OCTO) by developing, implementing, and continuously improving MCPS applications and services. Based on goals and priorities, the department develops, purchases, implements, and supports complex solutions for students, parents, schools, and offices. These solutions enable the collection and analysis of essential data; decision making and planning; dissemination of accurate and timely information; and operational effectiveness that streamlines and enhances the management of teaching and learning, as well as MCPS's compliance with state and federal regulations. DLMS focuses on providing and managing student systems so that they support greater accountability and sharing of knowledge among staff, students, and parents.

Instructional Applications

DLMS staff supports offices and schools by managing and administering student systems. The Online Administrative Student Information System (OASIS) is the source system for managing all student administrative information, including enrollment, attendance, report cards and transcripts, scheduling, course management, and assessment information. OASIS contains user-friendly applications that provide an easy and accurate method of collecting student administrative data. The OASIS Special Services (OSS) module is a component of OASIS that greatly increases the efficiency of managing the special education process for families, schools, and central services administrators and enables creation of the electronic Individualized Education Program (IEP). DLMS staff also manages the Online Achievement and Reporting System (OARS), comprising an electronic grade book and classroom-to-home communication solution, as well as electronic assessment systems to support timely delivery and reporting of assessments aligned with MCPS and Maryland state standards. The enterprise electronic grade book facilitates grading and reporting activities and policy alignment across the district and a classroom-to-home parent outreach component to securely communicate individual student achievement information from teachers to parents.

myMCPS

Information from the student systems and other information services is published in the myMCPS portal, which provides end users with the information they need in a single place. The myMCPS portal is designed to deliver a personalized user experience, based on a user's roles and responsibilities in the school system. The portal facilitates team and peer-group communication and collaboration; provides access to role-specific applications, data warehouse dashboards, and reports; and offers information services, including the elementary integrated curriculum, teacher and student attendance data, and social networking features such as wikis, discussion boards, and blogs.

Information and Application and Infrastructure

DLMS collaborates with offices, schools, and local government agencies to promote and support MCPS and the initiatives of OCTO by developing, implementing, and continuously improving MCPS systems. Based on goals and priorities, the department develops, purchases, implements, and supports complex solutions for students, parents, schools, and offices. These solutions enable the collection and analysis of essential student data; decision making and planning; dissemination of accurate and timely information; and operational effectiveness that streamlines and enhances the management of teaching and learning, as well as MCPS compliance with state and federal regulations. DLMS oversees and manages the database

APPENDIX B

architecture and reporting solutions for the OCTO applications, as well as the implementation of quality assurance practices across the office. This unit provides data to district staff, students, and parents, as well as to the Maryland State Department of Education (MSDE). These applications and reporting solutions provide current and historical reports to support both detail and summary-level data analysis for strategic decision making.

MEASURES

Measure: Percentage of users satisfied with the customer service provided by the department

FY 2016 Actual	FY 2017 Target	FY 2018 Target
94%	97%	98%

Explanation: This is a measure of customer satisfaction with DLMS staff service, as measured by surveying stakeholders in work group sessions.

Measure: The percentage of software implemented without major defects

FY 2016 Actual	FY 2017 Target	FY 2018 Target
93%	95%	99%

Explanation: This measure indicates the percentage of software implemented that performs without error, based on design specifications, as measured by source control work item management software.

Measure: The percentage of school staff using data from Learning Management Systems to drive School Improvement Plan

FY 2016 Actual	FY 2017 Target	FY 2018 Target
85%	87%	90%

Explanation: This measure indicates the percentage of school based staff using data to drive decisions in schools.

**STYLE/FORMAT GUIDE
FOR
PROGRAM MISSION SUMMARIES**

- There is no space after a dollar sign
- Refer to a specific fiscal year as FY 2013, FY 2014, etc.
- Multiyear is one word
- In referring to an enhancement, program, or project such as the Title I Program, the words “Initiative,” “Program,” “Project” are uppercase
- When referring to the MCPS Strategic Plan use MCPS Strategic Planning Framework
- Do not use the percent sign (%). Write out the word percent
- federal and state are lowercase, except when saying “Maryland State...” or “Virginia State...”
- Acronyms are used only if the name is to be repeated. Write out what the acronym stands for the first time
- Three million dollars should be written \$3.0 million, 2 percent would be 2.0 percent, and numbers less than a whole should have a leading zero – 0.4 percent
- Write out numbers one through ten. Use numerals for 11 and up
- Capitalize all organization and proper names, i.e., County Council. Do not capitalize generic titles such as county executive
- Use relocatables not portable classrooms
- Algebra 1, not Algebra I; but Title I, not Title 1
- Use Website, not web site. Use webpage, not web page. Use Internet, not internet.
- Grade 5, fifth grade, grades 3–5;
- Use prekindergarten not pre-K
- DuFief Elementary School but DuFief and Stone Mill elementary schools
- 21st. Century not 21st Century
- Use full name of school for example William B. Gibbs Jr. not Gibbs

Budget Resource Worksheet Instructions

<u>Columns</u>	<u>Instructions and/or Notes</u>
1 Actuals	Enter FY 2016 Actual expenses for each account in the Budget Resource Worksheet(s). Actual amounts for position salaries are not required. Please insert lines for accounts with actual expenditures without a budget. It is important that the proper accounts are charged, and that no expenditures are charged to accounts without budgets. Realignments may be required to make adjustments for those accounts with actuals and no budget, as part of the FY 2018 budget process.
2 Support Type	Under Support Type for each account, enter (SB) School-Based, (CO) Central Office Based, or (SO) Support Operations for each account. (SB) School-Based includes only funds or positions directly allocated to schools (school managed resources) (CO) Central Office Based includes all other funds managed through central office (SO) Support Operations includes only Maintenance, School Plant Operations, and Transportation
3 Current Budget	Includes all base changes that have been approved in the FY 2017 Operating Budget publication. Any changes that have been approved after the adoption of the budget, should be shown in the realignment column, pending approval of the FY 2018 Operating Budget. Under justification (column 12), please indicate that the amount was approved as a base change in FY 2017 and is now pending for the FY 2018 Budget.
4 Realignment	Realignment of funds are used for redistributing budget resources to meet strategic needs, with no net change to the bottom line. All realignment of funds should equal zero when completed. However, if a position is being created through a realignment from a non-position account (ex: supplies), the total realignment between the accounts should be short by the amount owed for the benefits. The amount owed for benefits will then be added to employee benefits, located in the Department of Financial Services budget.
5 Growth	Additional funds requested to accommodate projected enrollment growth. Please refer to the Budget Guide, Section A, Position Rates for calculating costs. Also, complete the benefits calculation section on Budget Resource Worksheet.
6 Rate Change/Other	Rate changes, or other functional contractual increases/decreases. For additional positions, complete the benefits calculation section on Budget Resource Worksheet. Additional inflation costs for items such as textbooks, media centers, and instructional materials will be calculated by the Budget Unit.
7 Efficiency Reduction(s)	All offices will be given an efficiency reduction amount to include in column D7 of the Budget Resource Worksheet, the full amount must be met. Budgets that do not include the full reduction amount will be returned to the Offices/departments/Units. Grant funded projects without a local match and enterprise funds are excluded. In addition, the Budget Explanation Form (Appendix J) is to be completed and included as part of the budget submission.
8 Same Services Budget	This budget reflects the Current Budget (column 3) plus columns 4-7, details above.
9 Enhancements	Proposal for enhancements that relate to the MCPS strategic priorities, which is based on Board of Education Interests, data driven, and student centered. For additional positions, please calculate employee benefits in section on Budget Resource Worksheet.
10 Other Efficiencies	New ideas or operational changes that impact the way a department conducts business. Additional reduction amounts will be provided to each office and data is to be included in this column.
11 Proposed Budget	Includes budget for Same Services (column 8), plus funding for additional enhancements and other efficiencies (columns 9-10).
12 Justification/ Purpose of Funds	Enter a description for the purpose of the funds. Please include formulas when possible and include other support documentation, as needed.

Budget Resource Worksheet Instructions

*** Employee Benefit Rates When calculating benefits, if a position remains 0.5 FTE or greater, please reduce FICA (7.65%), Retirement (4.18%) & State Retirement (4.56%). The total benefit reduction for a partial FTE reduction in this case would be 16.39%. If a position is reduced to lower than 0.5 FTE, this position will no longer be eligible for full-time benefits, therefore you must apply the full benefit rate by union.

Union	Sub Objects	Job Codes
MCAAP	001 002 004 006 010 011 012 015 016	0100-0699
MCBOA	017	0700-0799
SEIU	040 - 079	0800-1xxx
MCEA	018 019 020 021 022 024 025 031 032	4xxx-9xxx

*Employee Benefit Rates by Union are shown on the Budget Resource Worksheet

Other Notes:

When adding rows or columns, please make sure that formulas have been updated to include the new data.
Print Budget Resource Page in Legal Format and email back to Budget Specialist in Excel (editable) format

BUDGET RESOURCE WORKSHEET

Account #	Account Title	Job Code	1 FY 2016 Actuals	2 Support Type SB/CO/SO	3 FY2017-Current Budget		4 Realignment		5 Growth		6 Rate Change/Other		7 Efficiency Reduction (-)		8 FY 2018-Same Services Budget		9 Enhancements		10 Other Efficiencies		11 FY 2018 - Proposed Budget		12 Justification/Purpose of Budget Funds Description/Details (Include formulas when possible)
					FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	
ODD: Name of Office																							
Object: 01 Salary & Wages																							
01-617-01-001	0 Deep Suppl for Sahr Supp & Imprv	151			1,000										1,000							1,000	
02-617-01-001	0 Associate Superintendent	170			3,000									3,000								3,000	
02-617-01-002	3 Director II	262			16,000									16,000								16,000	
02-617-01-002	0 Director I	330			2,000									2,000								2,000	
02-617-01-004	0 Supervisor	665			1,000									1,000								1,000	
01-617-01-010	0 Executive Director	464			2,000									2,000								2,000	
02-617-01-040	0 Administrative Secretary I	4130			1,000									1,000								1,000	
02-617-01-040	0 Admin Services Manager I	4150			5,000									5,000								5,000	
01-617-01-040	0 Admin Services Mgr III	4190			1,000									1,000								1,000	
02-617-01-040	0 Administrative Secretary II	4200			5,000									5,000								5,000	
03-617-01-081	0 Substitute Teachers				45,840									45,840								45,840	
02-617-01-082	0 Professional Part-time				7,261									7,261								7,261	
03-617-01-086	0 In-Service Stipends				34,722									34,722								34,722	
02-617-01-090	0 Support Services Plan time				11,809									11,809								11,809	
Total Object 01 - Salary & Wages					41,000	5,176,866								41,000	5,176,866							41,000	5,176,866
Object: 02 Contractual Services																							
05-617-02-001	0 Contractual				5,000									5,000								5,000	
02-617-02-002	0 Contractual Services				10,654									10,654								10,654	
05-617-02-002	0 Contractual Services				7,985									7,985								7,985	
02-617-02-010	0 Equipment Rental				1,200									1,200								1,200	
05-617-02-022	0 Building Rental				32,415									32,415								32,415	
Total Object 02 - Contractual Services					-	57,254								57,254								57,254	
Object: 03 Supplies & Materials																							
02-617-03-003	0 Instructional Materials				4,071									4,071								4,071	
01-617-03-030	0 Office Supplies				2,000									2,000								2,000	
02-617-03-030	0 Office Supplies				17,000									17,000								17,000	
02-617-03-031	0 Program Supplies				9,000									9,000								9,000	
04-617-03-031	0 Program Supplies				41,132									41,132								41,132	
Total Object 03 - Supplies & Materials					-	73,203								73,203								73,203	
Object: 04 Other Expenses																							
02-617-04-001	0 Local Travel Mileage				13,650									13,650								13,650	
05-617-04-001	0 Local Travel Mileage				9,995									9,995								9,995	
02-617-04-002	0 Non-local Travel				5,587									5,587								5,587	
05-617-04-002	0 Non-local Travel				5,500									5,500								5,500	
Total Object 04 - Other Expenses					-	34,732								34,732								34,732	
TOTAL ODD					41,000	5,342,155								41,000	5,342,155							41,000	5,342,155
					Employee Benefit Rates								Amounts Below for Benefits Portion Only										
					MCAAP 25.69%																		
					MCBDA 27.24%																		
					MCEA 33.41%																		
					SEU 44.69%																		
					NP Sal 7.65%																		
					Partial FTE 16.39%																		
					Total ODD w/ Benefits																		

APPENDIX E

*Print in Legal Format and email file to budget specialist in excel format
 *When adding rows or columns, please make sure that formulas have been updated to include the new data.

LEASE/PURCHASE SCHEDULE

Lease Purchase account 505060

CURRENT LEASE/ PURCHASE ITEM	FISCAL YEAR PURCHASED	TOTAL PUR- CHASE PRICE	TERM OF LEASE (Yrs.)	YRS. REMAIN.	LEASE PERIOD							
					FY 2017	2018	2019	2020	2021	2022	2023	
Example 1	FY2012	\$ 150,000	6 years	1 yr	\$ 55,000							
Example 2	FY2013	\$ 160,000	6 years	2 yrs	\$ 40,000	\$ 40,000						
Example 3	FY2014	\$ 150,000	6 years	3 yrs	\$ 30,000	\$ 30,000	\$ 30,000					
Example 4	FY2015	\$ 120,000	6 years	4 yrs	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000				
Example 5	FY2016	\$ 60,000	6 years	5 yrs	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000			
*Example 6	FY2017	\$ 60,000	6 years	6 yrs	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		
Total Current Lease/Purchase Payments					165,000	110,000	70,000	40,000	20,000	10,000	0	
FY 2017 Current Budget (enter amount from budget resource page)					165,000							
Funds Available for FY 2018 Purchases						55,000						

FY 2018 New Lease/Purchase:												
Example 7	FY2018	\$ 333,000	6 years	new		\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	
Total New Purchases						\$ 55,000	\$ 55,000	\$55,000	\$55,000	\$55,000	\$55,000	

FY 2018 Budget Request (Current Lease/Purchase + New Lease Purchase)	\$ 165,000
FY 2017 Budget	\$ 165,000
Net Changes to the FY 2018 Budget	\$0

(formula; amount from above)

(If amount is higher or lower than the prior year budget, please explain how funds will be realigned from other areas in the realignment column on the budget resource page. If there is no offset to an increase, please show amount in growth column.)

* Under Example 6, Italicize the estimated lease/purchase amounts for current fiscal year until the actual payment amounts are known. Under Examples 1 -5, please overwrite estimated payment amounts from prior lease purchase schedules with actual amounts.

Enterprise/Special Fund Revenue Worksheet

Program Name _____
 Department # _____
 Program Manager _____

Enterprise ODD/Name	FY17 Current Budget	FY17 Projected Expense	FY17 Projected Revenue	FY18 Projected Expense	FY18 Projected Revenue	FY18 Budget Request

*****FOOD SERVICES ONLY****

Revenue Source	Budget FY2017	Actual FY 2016 (as of 9/12)	Projected FY2018
County			
Federal			
State			
Fees			
Other (specify)			
Total	\$ -	\$ -	\$ -

FY 2018 BUDGET RATES		
Description	Rate	Notes
A: Position Rates for Efficiency Reductions and Enhancements		
		Note: For benefit calculations for grants see Section D below.
Description	Rate	Notes
Teacher, Regular Education - BA, Step 4 (10-month)	\$69,744	Based on \$52,278 salary + \$17,466 benefits (33.41%)
Teacher, Special Education- BA, Step 6 (10-month)	\$74,603	Based on \$55,920 salary + \$18,683 benefits (33.41%)
Speech Pathologist - MA/MEQ, Step 12 (10-month)	\$105,811	Based on \$79,313 salary + \$26,498 benefits (33.41%)
Occupational Therapist/Physical Therapist - MA/MEQ, Step 8 (10-month)	\$90,971	Based on \$68,189 salary + \$22,782 benefits (33.41%)
Counselor, Secondary- MA/MEQ, Step 8 (10-month and 21.5 SE days)	\$101,001	Based on \$68,189 salary + \$7,518 SE + \$25,294 benefits (33.41%)
Counselor, Elementary - MA/MEQ, Step 8 (10-month and 15 SE days)	\$97,968	Based on \$68,189 salary + \$5,245 SE + \$24,534 benefits (33.41%)
Pupil Personnel Worker - MA/MEQ, Step 9 (12-month)	\$111,008	Based on \$83,208 salary + \$27,800 benefits (33.41%)
Psychologist - MA/MEQ, Step 7 (10-month and 20 SE days)	\$96,582	Based on \$65,661 salary + \$6,734 SE + \$24,187 benefits (33.41%)
Instructional Specialists - BA, Step 9 (12-month)	\$98,175	Based on \$73,589 + \$24,586 benefits (33.41%)
SEIU Position Grades 6 - 10 - Step 1		Use FY 2017 Salary Schedule to calculate salary rate (Appendix I)
SEIU Position Grades 11 - 17 - Step 2 (except bus operators@ Grade 11, Step 1)		Use FY 2017 Salary Schedule to calculate salary rate (Appendix I)
SEIU Positions Grade 18 - 27 - Step 2		Use FY 2017 Salary Schedule to calculate salary rate (Appendix I)
MCAAP Grades N - Q - Step 3		Use FY 2017 Salary Schedule to calculate salary rate (Appendix I)
MCBOA Grades G - K -Step 3		Use FY 2017 Salary Schedule to calculate salary rate (Appendix I)
Contact your budget specialist for rates not listed above		

FY 2018 BUDGET RATES

Adding additional FTE/hours to existing, partial FTE position
(i.e. changing secretary position from .5 to 1.0)

Use salary differential x 16.39% for benefits (only additional MCPS retirement @ 4.18%, state retirement @ 4.56% and FICA @ 7.65% are required). Budget 7.65% for FICA for FTE's less than 0.5.

Positions Eligible for Summer Employment Supplement

Description	Days*
Athletic Directors	20
Consulting Teachers	20
Content Specialist, Middle School	20
Counselors, Elementary	15
Counselors, Secondary	22
Department Chairperson, Secondary	2
Literacy Coaches, Middle School	15
Media Specialists	10
Psychologists (10-month)	20
Reading Specialists, Elementary	8
Resource Counselors, High School	32
Resource Counselors, Middle School	27
Resource Teachers	20
Staff Development Teachers	15
Team Leaders, Elementary	3
Team Leaders, Middle School	10

* Number of days for 1.0 FTE. If the position is less than 1.0 FTE, the number of days should be pro-rated based on the actual FTE.

Benefit Rates : (Based on FY 2017 Rates)

MCEA Position	33.41%
MCAAP Position	25.69%
MCBOA Position	27.24%
SEIU Position	44.69%
Temporary Part-time (prof. pt., stipends, support pt.,subs, etc.)	7.65%

B: Rates for ADDING New Part-time Salaries for Same

Note: Add 7.65% for benefits (FICA) for all NEW part-time salaries amounts

Services and Enhancements

Substitutes: Per Day Amount (Subject to negotiated agreement)

Short-term - Certificated	\$ 135.04	For each new classroom teacher position, budget \$1,485 for 11 substitute days
Short-term - Non-Certificated	\$ 127.60	
Long-term - Certificated	\$ 192.31	
Long-term - Non-Certificated)	\$ 182.09	
Long-term - Certificated and + 45 days in single assignment	\$ 208.48	
Long-term - Non-Certificated and+ 45 days in single assignment	\$ 200.30	
Home and Hospital - Certificated	\$ 31.19	
Home and Hospital - Non-Certificated	\$ 29.82	

FY 2018 BUDGET RATES	
Training Stipends: Paid for training taken outside of regular duty day	
Tier 1 - Required Training	\$ 53.92 Approximate average hourly rate
Tier 2 - Skill Enhancement - MCEA members	\$ 20.00 Per MCEA contract (\$120 for 6-hour day)
Tier 2 - Skill Enhancement - SEIU members on No Work, No Pay days	\$ 15.00 Per SEIU contract (\$90 for a 6-hour day)
Tier 1 Trainer	\$ 30.00 During school year. For summer, use annual salary x 1.0191 divided by 1,560 hours for hourly rate.
Supporting Services Training Corps Members (OHRD-sponsored training)	\$ 30.00 If delivering training outside of normal work day.
	\$ 30.00 OR regular hourly wage, whichever is more - If delivering training during work hours
	\$ 15.00 (Tier 2 amt.)When Corp members attend "Becoming an Effective Trainer." PM classes
Other Compensation:	
Summer In-Service, Curriculum/Program Development	\$ 25.00
Summer School w/students/Student Assessments	Individual Paid at individual's hourly rate. (Annual Salary divided by 1,560 hours) Use average salary if individual is unknown.
After-school Extracurricular Activity (Class I)	\$ 14.50
For other rates of pay, refer to memoranda (such as Hiring of Retired Administrators and Retired Teacher-level Staff) from the Chief Operating Officer	
<u>C: Employee Benefits for Grants</u>	<u>Note: Benefits for grants must be broken out into separate accounts using the calculations shown below</u>
FICA (account # 02.xxxxx.xxx.12.504014)	7.65% Total budgeted position salaries times percentage
Retirement (account # 02.xxxxx.xxx.12.504016)	19.97% Total budgeted position salaries times percentage
EBP (account # 02.xxxxx.xxx.12.504015)	\$ 13,797 Employee headcount for the grant times amount
Unemployment (account # 02.xxxxx.xxx.12.504018)	\$ 8.50 Employee headcount for the grant times amount
Workers Comp. (account \$ 02.xxxxx.xxx.12.504013)	0.4% Total budgeted positions salaries times percentage
FICA (account # 02.xxxxx.xxx.12.504014)	7.65% Use total budgeted part-time salaries amount times percentage
Budget Unit will provide updated FY 2018 rates if/as they become available.	
Contact your budget specialist for position rates that are split-funded (both local and grant).	

FY 2018 BUDGET RATES		
<u>D: Transportation & Travel</u>		
<u>Note: All trips have a mandatory 10-mile minimum mileage charge, and a minimum 4 hour labor/driver charge.</u>		
<u>Enterprise Fund Field Trips:(Not budgeted, for information only)</u>		
Labor	\$ 36.50	Field trips and other reimbursable transportation. Rates can be used for planning purposes only
Mileage	1.70	
<u>MCPS Budgeted Trips During School Year & Summer</u>		
Labor	\$ 25.00	Activity buses, interscholastic sports, and outdoor education
Mileage	\$ 1.20	
Local Mileage Reimbursement	0.54	Source: Internal Revenue Service
<u>E: Overnight Travel Meals and Incidentals Expense</u>		
		Various Based on estimated actual cost
<u>F: Facilities</u>		
Rental:		
University System of Maryland at Shady Grove: Conference & Events Service (301) 738-6059/ www.shadygrove.umd.edu		
Conference Room	\$ 600	Capacity: 22-80 (840-940 square feet)
Auditorium	\$ 960	Capacity: 305 (3,500 square feet)
Multi-purpose room	\$ 2,800	Capacity: 1,100 (8,700 square feet)
Johns Hopkins University Montgomery County: JHU Montgomery County (301) 294-7000/www.mcc.jhu.edu		
Large Classroom	\$ 350	Capacity: 60
Classroom	\$ 300	Capacity: 50
Conference Room	\$ 300	Capacity: 12
Auditorium	\$ 500	Capacity: 268
In-kind Contribution for Grants: <u>Contact: Real Estate Management Team</u>		
Classroom	\$ 9,800	Includes utilities & maintenance (\$12.25 per sq ft)

FY 2018 BUDGET RATES	
G: Consultants	Various <u>Contact: Procurement Office</u> \$7,500 - \$24,999 requires at least 3 competing bids \$25,000 or more requires formal bid process and Board of Education approval
H: Grants Administrative/Indirect and Audit Costs	<u>Allowed</u> <u>Contact: Division of Controller</u> Restricted Federal (Indirect) 1.85% Total grant amount minus F & E x percent Restricted Federal (Direct) 1.85% Total grant amount minus F & E x percent Restricted State (Direct) 2.00% Total grant amount minus F & E x percent Other grant sources (if grantor allows) 1.85% Total grant amount minus F & E x percent Note: You do not subtract F & E if it is non-capital equipment Non-capital equipment are items less than \$5,000.
These are current rates to be used through the Fall, 2018.	
Audit Fee - Federal restricted grants only	0.10% Multiply 0.10% * (Total Federal Grant Amount)
<u>Use above grant administrative cost percentage based on the source of funds.</u>	
Federal (Indirect): Funds originate at federal government but flow through MSDE to MCPS.	
Federal (Direct): Funds originate at federal government and flow directly to MCPS.	
State (Direct): Funds originate at state government and flow directly to MCPS.	
Note: Contact your budget specialist for rates not listed	

APPENDIX I

Administrative and Supervisory

Salary Schedule Effective July 1, 2016 - June 30, 2017 (Fiscal Year Basis)

Step	N-11 *	M	N	O	P	Q
1	\$92,244	\$93,907	\$99,541	\$105,514	\$111,844	\$118,555
2	\$95,012	\$96,724	\$102,527	\$108,679	\$115,200	\$122,111
3	\$97,863	\$99,625	\$105,604	\$111,939	\$118,656	\$125,774
4	\$100,799	\$102,614	\$108,772	\$115,298	\$122,215	\$129,547
5	\$103,823	\$105,692	\$112,035	\$118,757	\$125,882	\$133,435
6	\$106,938	\$108,863	\$115,397	\$122,319	\$129,658	\$137,437
7	\$110,146	\$112,128	\$118,859	\$125,989	\$133,548	\$141,562
8	\$113,450	\$115,492	\$122,424	\$129,769	\$137,555	\$145,807
9	\$116,854	\$118,958	\$126,096	\$133,661	\$141,681	\$150,180
10	\$120,360	\$122,526	\$129,880	\$134,998	\$143,098	\$151,682

*The salary of employees assigned to 11-month positions. All other salaries are for 12-month positions.

Business and Operations Administrators

Salary Schedule Effective July 1, 2016 - June 30, 2017 (Fiscal Year Basis)

Step	G	H	I	J	K
1	\$67,418	\$71,462	\$75,749	\$80,295	\$85,112
2	\$69,440	\$73,606	\$78,021	\$82,704	\$87,665
3	\$71,523	\$75,814	\$80,363	\$85,185	\$90,295
4	\$73,668	\$78,088	\$82,773	\$87,741	\$93,005
5	\$75,879	\$80,430	\$85,256	\$90,373	\$95,794
6	\$78,155	\$82,844	\$87,813	\$93,084	\$98,669
7	\$80,500	\$85,330	\$90,449	\$95,877	\$101,629
8	\$82,915	\$87,889	\$93,162	\$98,754	\$104,678
9	\$85,403	\$90,526	\$95,957	\$101,716	\$107,819
10	\$87,965	\$93,242	\$98,837	\$104,767	\$111,053
11	\$90,604	\$96,039	\$101,801	\$107,910	\$114,384
12	\$93,321	\$98,919	\$104,855	\$111,147	\$117,815

APPENDIX I

Teacher and Other Professional

Salary Schedule Effective July 1, 2016 - June 30, 2017 (Fiscal Year Basis)

	BA	MA/MEQ	MA/MEQ+30	MA/MEQ+60
Grade				
Step	A	B	C	D
1	\$48,528	\$53,462	\$55,033	\$56,455
2	\$49,277	\$54,359	\$56,674	\$58,098
3	\$50,754	\$56,452	\$58,856	\$60,335
4	\$52,278	\$58,625	\$61,122	\$62,657
5	\$53,845	\$60,883	\$63,475	\$65,070
6	\$55,920	\$63,226	\$65,919	\$67,575
7	\$58,072	\$65,661	\$68,458	\$70,178
8	\$60,307	\$68,189	\$71,094	\$72,879
9	\$62,629	\$70,815	\$73,830	\$75,685
10	\$65,041	\$73,541	\$76,672	\$78,598
11		\$76,372	\$79,624	\$81,625
12		\$79,313	\$82,689	\$84,767
13		\$82,367	\$85,873	\$88,031
14		\$85,537	\$89,179	\$91,419
15		\$88,102	\$91,854	\$94,162
16		\$90,747	\$94,611	\$96,987
17		\$93,468	\$97,449	\$99,896
18		\$96,272	\$100,372	\$102,895
19		\$99,162	\$103,384	\$105,981
20		\$99,162	\$103,384	\$105,981
21		\$99,162	\$103,384	\$105,981
22		\$99,162	\$103,384	\$105,981
23		\$99,162	\$103,384	\$105,981
24		\$99,162	\$103,384	\$105,981
25		\$101,393	\$105,711	\$108,365

The salary of employees assigned to 12-month positions will be 117.6 percent of the salary of the step/grade (B/D) for which employee would qualify if employed in a 10-month position.

APPENDIX I

Supporting Services

Hourly Rate Schedule Effective July 1, 2016 - June 30, 2017 (Fiscal Year Basis)

Grade/ Step	1	2	3	4	5	6	7	8	9	10
4	12.94	13.41	13.93	14.51	15.14	15.80	16.41	16.73	17.08	17.39
5	13.41	13.93	14.51	15.14	15.80	16.41	17.11	17.40	17.79	18.15
6	13.93	14.51	15.14	15.80	16.41	17.11	17.79	18.18	18.53	18.91
7	14.51	15.14	15.80	16.41	17.11	17.79	18.60	18.91	19.32	19.68
8	15.14	15.80	16.41	17.11	17.79	18.60	19.32	19.68	20.08	20.48
9	15.80	16.41	17.11	17.79	18.60	19.32	20.14	20.53	20.96	21.37
10	16.41	17.11	17.79	18.60	19.32	20.14	21.07	21.54	21.97	22.39
11	17.11	17.79	18.60	19.32	20.14	21.07	22.10	22.59	23.02	23.47
12	17.79	18.60	19.32	20.14	21.07	22.10	23.32	23.78	24.23	24.68
13	18.60	19.32	20.14	21.07	22.10	23.32	24.41	24.86	25.32	25.86
14	19.32	20.14	21.07	22.10	23.32	24.41	25.61	26.12	26.63	27.15
15	20.14	21.07	22.10	23.32	24.41	25.61	26.89	27.47	28.04	28.60
16	21.07	22.10	23.32	24.41	25.61	26.89	28.23	28.80	29.34	29.92
17	22.10	23.32	24.41	25.61	26.89	28.23	29.64	30.26	30.88	31.45
18	23.32	24.41	25.61	26.89	28.23	29.64	31.08	31.67	32.34	33.00
19	24.41	25.61	26.89	28.23	29.64	31.08	32.64	33.27	33.97	34.63
20	25.61	26.89	28.23	29.64	31.08	32.64	34.26	35.00	35.66	36.38
21	26.89	28.23	29.64	31.08	32.64	34.26	35.92	36.64	37.40	38.14
22	28.23	29.64	31.08	32.64	34.26	35.92	37.57	38.33	39.12	39.90
23	29.64	31.08	32.64	34.26	35.92	37.57	39.34	40.15	40.97	41.77
24	31.08	32.64	34.26	35.92	37.57	39.34	41.21	42.03	42.84	43.76
25	32.64	34.26	35.92	37.57	39.34	41.21	43.12	44.01	44.85	45.77
26	34.26	35.92	37.57	39.34	41.21	43.12	45.15	46.04	46.97	47.88
27	35.92	37.57	39.34	41.21	43.12	45.15	47.23	48.25	49.19	50.14
28	37.57	39.34	41.21	43.12	45.15	47.23	49.46	50.42	51.44	52.48
29	39.34	41.21	43.12	45.15	47.23	49.46	51.84	52.89	53.92	54.99
30	41.21	43.12	45.15	47.23	49.46	51.84	54.31	55.40	56.53	57.70

Budget Explanation Form

Office/Department: _____
 Fiscal Year: 2018 ODD # _____

Submitted by: _____ Date _____
 Deputy/Assoc. Superintendent

Instructions: Please respond to the following questions based on the combination of ODDs displayed on the FY 2017 Operating Budget Resource pages (Appendix L) and limit your responses to no more than two pages. Additional material may be presented as attachments and backup. The Budget Resource Worksheet (Appendix E) should show the cost details of each proposal.

Briefly describe significant changes and their alignment with system priorities as well as their anticipated impact (on programs, services, employees, and students). Please include the overall amount and the number of full-time equivalent positions. Cost details and calculations are to be provided on the Budget Resource Worksheet (Appendix E). Please note, not every ODD will require a Budget Explanation Form.

A4. Realignments:

B5. Growth:

C6. Rate Changes:

D7. Efficiencies/Reductions:

E9. Enhancements:

F10. Other Efficiencies:

SUMMARY DESCRIPTION OF OBJECTS

APPENDIX K

Name of Office/Department:	Office of School Support & Improvement
ODD	617/56/612/613/633
OBJECT	FUNDING PURPOSE
Object 01:	
Salary & Wages - Positions:	Positions include a deputy superintendent of school support and improvement, associate superintendents, directors, and clerical support
Salary & Wages - Non-Position Salaries	Funds are used for stipends and professional part-time salaries to support leadership training
Object 02:	
Contractual Services	Funds are used for training facility rentals and copier maintenance
Object 03:	
Supplies & Materials	Funds are used to support school leadership activities
Object 04:	
Other	Funds are used for local travel mileage reimbursement and travel for professional development
Object 05:	
Equipment	

Office of Dpty. Supt. of School Supp. & Improv. - 617/561/613

APPENDIX L

Description	FY 2015 Actual	FY 2016 Budget	FY 2016 Current	FY 2017 Request	FY 2017 Approved	FY 2017 Change
01 Salaries & Wages						
Total Positions (FTE)	113.750	108.750	105.750	105.750	105.750	
Position Salaries	\$9,647,163	\$9,789,486	\$9,634,671	\$9,811,556	\$9,702,934	\$68,263
Other Salaries						
Summer Employment		79,629	79,629	51,222	51,222	(28,407)
Professional Substitutes		58,704	58,704	59,878	59,878	1,174
Stipends		34,722	34,722	21,384	21,384	(13,338)
Professional Part Time		89,079	89,079	44,889	50,889	(38,190)
Supporting Services Part Time		33,761	33,761	18,971	18,971	(14,790)
Other						
Subtotal Other Salaries	116,350	295,895	295,895	196,344	202,344	(93,551)
Total Salaries & Wages	9,763,513	10,085,381	9,930,566	10,007,900	9,905,278	(25,288)
02 Contractual Services						
Consultants		10,274	10,274	10,274	10,274	
Other Contractual		103,524	103,524	111,524	105,524	2,000
Total Contractual Services	95,186	113,798	113,798	121,798	115,798	2,000
03 Supplies & Materials						
Textbooks		7,697	7,697	6,697	6,697	(1,000)
Media				5,000	5,000	5,000
Instructional Supplies & Materials		49,915	49,915	46,915	46,915	(3,000)
Office		23,000	23,000	22,000	22,000	(1,000)
Other Supplies & Materials		50,132	50,132	50,132	48,132	(2,000)
Total Supplies & Materials	71,397	130,744	130,744	130,744	128,744	(2,000)
04 Other						
Local/Other Travel		66,712	66,712	25,027	29,027	(37,685)
Insur & Employee Benefits						
Utilities						
Miscellaneous		3,000	3,000	3,000	3,000	
Total Other	43,708	69,712	69,712	28,027	32,027	(37,685)
05 Equipment						
Leased Equipment						
Other Equipment						
Total Equipment						
Grand Total	\$9,973,804	\$10,399,635	\$10,244,820	\$10,288,469	\$10,181,847	\$(62,973)



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