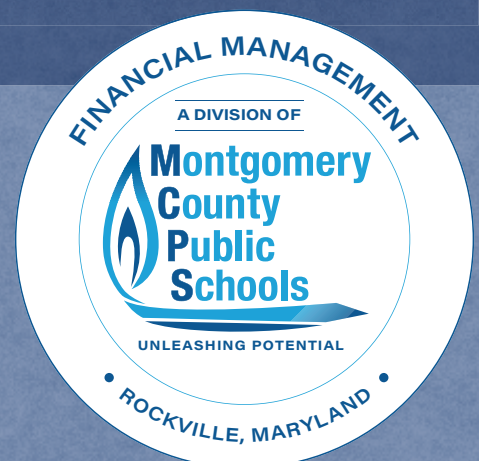


THE OPERATING
FY 2027
Budget Guide



www.montgomeryschoolsmd.org/budget



VALUES

*Learning
Respect
Relationships
Excellence
Equity*

VISION

Future Ready

All students will graduate ready to thrive in a changing world—with the knowledge, skills, and confidence necessary to lead, adapt, and make a positive impact in their communities and beyond..

MISSION

To Unleash Potential

All students will receive a solid academic foundation, grounded in strong critical thinking skills, with opportunities to enhance and enrich their learning. All students will develop resilience, be adaptable, and have a lifelong passion for learning. All students will become effective communicators and collaborators predicated on meaningful relationships. All students will make a positive impact in their community and be ready for success in their personal and professional life.

Board of Education

Ms. Julie Yang
President

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Vice President

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Montgomery County Public Schools

Thomas W. Taylor, Ed.D., M.B.A.
Superintendent of Schools

15 West Gude Drive
Rockville, Maryland 20850
www.montgomeryschoolsmd.org



THE FISCAL YEAR 2027 OPERATING BUDGET GUIDE

INTRODUCTION

This Fiscal Year (FY) 2027 Operating Budget Guide has been created to provide a clear understanding of budget submission requirements, instructions, and available resources to support the budget development process for Montgomery County Public Schools (MCPS). Refer to the FY 2027 Operating Budget Calendar for key dates regarding operating budget submissions, events, and decisions.

Each office is required to submit the following components:

- budget submission worksheet and budget application input
- Mission Statement & Racial Equity and Social Justice (RESJ) statement, and
- Organizational chart.

All operating budget submissions will be developed using a zero-based budget approach and should reflect both the operational and programmatic needs of the departments and divisions in alignment with the MCPS Strategic Plan 2025-30.

It is critical that all required documentation be completed and submitted by the due dates listed below. It is expected that executive leadership will schedule time to meet with their units to review the budget submissions prior to the due date.

September 12, 2025	Chapter 8, Safety and Emergency Management Chapter 10, Financial Management Chapter 11, Community Engagement & Communications Chapter 12, Administration and Oversight
September 17, 2025	Chapter 2, School Leadership and Improvement Chapter 3, Teaching & Learning Chapter 5, Equity and Organizational Development Chapter 6, Technology Services
September 24, 2025	Chapter 1, Schools Chapter 4, Specialized Support Services Chapter 7, District Operations Chapter 9, Human Resources and Talent Management

The Department of Management and Budget looks forward to working with each office to develop the FY 2027 operating budget request. For questions or assistance, please contact, Ms. Channen Paddyfote, director, Ms. Frances Frost, coordinator, Department of Management and Budget, or the assigned budget specialist.



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FY 2027 OPERATING BUDGET CALENDAR

DATE	ACTIVITY
July 25, 2025	Fiscal Year 2027 Operating Budget Kick-off Meeting
End of July through September 2025	Budget Specialists provide consultation and technical assistance to leadership and program office staff in budget preparation
August through November 2025	Superintendent's Budget Advisory Committee Meetings
September 12, 2025	Budget Submissions due for: Chapter 8, Safety and Emergency Management Chapter 10, Financial Management Chapter 11, Community Engagement & Communications Chapter 12, Administration and Oversight
September 17, 2025	Budget Submissions due for: Chapter 2, School Leadership and Improvement Chapter 3, Teaching & Learning Chapter 5, Equity and Organizational Development Chapter 6, Technology Services
September 24, 2025	Budget Submissions due for: Chapter 1, Schools Chapter 4, Specialized Support Services Chapter 7, District Operations Chapter 9, Human Resources and Talent Management
December 2025	Public Presentation of the FY 2027 Recommended Operating Budget
December 2025 through January 2026	Sign-up period for speakers at Board of Education Public Hearings*
January 6, 20, and 29, 2026	Board of Education Operating Budget Work Sessions (Session on January 29th will be held only if needed)
January 15, 2026	Governor releases FY 2027 Recommended Operating Budget for State of Maryland
January 15 and 27, 2026	Board of Education Public Operating Budget Hearings
February 19, 2026	Tentative Adoption of the FY 2027 Operating Budget
February 28, 2026	Board of Education Budget Transmittal to County Executive/Council
March 15, 2026	County Executive Releases the FY 2027 Operating Budget Recommendations
April 2026	County Council Budget Public Hearings
April through May 2026	County Council/Education and Culture Committee Work Sessions
by June 1, 2026	County Council Budget Action on County's FY 2027 Operating Budget
June 25, 2026	Final Adoption of the FY 2027 Operating Budget

**Please check the Board of Education webpage in November 2025 for information about the sign-up period for the public hearings.*

FY 2027 Budget Submission Instructions

The FY 2027 Budget Submission should include the following documents:

1. Program Mission Summary (PMS) (one per chapter/division)
2. Racial Equity and Social Justice Statement (one per chapter/division)
3. Budget Submission Worksheets
4. Department Input Forms (through the MCPS budget application within Hub+)
5. Organizational Charts

Offices should work directly with their respective office budget specialist during the submission process.

For any content related questions regarding the Program Mission Summary or Racial Equity and Social Justice Statement, please contact Carly Thompson, executive director, Division of Financial Management.

PREPARING/UPDATING THE PROGRAM MISSION SUMMARY

The Program Mission Summary (PMS) emphasizes MCPS' commitment to a budget that is aligned with system priorities that are data-driven and student-centered. It should include the following components:

- Mission Statement: One sentence that describes the focus and purpose of the division.
- Overview of Major Functions: Brief description of responsibilities and objectives of the office. Functions should reflect major categories or areas of work and demonstrate alignment with the Montgomery County Public Schools (MCPS) Strategic Plan.
- Additionally, please provide an explanation of how the work of your office is aligned to the 2025 – 2030 Strategic Plan. This can be a standalone paragraph. Please refer to the [MCPS Strategic Plan FY 2025 - 2030](#) for more information.

Convert the PMS from the previous year to a Microsoft Word document and utilize track changes to make updates for FY27.

PREPARING/UPDATING THE RACIAL EQUITY AND SOCIAL JUSTICE STATEMENT

On December 1, 2020, the Montgomery County Council unanimously approved Bill 44-20, which includes a requirement for the county executive to explain how each management initiative or program that would be funded in the county executive's annual recommended operating and capital budgets, including the operating budget for the Board of Education, promotes racial

equity and social justice. Racial Equity and Social Justice (RESJ) statements were initially incorporated as part of the Board of Education Budget publication for FY 2022, and effective as of FY 2024, are included in the Superintendent's Recommended Operating Budget.

As with all parts of the budget submission, the RESJ statement should be reviewed and approved by the office chief/deputy chief prior to submission.

Convert the RESJ from the previous year to a Microsoft Word document and utilize track changes to make updates for FY27.

See **Appendix B** for style and format guidance to ensure consistency across the narratives.

PREPARING BUDGET SUBMISSION WORKSHEET & DEPARTMENT INPUT FORMS (MCPS Budget Application)

Offices will complete a Budget Submission worksheet and enter budget information electronically in the budget application within MCPS budget application within Hub+.

Budget Submission worksheet

More detailed information on inputting information on the worksheets is included on the "Instructions" tab in the worksheet. Offices should complete this worksheet, prior to inputting information in the budget application within Hub+. Worksheets should remain in the chapter google budget submission folder.

MCPS Budget Application within Hub+

A link to a training video will be provided to the office staff assigned to complete the budget submission.

Information for the department budget submission in the MCPS budget application within Hub+ is entered into two forms: the Non-Position and Position Department Input forms.

The budget submission worksheet and the Department Input forms provide the current budget and columns to reflect the budget requests by Fund, Organization, Function, Location, State Category, Natural Account, Object, and Project.

All budget line items must be explained in the "Justification" columns on both the budget submission worksheet and the Department Input forms.

Major Objects of Expenditure

All budgeted accounts are assigned to an object of expenditure:

- Object 01 - Positions Salaries & Non-position/Temporary Part-time Salaries
- Object 02 - Consultants and Other Contractual Services

- Object 03 - Supplies and Materials
- Object 04 - Other
- Object 05 - Equipment

Position Salaries (Object 01)

Position Salary accounts are budgeted for permanent full- or part-time positions (listed as a full-time equivalency (FTE)), whether currently filled or vacant.

Offices may submit a proposed realignment to reconstitute a full-time equivalent (FTE) position for another position of an equivalent grade. An office should discuss any of the following preferred position realignments with the superintendent prior to budget submission:

- a realignment of a higher salaried vacant 1.0 FTE position for 1.0 FTE or equivalent FTE of a lower salaried vacant position, or
- a realignment of non-position dollars to create a new position.

With any position realignment, sufficient dollars must be realigned to fund the employee salary and benefit costs of the position(s) requested, and the realignment must be budget neutral. Additional information is provided on the Department Input Form Submission instructions (**Appendix C**), and the *Employee Benefits* section on page 8.

Change of position grade: Position realignments to change the grade of an existing MCPS position are not permitted as part of this process. To change the grade of a position, the request must follow the reclassification process.

New positions: To budget for a new position, the job code and job description need to be approved and created. Please work with the Division of Human Resources and Talent Development to obtain this information and include the proposed new position in the budget submission.

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

Non-position/other salary accounts are budgeted to pay for temporary part-time salaries, substitute teachers, stipends, overtime, etc. The justification for each "other salaries" line item request must explain the purpose of the temporary work and list the appropriate rates of pay and anticipated number of hours of part-time/temporary work.

Use the rates of pay outlined in **Appendix E** and salary tables in **Appendix F**.

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. What constitutes a consultant service versus a contractual service is defined in MCPS Regulation DJA-RA, *Procurement of Equipment, Supplies, and Services* 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.

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 the current budget accurately reflects how funds are used. All current and proposed requests for contractual services will be reviewed carefully by the Departments of Management and Budget and Procurement.

See Procurement Guidelines in **Appendix E** for information regarding dollar amounts for approval.

Supplies and Materials (Object 03)

Supplies and Materials include all equipment and supply items *individually* costing \$999 or less. Supply and material funds may need to be adjusted with any realignments of personnel within and between offices/departments.

Additionally, consider adding funding for a workstation and computer, if necessary, for any new central office position. Refer to the Furniture and Equipment section of **Appendix E** for estimated costs.

Inflation: Additional costs as a result of inflation for items such as textbooks, media centers, and instructional materials should not be included in the budget submission. These adjustments will be calculated by the Department of Management and Budget.

Other (Object 04)

Items budgeted under “other” include: local travel, subscriptions, dues, registrations and fees, and utility costs. Provide explanations for each item in the justification column, including such details as relevant organizations or conferences for dues and registration, how local travel funds are used and an estimate of miles traveled (local travel funds are to reimburse employees for mileage expenses incurred as part of performing their normal work responsibilities) and staff included in these costs.

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

Equipment (Object 05)

Equipment includes all equipment items that *individually* cost \$1,000 or more. These items are categorized as: additional, replacement, or lease/purchase equipment.

Additional/Replacement Equipment

In compliance with 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).

The MCPS accounting structure provides for this distinction and offices should review their current budget to verify compliance with this structure, as listed in the following table:

Account #	Type of Equipment Purchase
505011	Non-capitalized equipment
505040	Capitalized Equipment-Additional
505050	Capitalized Equipment-Replacement

Itemize additional or replacement furniture and equipment purchases in the justification columns. Written estimates may be obtained from the Department of Materials Management and included as part of the budget submission.

Lease/Purchase Equipment:

Account #	Type of Equipment Purchase
505060	Lease/Purchase

The lease/purchase account 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 leased/purchased for FY 2027, as well as *new/proposed* leases/purchases, should be detailed on the Lease/Purchase Schedule Form included in the Budget Submission worksheet. A sample form is provided in **Appendix A**. Any additional information that is necessary to justify a request should be included as part of the budget submission.

Non-Discretionary / Discretionary Designation for FY 2027

All planned expenditures for FY 2027 will continue a zero-based budgeting model. Expenditures will be designated into one of three tiers and must align with the MCPS Strategic Plan 2025-2030.

Tier 1 – Non-Discretionary – “Must do”

These expenditures are not optional for the required and effective operations of the district. They are either:

- a legal requirement, in compliance with federal or state education law, Maryland State Department of Education (MSDE) requirements, or MCPS policy,
- staffing which the school district has already committed to, or
- contractual or non-personnel items with an ongoing contract in place.

A reduction or elimination of these items would result in an issue of non-compliance, a breach of contract, fiscal penalty for the school district, or a significant impact on operations.

Tier 2 – Non-Discretionary – “Should do”

These expenditures are not necessarily required by any mandate; however, they contribute to positive and effective academic programs, enhanced services for students or staff, and/or the well-being of students or staff. To continue the deliverance of high-quality education in alignment with our strategic plan, the district should continue funding these items.

Tier 3 – Discretionary – “Would like to do”

These expenditures represent current budget line items that are not critical to district operations, but support MCPS in carrying out our mission and reaching our strategic goals or are innovative ways/idea to help MCPS move the work forward. Note – these expenditures *do not* use new additional funding, above the current budget. New budget requests should not be reflected here. Please see the next section.

NEW Requests

There may be some budgetary items which an office may need to request above the current level of spending. Primarily, these expenditures would be any new enhancements or innovative ideas that will support continued student success. These items should be listed as New Requests in the budget worksheet and further explained in greater detail on the New Budget Request worksheet.

Proposed Budget Changes for FY 2027

The worksheet and input forms include columns for offices to reflect the proposed budget changes, according to the purposes and guidelines as explained below.

Law & Policy Requirements

Adjustments entered in this column reflects changes or updates required for compliance with MCPS policies, MSDE policies, or federal or Maryland law. Cite the relevant policy/law in the Justification/Additional Details column.

Blueprint Requirements

Adjustments entered in this column reflects changes or updates required for compliance with Blueprint for Maryland’s Future. Cite the relevant requirement or rule in the Justification/Additional Details column.

Grant/Enterprise Changes & Shifts

Adjustments entered in this column should reflect the following:

- Changes in budgeted grant expenditures that align with anticipated revenue, such as funding realignments, revenue increases/decreases, and/or shifts from grant to local or from local to grant.
- Changes in enterprise fund expenditures that align with anticipated revenue, such as funding realignments and revenue increases/decreases.

Enrollment Growth

Entries in this column should reflect necessary changes based on student enrollment changes (increase or decrease).

New Schools/Space

Entries in this column should reflect necessary changes based on the opening of a new school or additional building space. Include the impacted school(s) in the justifications.

Rate Change (Non-Positions Only)

Entries in this column should reflect changes necessary to accommodate rate changes for existing services, such as utilities and local travel mileage reimbursement. The amounts entered in this column should be for the additional cost to provide the exact same services provided in the prior year.

Discretionary Adjustments

Entries in this column should reflect resources proposed for a budget-neutral realignment, which results in no financial impact on the bottom-line budget. Any changes that are approved as a temporary budget adjustment after the budget orientation, and/or before this document is submitted, should be shown in this column if the change is to move forward for approval during the FY 2027 Operating Budget process.

Additional Details Regarding Changes

It is critical that specific and detailed descriptions are entered to explain the intended use of the proposed FY 2027 budgeted funds. Robust descriptions provide the Department of Management and Budget with information to provide the most effective and efficient support during the budget development and financial monitoring processes.

In the appropriate columns, offices should provide a justification, or explanation, of current spending, as well as additional details for any changes in spending.

Employee Benefit Adjustments

Employee benefits must be calculated for all position and non-position salary account budget changes requested based upon the employee association as listed in the Employee Benefits table.

Bargaining Unit	Sub Objects	Rate
Montgomery County Association of Administrators and Principals (MCAAP)	001-016	23.75%
Montgomery County Business and Operations Administrators (MCBOA)	017	27.93%
Montgomery County Education Association (MCEA)	018-039	30.72%
Service Employee International Union (SEIU)	040-079	47.65%
Temporary Part-Time Salaries		7.65%
Partial FTE (e.g. change from 1.0 FTE to 0.5 FTE or 0.5 FTE to 1.0 FTE)		13.14%

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

Each of the sections listed above under Proposed Budget Changes has a column designated for benefit adjustments.

Budgeted funds for employee benefits are not reflected in each office budget, but are added to the budget of the Division of Financial Management. Budgeting for employee benefits for grants and enterprise funds is described below.

Reference **Appendix C** and **Appendix D** for additional information to complete the input forms.

Supported Enterprise Funds and Grant Projects

Enterprise Funds

In order to develop budget requests for enterprise funds, offices should first identify the level of anticipated revenue in the fund and determine whether any additional appropriation is needed to cover the anticipated revenue changes. Anticipated revenue and expenditures within a particular fund should be equal.

If the following year anticipated revenue is greater than the current year's revenue amount, costs should be increased an equivalent amount to provide the same services. Examples of changes to costs may include costs of salaries, benefits, enrollment growth, inflation, and the make-up of any projected deficits in the current year.

Grant Projects

Funding for grant supported activities that is awarded to MCPS from year to year (e.g. Title I, Part A grant funding) and is expected to continue (typically federal or state funded programs), is considered "Budgeted Grants." MCPS anticipates receiving this funding annually and includes a budget for the activities that take place under the relative grant in Table 3 of the MCPS Operating Budget.

As grant regulations, funding, and/or activities change, this may require adjustments to the MCPS budget for a particular grant. For planning purposes, offices may consider realigning budgeted grant funding to match the current operating year grant allocation more closely. An analysis of the grant funding over the last few years is useful for evaluating whether any changes

in grant revenue may be required. Changes to the budget for a grant should be reflected in the Grant/Enterprise Changes & Shifts column in the Department Input Forms.

The Department of Management and Budget will be in contact with offices to obtain updated information on anticipated grant funding in early to mid-November as the proposed grant revenue is being finalized for the Superintendent's Recommended Budget. Please contact the office's budget specialist as needed for assistance with the development and adjustment of MCPS grant budgets.

Employee Benefits (grants): If adjustments to the budgeted benefits are required, refer to **Appendix E** for updated benefit rates for grants, as these rates differ from the benefit rates for regular operating funds. The office may alternatively choose to use average benefit rates based on historical trends of benefit expenditures for that specific grant. Offices/departments also should consider the impact of anticipated negotiated salary increases when reviewing grant realignments.

Budget Worksheets for Additional Details

Details Worksheet

A worksheet is provided in the Budget Submission worksheet for those items, such as contractual services, which may require a greater level of detail to explain multiple components of a budget line item. For example, contractual services account with a budgeted amount of \$2000 may be explained in detail that it includes \$500 for ABC Company for 1yr of XYZ services (3 yr. contract), \$500 for DEF Company for XYZ services (1 yr. contract), and anticipating \$1,000 for GHI Company for XYZ services, contract pending. A separate worksheet page should be made for each budget line item.

New Budget Request Worksheet

A worksheet is provided in the Budget Submission worksheet for additional budget requests above the current level of expenditures or for significant realignments (even if budget neutral.) Explanation for the request or change and a budget projection for the next three years should be provided. See worksheet for more instructions.

UPDATING THE ORGANIZATIONAL CHARTS

Current organizational charts from the FY 2026 Operating Budget should be updated to reflect:

- Any *approved* organizational changes
- If there are no changes to the organizational chart, include a signed copy of the current chart noting "no changes" with the budget submission. A separate worksheet page should be made for each budget line item.

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LEASE/PURCHASE SCHEDULE

Lease/Purchase Account #: 505060

CURRENT LEASE/ PURCHASE ITEM	FISCAL YEAR PURCHASED	TOTAL PURCHASE PRICE	TERM OF LEASE (Yrs.)	YRS. REMAIN.	LEASE PERIOD						
					FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
Example 1	FY 2020	\$ 150,000	6 years	1 yr	\$ 55,000						
Example 2	FY 2021	\$ 160,000	6 years	2 yrs	\$ 40,000	\$ 40,000					
Example 3	FY 2022	\$ 150,000	6 years	3 yrs	\$ 30,000	\$ 30,000	\$ 30,000				
Example 4	FY 2023	\$ 120,000	6 years	4 yrs	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000			
Example 5	FY 2024	\$ 60,000	6 years	5 yrs	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		
*Example 6	FY 2025	\$ 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	-
FY 2026 Current Budget (enter amount from budget resource worksheet page)					165,000						
Funds Available for FY 2027 Purchases						55,000					

FY 2027 New Lease/Purchase:											
Example 7	FY 2026	\$ 330,000	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 2027 Budget Request (Current Lease/Purchase + New Lease Purchase)		\$ 165,000
FY 2026 Budget		\$ 165,000
Net Changes to the FY 2026 Budget		\$0

(formula; amount from above)

(If the lease schedule results in a net change to the budget, please explain how funds will be realigned from other areas in the realignment column on the budget resource worksheet. If a realignment is not possible to cover an increase, review the criteria for rate change to determine if the increase aligns with that type of budget change.)

Under Examples 1 - 5, please overwrite estimated payment amounts from prior lease purchase schedules with actual amounts.

*Under Example 6, Italicize the estimated lease/purchase amounts for current fiscal year until the actual payment amounts are known.

MCPS WRITING STYLE AND FORMAT GUIDE

(Refer to MCPS Style Guide for additional information)

Numbers

	Write it as...	
Dollars	\$3.0 million	• No space after the dollar sign
Percentage	2.0 percent	• Do not use the percent sign (%) • Write out the word percent
Numbers less than a whole	0.4 percent	• Include a leading zero
Fiscal Years	FY 2025, FY 2026	• Space between FY and the year
1-10	One, two, three...	• Write out numbers one through ten
11+	11, 12, 13....1000	• Use numerals for 11 and up

Capitalization & Punctuation

- In referring to a program or project, such as the Title I Program, the words "Program," and "Project" are uppercase
- Except when saying "Maryland State..." or "Virginia State...", "federal" and "state" are lowercase
- Capitalize all organization and proper names, e.g., County Council. Do not capitalize generic titles such as county executive.
- When listing items, use a comma after the last item and before the "and"—Learning, Accountability, and Results.

Terminology

Use...	Don't use...
• multiyear	• multi-year
• systemwide	• system-wide
• school-based	• school based
• relocatables	• portable classrooms
• Algebra 2	• Algebra II
• Title IV	• Title 4
• Website; webpage	• web site; web page

- Acronyms are used only if the name is to be repeated. For the first time, write out what the acronym stands for, followed by the acronym in parentheses

School Names & Grades

- Use full name of school: ex. William B. Gibbs Jr., not: Gibbs
- Grades: Prekindergarten, Grade 5, fifth grade, grades 3–5
- Capitalization of school level: DuFief Elementary School but DuFief and Stone Mill elementary schools

HUB + Department Input Form Submission Instructions (Non-Position & Position form)

1	FY25 Actual	FY 2025 actual expenditures are pre-populated in the Non-Position Accounts Input form. You may see accounts in the Non-Position Input form with FY 2025 actuals, but no FY 2026 Department Budget. Please review these accounts to determine if budget realignments are necessary. The Position Accounts Input form does not show actual expenditures.
2	FY26 Summary Total	Approved FY 2026 Operating Budget from the Board of Education.
3	FY26 Base Changes	Includes all base changes that were approved for the FY 2026 Operating Budget after publication.
4	FY26 Baseline	Reflects the FY 2026 Operating Budget, including approved base changes.
5	FY26 Department Budget	Reflects the rollover of the FY 2026 Operating Budget, including approved base changes.
6	Law/Policy Requirements	Adjustments entered in this column reflects changes or updates required for compliance with MCPS policies, MSDE policies, or Maryland law
7	Blueprint Requirement	Adjustments entered in this column reflects changes or updates required for compliance with Blueprint for Maryland's Future
8	FY27 Grant/Enterprise Changes & Shifts	Adjustments entered in this column should reflect the following: Changes in budgeted grant funding that are a result of anticipated grant revenue increases/decreases, required shifts of funds from a grant project to the local operating budget, or from the local operating budget to a grant project. Adjustments to budgeted Enterprise funds also should be reflected in this column. Adjustments to benefits in budgeted grants and enterprise funds should be entered in the specific benefit account rows for the project/fund, and not in the relative salary account Benefit Amount column. NOTE: When changing the department input form point of view (POV) to align with the budget you want to review/update in the budget application, you need to enter the future (development) year project value to see the amounts for the budgeted grant. i.e. FY26=00600, FY27=00700
9	FY27 Enrollment Growth	Adjustments entered in these columns should reflect funds requested to accommodate projected enrollment changes.
10	FY27 New Schools/Space	Adjustments entered in these columns should reflect funds requested to accommodate the opening of a new school or building space.
11	FY27 Rate Change (Non-Position Form Only)	Adjustments entered in this column should reflect rate changes for existing services, such as utilities and local travel mileage reimbursement. The amounts entered in this column should be for the addition or reduction in cost to provide the exact same services provided in the prior year.
12	FY27 Discretionary Adjustments	Realignment of funds is used to redistribute budgeted resources to meet strategic needs and priorities with no net change to the bottom line.
13	FY27 Total Budget	The columns in this section reflect the FY27 requested budget, which is the sum of the FY26 budget plus the entries made in sections detailed above.
14	Justification (Purpose of Funds)	For each account, provide a description of the purpose of the funds. In addition, describe any changes requested for FY 2027 and include formulas and other supporting documentation, as appropriate.

Realignments Involving Positions

1) Creation of a new position through a realignment of funds from a non-position account (ex: supplies):

The realignment of funds between the position and non-position components, including adjustments to employee benefits, must offset/net to zero.

2) Creation of a new position through a realignment of funds from an existing, vacant position:

The realignment of funds from or to a position account must be based on new hire rates, not budgeted salary rates. These realignments also need to include required adjustments to employee benefits. The total adjustment between all components must offset/net to zero. As a result of this realignment, if budgeted funds remain in an account with zero FTEs, it will be reconciled by the Department of Management and Budget.

Please refer to the Budget Guide Budget Rates, Appendix E or Salary Tables, Appendix F for calculating rates for positions. Record required adjustments to employee benefits in the appropriate Benefits Amounts column.

NOTE: Position realignments to change the grade of an existing MCPS position are not permitted as part of this process. To change the grade of a position, the request must follow the reclassification

Employee Benefits

Employee Benefit Rates for Position Salaries	If increasing or decreasing partial FTEs and the position will remain a 0.5 FTE or higher, apply a benefit rate of 13.14% to the salary change amount.
Employee Benefit Rates for Non-Position Salaries	For adjustments to non-position salary accounts, such as supporting services part-time salaries, substitute teacher salaries, stipends, etc., apply a benefit factor of 7.65% for FICA.

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

Employee Benefit Rates by Union are provided in Appendix E, Budget Rates

Other Notes

- 1) Use the point-of-view options at the top of the window to view data for different chart of account combinations (fund, organization, function, location, project).
- 2) Refer to Appendix D for screenshots of the Department User Input forms for Non-Position and Position Accounts (two separate forms).
- 3) The Department Input Forms have the capability for end-users to attach supporting documentation to specific cells in the forms. After clicking in the selected cell, right-click and select "Attachments" in the dropdown menu. A pop-up screen will appear, and you can select files to upload. If you do upload attachments to a cell, please indicate this in the justification column.
- 4) The budget system forms can be exported to Microsoft Excel by right-clicking anywhere in the body of the form. Scroll to and select spreadsheet export. When the Spreadsheet Export window appears, click Export. If using Google Chrome, the file should appear in the downloads bar or folder.

Department-Non Position Accounts 																	
Fund 01 - General Fund		Organization		Function 00000 - Default Function		Location 000 - Default Location		Project 000000-Default Project									

Department-Position Accounts																	
Fund 01 - General Fund	Organization	Function 00000 - Default Function	Location 000 - Default Location	Project 000000 - Default Project													
<div>*No column 1 for prior year actuals or column 11 for rate change.</div>					FY28 Summary Total Budget FTE count Total Amount(\$)	FY28 Base Base Changes FTE count Amount(\$)	FY28 Base Baseline FTE count Total Unit(\$)	FY27 Department Budget FTE count Amount(\$)	FY27 Department Law/Policy FTE count Benefit Amount(\$)	FY27 Department Blueprint FTE count Benefit Amount(\$)	FY27 Department Grant/Enterprise Changes & Shifts FTE count Amount(\$)	FY27 Department Enrollment Growth FTE count Amount(\$)	FY27 Department New Schools/Space FTE count Amount(\$)	FY27 Department Discretionary Adjustments FTE count Amount(\$)	FY27 Department Total Budget FTE count Amount(\$)	FY27 Department Budget Justification FTE count Amount(\$)	
C01	501004-Supervisor	J0695-Supervisor O	1.0000	187,518			1.0000	187,518									
	501008-Coordinator	J0659-Coordinator O	0.0000	0			0.0000	0									
		J0690-Coordinator N	1.0000	170,190			1.0000	170,190									
	501019-Other Specialist	J0812-Evaluation Specialist BD	5.0000	690,985			5.0000	690,985									
	501048-Clerical	J4050-Office Assistant IV 11	0.0000	0			0.0000	0									
	501049-Staff Aide	J6600-Logistics Support Spolat 25	1.0000	122,587			1.0000	122,587									
		J5981-Evaluation Support Spec 21	0.0000	0			0.0000	0									
	501050-Technical	J5000-Data Integration Spec 23	1.0000	128,078			1.0000	128,078									
		J5280-Technical Analyst 25	0.0000	0			0.0000	0									
Total		Formula Label	9.0000	1,279,358			9.0000	1,279,358									

FY 2027 BUDGET RATES

A: Position Rates (See next page for rates to calculate benefits costs)				
Description	Salary	Benefits	Total	Notes
Teacher, Regular Education - BA, Step 5 (10-month)	\$ 70,584	\$ 21,683	\$ 92,267	Based on FY 2026 Salary Schedule (Appendix F) + benefits @ 30.72%
Teacher, Special Education - BA, Step 6 (10-month)	\$ 72,369	\$ 22,232	\$ 94,601	Based on FY 2026 Salary Schedule (Appendix F) + benefits @ 30.72%
Teacher, ESOL - BA, Step 6 (10-month)	\$ 72,369	\$ 22,232	\$ 94,601	Based on FY 2026 Salary Schedule (Appendix F) + benefits @ 30.72%
Speech Pathologist - MA/MEQ, Step 12 (10-month)	\$ 98,732	\$ 30,330	\$ 129,062	Based on FY 2026 Salary Schedule (Appendix F) + benefits @ 30.72%
Speech Pathologist - MA/MEQ, Step 12 (10-month/20 SE days) (Speech and Language Programs/Full-time Only)	\$ 108,858	\$ 33,441	\$ 142,299	Based on FY 2026 Salary Schedule (Appendix F) + \$10,126 SE + benefits @ 30.72%
Occupational Therapist/Physical Therapist - MA/MEQ, Step 8 (10-month)	\$ 86,196	\$ 26,479	\$ 112,675	Based on FY 2026 Salary Schedule (Appendix F) + benefits @ 30.72%
Counselor, Elementary - MA/MEQ, Step 8 (10-month/15 SE days)	\$ 92,826	\$ 28,516	\$ 121,342	Based on FY 2026 Salary Schedule (Appendix F) + \$6,630 SE + benefits @ 30.72%
Counselor, Secondary- MA/MEQ, Step 8 (10-month/21.5 SE days)	\$ 95,699	\$ 29,399	\$ 125,098	Based on FY 2026 Salary Schedule (Appendix F) + \$9,503 SE + benefits @ 30.72%
Pupil Personnel Worker - MA/MEQ, Step 9 (12-month)	\$ 104,757	\$ 32,181	\$ 136,938	Based on FY 2026 Salary Schedule (Appendix F) + benefits @ 30.72%
Psychologist/Social Worker - MA/MEQ, Step 7 (12-month)	\$ 97,932	\$ 30,085	\$ 128,017	Based on FY 2026 Salary Schedule (Appendix F) + benefits @ 30.72%
Instructional Specialist - MA/MEQ, Step 15 (12-month)	\$ 127,648	\$ 39,213	\$ 166,861	Based on FY 2026 Salary Schedule (Appendix F) + benefits @ 30.72%
Paraeducator (General and Special Education)				
Level I, Grades 13 - 14, Step 3 (6600, 6603, 6604, 6606, 6608, 6551, 6701)	\$ 41,717	\$ 19,878	\$ 61,595	Based on FY 2026 Salary Schedule for grades 14, 16, 18 (Appendix F) + benefits @ 47.65% (salary based on 1,576 annual hours)
Level II, Grades 15 - 16, Step 3 (6605, 6609, 6450, 6552, 6554, 6700)	\$ 45,862	\$ 21,853	\$ 67,715	
Level III, Grades 17 - 18, Step 5 (6553)	\$ 54,813	\$ 26,118	\$ 80,931	
SEIU Position Grades 6 - 10, Step 1				Use FY 2026 Salary Schedule to calculate salary rate (Appendix F) + benefits @ 47.65%
SEIU Position Grades 11 - 17, Step 3 (except bus operators@ Grade 13, Step 4)				Use FY 2026 Salary Schedule to calculate salary rate (Appendix F) + benefits @ 47.65%
SEIU Positions Grades 18 - 27, Step 5				Use FY 2026 Salary Schedule to calculate salary rate (Appendix F) + benefits @ 47.65%
MCAAP Grades M - Q, Step 7				Use FY 2026 Salary Schedule to calculate salary rate (Appendix F) + benefits @ 23.75%
MCBOA Grades G - K, Step 7				Use FY 2026 Salary Schedule to calculate salary rate (Appendix F) + benefits @ 27.93%
Note: For additional information, refer to website for job descriptions and grades https://www2.montgomeryschoolsmd.org/departments/personnel/classification/				
Adding additional FTE/hours to existing, partial FTE position (i.e. changing secretary position from 0.5 to 1.0)				
Use salary differential x 13.14% for benefits (only additional MCPS retirement, FICA and Workers compensation). Budget only 7.65% for FICA for FTEs less than 0.5.				

FY 2027 BUDGET RATES

A: Position Rates continued			
Positions Eligible for Summer Employment Supplement			
Description	Job Code	No. of Days*	
Consulting Teachers	1008	20	
Content Specialist, Middle School	1028	20	
Counselors, Elementary	1049	15	
Counselors, Secondary	1051	21.5	
Counselors, Other	1045	21.5	
Elementary Program Specialists, Preschool Education Program (Full-Time Only)	1024	20	
InterACT Teachers	1034	10	
InterACT Speech Pathologists	1035	10	
Media Specialists	1052	10	
Psychologists (10-month)	1042	20	
Reading Specialists, Elementary	1033	8	
Resource Counselors, High School	1055	31.5	
Resource Counselors, Middle School	1055	26.5	
Resource Teachers	Various	20	
Secondary Program Specialist	1064	20	
Social Workers (10-month)	1068	20	
Speech Pathologists, Speech and Language Programs (Full-time Only)	1035	20	
Staff Development Teachers	1009	15	
Team Leaders, Elementary	Various	3	
Team Leaders, Middle School	1027	10	
Employee Benefits Rates for Tax-Supported Positions (locally funded):			Rates
MCAAP Position			23.75%
MCBOA Position			27.93%
MCEA Position			30.72%
SEIU Position			47.65%
Temporary Part-time Salaries			7.65%
Partial FTE Adjustment			13.14%
Employee Benefits for Grants:			Rates
Benefits for grants must be broken out into separate accounts using the calculations shown below			
FICA (account # 02.xxxx.xxx.12.504014)			7.65%
Retirement (account # 02.xxxx.xxx.12.504016)			21.64%
Employee Benefit Plan (EBP) (account # 02.xxxx.xxx.12.504015)			\$19,545
Unemployment Benefit (account # 02.xxxx.xxx.12.504018)			\$8.50
Workers Compensation (account # 02.xxxx.xxx.12.504013)			0.4%
Total budgeted position salaries times percentage.			
Total budgeted position salaries times percentage.			
Employee headcount for the grant times amount.			
Employee headcount for the grant times amount.			
Total budgeted positions salaries times percentage.			
Contact your budget specialist for position rates that are split-funded (both local and grant).			

Summer Employment assignments shall be paid at the employee's hourly rate (Annual Salary divided by 1,560; the number of hours paid in a 195-day school year)

Benefits should also be calculated on the additional salary for the summer assignment to determine total summer days cost (See benefits rates below)

*Number of days for a 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.

Example: professional and supporting services part-time salaries, stipends, substitutes, etc.
Example: 0.5 FTE position increased to 0.75 FTE.

FY 2027 BUDGET RATES

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

B: Rates for ADDING New Part-time Salaries		
Description	Rates	Notes
Substitutes: Rates listed are per day, except where indicated as hourly rate (per FY 2026 salary schedule)		
Short-term - Certificated	\$165.32	
Short-term - Non-Certificated with BA Degree	\$155.44	
Short-term - Non-Certificated	\$146.64	
Long-term - Certificated	\$235.48	
Long-term - Non-Certificated with BA Degree	\$221.90	
Long-term - Non-Certificated	\$209.34	
Long-term - Certificated, +45 days in single assignment	\$259.02	
Long-term - Non-Certificated with BA Degree, +45 days in single assignment	\$244.10	
Long-term - Non-Certificated, +45 days in single assignment	\$230.27	
Special Education Paraeducator Substitutes (hourly rate)	\$22.68	
Interim Instructional Services Teacher - Certificated (hourly rate)	\$37.83	
Interim Instructional Services Teacher - Non-Certificated (hourly rate)	\$35.98	
Extracurricular Activities Stipends (Class I)/After-school Programs for Students (Including Homework Clubs and Mentoring)		
	\$18.00	Per MCEA FY 2023-2027 contract
MCEA Training Stipends - Paid for training activities outside of the regular duty day		
Tier 1 (Required Training) - Attendee and Trainer	\$65.62	Approximate average hourly rate (based on employees' salary divided by 1,560 hours)
Tier 2 (Skill Enhancement) - Trainer	\$30.00	Per MCEA FY 2023-2027 contract
Tier 2 (Skill Enhancement) - Attendees	\$20.00	
Other MCEA Compensation:		
Summer In-Service, Curriculum/Program Development (non-teaching)	\$25.00	
Summer School w/students/Student Assessments	\$65.62	Approximate average hourly rate (based on employees' salary divided by 1,560 hours)
SEIU Training Stipends		
Tier 2 (Skill Enhancement) - Attendee on No Work, No Pay days	\$20.00	Per SEIU FY 2023-2026 contract
Supporting Services Training Corps Members (OHRD-sponsored training):		
Trainer	\$30.00	
Trainer Planning	\$30.00	
Training Attendees (or training of trainers)	\$20.00	
For other rates of pay, refer to memoranda Pay Rates Guidelines for Employees Hired into Substitute or Temporary Part-time Positions from the Department of Employee and Retiree Services		
C: Furniture and Equipment		
Description	Est. Costs	Notes
Office Desk, L-shaped	\$2,305	
Teacher Desk	\$1,800	
Chair, Desk	\$500	
Bookcase, 5-shelf	\$1,265	
File Cabinet (2-drawer, lateral without laminate top, 36" wide)	\$525	
Desktop Computer (includes monitor and soundbar)	\$1,100	
Laptop Computer	\$1,151	

FY 2027 BUDGET RATES

D: Transportation and Travel			
Description		Rates	Notes
Enterprise Fund Field Trips, Budgeted Trips During School Year & Summer			
Labor		41.85	All trips have a mandatory 10-mile minimum mileage charge. Field trips and other reimbursable transportation. Rates can be used for planning purposes only Activity buses, interscholastic sports, and outdoor education Source: Internal Revenue Service Based on estimated actual cost
Mileage		\$2.20	
Local Mileage Reimbursement		\$0.70	
Overnight Travel Meals and Incidentals Expense		Various	
E: Facilities			
		Full-Day Rates	Notes
Rental:			
University System of Maryland at Shady Grove:			Conference & Events Service (301)738-6349 https://shadygrove.umd.edu/room-rental-rates
Classroom and Breakout Rooms		\$600	Capacity: 22-80 (840-940 square feet)
Lecture Hall		\$960	Capacity: 305 (3,500 square feet)
Ballroom		\$2,800	Capacity: 1,100 (8,700 square feet)
Johns Hopkins University Montgomery County:			JHU Montgomery County https://www.cvent.com/venues/rockville/educational-facility/johns-hopkins-university-montgomery-county-campus/venue-3f8b987c-2257-487f-a4fa-ea1e771330dd
Large Classroom		\$350	Capacity: 60
Classroom		\$300	Capacity: 30
Conference Room		\$300	Capacity: 12
Auditorium		\$500	Capacity: 275
In-kind Contribution for Grants:			Contact: Real Estate Management Team
Classroom (800 sq. ft.)		\$11,144	Includes utilities & maintenance (\$13.93 per sq. ft.)
F: Grants Administrative/Indirect and Audit Costs			
Restricted Federal (Indirect)		2.98%	Contact: Department of Controller Total grant amount, minus F & E, multiplied by cost percent. Do not subtract F & E if it is non-capital equipment. Non-capital equipment are items less than \$5,000.
Use this rate if funds originate at federal government, but flow through MSDE to MCPS.			
Restricted Federal (Direct)		2.98%	
Use this rate if funds originate at federal government and flow directly to MCPS.			
Restricted State (Direct)		2.00%	
Use this rate if funds originate at state government and flow directly to MCPS.			
Other grant sources (if grantor allows)		2.98%	
Audit Fee - Federal restricted grants only		0.10%	Multiply 0.10% * (Total Federal Grant Amount)
Note: Contact your budget specialist for rates not listed.			

FY 2027 Procurement Guidelines

Estimated Cost	Method Used to Obtain Competitive Prices
\$0-\$7,499	Procurement Buyer Review
\$7,500 - \$24,999	Requisitions for Quote (at least three)
\$25,000 and above	Invitation for Bid (IFB), Request for Quote (RFQ), Request for Proposal (RFP), and other.

Please contact the Department of Procurement for additional information.
(https://www.montgomeryschoolsmd.org/sitedassets/district/departments/procurement/procurement_manual_mcps.pdf)

Administrative and Supervisory Salary Schedule Effective July 1, 2025–June 30, 2026 (Fiscal Year Basis)

Salary Steps	N-11*	M	N	O	P	Q
1	\$114,495	\$116,622	\$123,551	\$130,899	\$138,683	\$146,939
2	\$117,900	\$120,087	\$127,226	\$134,794	\$142,812	\$151,313
3	\$121,408	\$123,654	\$131,011	\$138,801	\$147,063	\$155,820
4	\$125,018	\$127,332	\$134,907	\$142,933	\$151,440	\$160,460
5	\$128,736	\$131,118	\$138,919	\$147,187	\$155,953	\$165,241
6	\$132,569	\$135,019	\$143,055	\$151,569	\$160,597	\$170,163
7	\$136,515	\$139,033	\$147,313	\$156,083	\$165,381	\$175,237
8	\$140,578	\$143,173	\$151,698	\$160,731	\$170,310	\$180,458
9	\$144,764	\$147,437	\$156,214	\$165,518	\$175,385	\$185,837
10	\$149,078	\$151,823	\$160,870	\$170,451	\$180,611	\$191,374
11	\$152,432	\$155,238	\$164,490	\$174,286	\$184,674	\$195,680
12	\$155,862	\$158,731	\$168,190	\$178,207	\$188,830	\$200,083
13	\$159,369	\$162,303	\$171,974	\$182,217	\$193,078	\$204,585

*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, 2025–June 30, 2026 (Fiscal Year Basis)

Salary Steps	G	H	I	J	K
1	\$84,043	\$89,017	\$94,287	\$99,882	\$105,804
2	\$86,530	\$91,653	\$97,084	\$102,843	\$108,945
3	\$89,091	\$94,368	\$99,965	\$105,897	\$112,180
4	\$91,729	\$97,167	\$102,929	\$109,038	\$115,513
5	\$94,449	\$100,047	\$105,983	\$112,277	\$118,944
6	\$97,249	\$103,014	\$109,127	\$115,610	\$122,479
7	\$100,133	\$106,074	\$112,369	\$119,047	\$126,120
8	\$103,102	\$109,221	\$115,708	\$122,586	\$129,871
9	\$106,164	\$112,466	\$119,145	\$126,229	\$133,736
10	\$109,315	\$115,805	\$122,688	\$129,980	\$137,712
11	\$112,559	\$119,245	\$126,333	\$133,847	\$141,809
12	\$115,902	\$122,787	\$130,090	\$137,827	\$146,031
13	\$118,509	\$125,550	\$133,017	\$140,928	\$149,316
14	\$121,176	\$128,375	\$136,009	\$144,100	\$152,676
15	\$123,903	\$131,263	\$139,069	\$147,342	\$156,111

Teacher and Other Professional 12-Month Salary Schedule Effective July 1, 2025–June 30, 2026 (Fiscal Year Basis)

Grade Step	BA	MA/MEQ	MA/MEQ+30	MA/MEQ+60
1	\$75,894	\$82,429	\$84,508	\$86,391
2	\$76,886	\$83,617	\$86,681	\$88,567
3	\$78,843	\$86,387	\$89,571	\$91,528
4	\$80,860	\$89,264	\$92,570	\$94,603
5	\$82,936	\$92,255	\$95,686	\$97,800
6	\$85,034	\$94,707	\$98,275	\$100,467
7	\$87,884	\$97,932	\$101,636	\$103,915
8	\$90,843	\$101,280	\$105,126	\$107,491
9	\$93,918	\$104,757	\$108,749	\$111,206
10	\$97,110	\$108,366	\$112,512	\$115,063
11		\$112,115	\$116,420	\$119,071
12		\$116,010	\$120,481	\$123,232
13		\$120,053	\$124,698	\$127,554
14		\$124,253	\$129,075	\$132,039
15		\$127,648	\$132,618	\$135,674
16		\$131,150	\$136,267	\$139,415
17		\$134,754	\$140,025	\$143,267
18		\$138,466	\$143,896	\$147,237
19–24		\$142,295	\$147,884	\$151,324
25		\$145,249	\$150,966	\$154,480

The salary of employees assigned to 12-month positions represent 117.5 percent of the salary of the step/grade (B/D) for which employee would qualify if employed in a 10-month position.

Supporting Services

Salary Schedule Effective July 1, 2025–June 30, 2026 (Fiscal Year Basis)

Grade Step	1	2	3	4	5	6	7	8	9	10–12	13–16	17
6	\$20.00	\$20.00	\$20.19	\$20.63	\$21.07	\$21.88	\$22.68	\$23.12	\$23.53	\$23.98	\$24.40	\$24.84
7	\$20.00	\$20.19	\$20.63	\$21.07	\$21.88	\$22.68	\$23.61	\$23.98	\$24.45	\$24.87	\$25.34	\$25.79
8	\$20.19	\$20.63	\$21.07	\$21.88	\$22.68	\$23.61	\$24.45	\$24.87	\$25.33	\$25.79	\$26.29	\$26.77
9	\$20.63	\$21.07	\$21.88	\$22.68	\$23.61	\$24.45	\$25.40	\$25.85	\$26.35	\$26.83	\$27.33	\$27.84
10	\$21.07	\$21.88	\$22.68	\$23.61	\$24.45	\$25.40	\$26.47	\$27.03	\$27.53	\$28.01	\$28.53	\$29.06
11	\$21.88	\$22.68	\$23.61	\$24.45	\$25.40	\$26.47	\$27.67	\$28.26	\$28.73	\$29.27	\$29.81	\$30.37
12	\$22.68	\$23.61	\$24.45	\$25.40	\$26.47	\$27.67	\$29.10	\$29.63	\$30.14	\$30.69	\$31.25	\$31.83
13	\$23.61	\$24.45	\$25.40	\$26.47	\$27.67	\$29.10	\$30.36	\$30.88	\$31.42	\$32.04	\$32.63	\$33.25
14	\$24.45	\$25.40	\$26.47	\$27.67	\$29.10	\$30.36	\$31.76	\$32.34	\$32.95	\$33.55	\$34.17	\$34.82
15	\$25.40	\$26.47	\$27.67	\$29.10	\$30.36	\$31.76	\$33.24	\$33.91	\$34.58	\$35.23	\$35.89	\$36.57
16	\$26.47	\$27.67	\$29.10	\$30.36	\$31.76	\$33.24	\$34.78	\$35.45	\$36.08	\$36.75	\$37.46	\$38.15
17	\$27.67	\$29.10	\$30.36	\$31.76	\$33.24	\$34.78	\$36.44	\$37.15	\$37.86	\$38.53	\$39.26	\$40.00
18	\$29.10	\$30.36	\$31.76	\$33.24	\$34.78	\$36.44	\$38.10	\$38.79	\$39.57	\$40.33	\$41.09	\$41.87
19	\$30.36	\$31.76	\$33.24	\$34.78	\$36.44	\$38.10	\$39.92	\$40.64	\$41.45	\$42.22	\$43.02	\$43.86
20	\$31.76	\$33.24	\$34.78	\$36.44	\$38.10	\$39.92	\$41.80	\$42.64	\$43.42	\$44.25	\$45.09	\$45.95
21	\$33.24	\$34.78	\$36.44	\$38.10	\$39.92	\$41.80	\$43.72	\$44.55	\$45.44	\$46.31	\$47.19	\$48.07
22	\$34.78	\$36.44	\$38.10	\$39.92	\$41.80	\$43.72	\$45.65	\$46.51	\$47.43	\$48.34	\$49.25	\$50.21
23	\$36.44	\$38.10	\$39.92	\$41.80	\$43.72	\$45.65	\$47.70	\$48.63	\$49.58	\$50.50	\$51.48	\$52.46
24	\$38.10	\$39.92	\$41.80	\$43.72	\$45.65	\$47.70	\$49.86	\$50.80	\$51.75	\$52.82	\$53.84	\$54.87
25	\$39.92	\$41.80	\$43.72	\$45.65	\$47.70	\$49.86	\$52.08	\$53.10	\$54.08	\$55.17	\$56.23	\$57.29
26	\$41.80	\$43.72	\$45.65	\$47.70	\$49.86	\$52.08	\$54.43	\$55.46	\$56.55	\$57.59	\$58.71	\$59.84
27	\$43.72	\$45.65	\$47.70	\$49.86	\$52.08	\$54.43	\$56.85	\$58.04	\$59.13	\$60.24	\$61.39	\$62.59
28	\$45.65	\$47.70	\$49.86	\$52.08	\$54.43	\$56.85	\$59.43	\$60.55	\$61.73	\$62.93	\$64.17	\$65.39
29	\$47.70	\$49.86	\$52.08	\$54.43	\$56.85	\$59.43	\$62.19	\$63.42	\$64.59	\$65.86	\$67.13	\$68.43
30	\$49.86	\$52.08	\$54.43	\$56.85	\$59.43	\$62.19	\$65.07	\$66.33	\$67.66	\$69.00	\$70.31	\$71.71

2025-2026 WORK SCHEDULES

Positions	Work Schedule	First Work Day	Last Work Day	Duty Days	Paid Holidays	In-Service Days	No-Work No-Pay	Total Paid Days	Annual Hours
Supporting Professional Employees Working less than 12-Months									
Off. Asst. II (4020), Sch. Sec. I & II (4210, 4230), Special Projects Coord. (6391), Field Trip Assistant (9480), Career Advising Cluster Lead (6771)	10-03	8/13/25	6/24/26	193	11	08/15/25, 01/26/26	09/23/25, 10/02/25, 10/17/25, 10/20/25, 11/03/25, 11/26/25, 12/26/25, 12/29/25, 12/30/25, 12/31/25, 01/02/26, 02/17/26, 03/20/26, 03/30/26, 03/31/26, 04/01/26, 04/02/26, 04/15/26, 05/27/26, 06/19/26	206	1648**
Media Assistant (6625)	10-04	8/13/25	6/24/26	193	11	08/15/25, 01/26/26	09/23/25, 10/02/25, 10/17/25, 10/20/25, 11/03/25, 11/26/25, 12/26/25, 12/29/25, 12/30/25, 12/31/25, 01/02/26, 02/17/26, 03/20/26, 03/30/26, 03/31/26, 04/01/26, 04/02/26, 04/15/26, 05/27/26, 06/19/26	206	1648**
Speech/Language Pathology Asst. (6530), Spec Ed Paraeducators (6450, 6550), Physical Therapy Asst (6940), Interpreter for Hearing Impaired I & II (6560, 6570), Occupational Therapy Asst. (6580), Wellness Trainer (7587)	10-05	8/20/25	6/17/26	184	11		09/23/25, 10/02/25, 10/17/25, 10/20/25, 11/03/25, 11/26/25, 12/26/25, 12/29/25, 12/30/25, 12/31/25, 01/02/26, 02/17/26, 03/20/26, 03/30/26, 03/31/26, 04/01/26, 04/02/26, 04/15/26, 05/27/26	197	1576**
Bus Attendant Spec Ed (6510), Bus Operator I & II (9210, 9320), Radio Bus Operator (9325), Bus Operator I Permanent Sub (9490)	10-06	8/21/25	6/17/26	182	11	08/21/25, 10/17/25, 01/26/26	08/22/25, 09/23/25, 10/02/25, 10/20/25, 11/03/25, 11/26/25, 12/26/25, 12/29/25, 12/30/25, 12/31/25, 01/02/26, 02/17/26, 03/20/26, 03/30/26, 03/31/26, 04/01/26, 04/02/26, 04/15/26, 05/27/26	196	1568**
Food Svcs. Field Mgr (7740)	10-07	8/18/25	6/17/26	185	11	08/19/25, 08/20/25, 10/17/25	09/23/25, 10/02/25, 10/20/25, 11/03/25, 11/26/25, 12/26/25, 12/29/25, 12/30/25, 12/31/25, 01/02/26, 02/17/26, 03/20/26, 03/30/26, 03/31/26, 04/01/26, 04/02/26, 04/15/26, 05/27/26	199	1592**
Food Services Satellite Mgr. I, II, III (7600, 7610, 7615), Cafeteria Permanent Sub (7531)	10-08	8/20/25	6/17/26	184	11		09/23/25, 10/02/25, 10/17/25, 10/20/25, 11/03/25, 11/26/25, 12/26/25, 12/29/25, 12/30/25, 12/31/25, 01/02/26, 02/17/26, 03/20/26, 03/30/26, 03/31/26, 04/01/26, 04/02/26, 04/15/26, 05/27/26	197	*1576
Security Asst. (5190), Student Monitor (6780), Parent/Community Coord. (6500), Teacher Asst. (6590), Paraeducator (6600, 6602, 6603, 6604, 6605, 6606, 6860), Dual Enrlmnt Asst. (6540)	10-10	8/20/25	6/17/26	184	11	08/20/25, 01/26/26	09/23/25, 10/02/25, 10/17/25, 10/20/25, 11/03/25, 11/26/25, 12/26/25, 12/29/25, 12/30/25, 12/31/25, 01/02/26, 02/17/26, 03/20/26, 03/30/26, 03/31/26, 04/01/26, 04/02/26, 04/15/26, 05/27/26	197	1576**
Lunch Hour Aide (permanent) (6490, 6491)	10-11	8/25/25	6/17/26	182	11	1/26/2026	09/23/25, 10/02/25, 10/17/25, 10/20/25, 11/03/25, 11/26/25, 12/26/25, 12/29/25, 12/30/25, 12/31/25, 01/02/26, 02/17/26, 03/20/26, 03/30/26, 03/31/26, 04/01/26, 04/02/26, 04/15/26, 05/27/26	194	1552**
Head Start Paraeducator (6700)	10-12	8/19/25	6/18/26	186	11	08/22/25, 01/26/26	09/23/25, 10/02/25, 10/17/25, 10/20/25, 11/03/25, 11/26/25, 12/26/25, 12/29/25, 12/30/25, 12/31/25, 01/02/26, 02/17/26, 03/20/26, 03/30/26, 03/31/26, 04/01/26, 04/02/26, 04/15/26, 05/27/26	199	1592**
Social Services Assistant (6990)	10-13	8/19/25	6/18/26	186	11	08/22/25, 01/26/26	09/23/25, 10/02/25, 10/17/25, 10/20/25, 11/03/25, 11/26/25, 12/26/25, 12/29/25, 12/30/25, 12/31/25, 01/02/26, 02/17/26, 03/20/26, 03/30/26, 03/31/26, 04/01/26, 04/02/26, 04/15/26, 05/27/26	199	1592**
Café. Wkr. I (7511), Warehouse Worker (9310), Truck Driver/Warehouse Worker (9330), DFNS Truck Driver (9335)	10-14	8/21/25	6/17/26	184	11	10/17/25	09/23/25, 10/02/25, 10/20/25, 11/03/25, 11/26/25, 12/26/25, 12/29/25, 12/30/25, 12/31/25, 01/02/26, 02/17/26, 03/20/26, 03/30/26, 03/31/26, 04/01/26, 04/02/26, 04/15/26, 05/27/26	196	1568**

2025-2026 WORK SCHEDULES

Positions	Work Schedule	First Work Day	Last Work Day	Duty Days	Paid Holidays	In-Service Days	No-Work No-Pay	Total Paid Days	Annual Hours
Supporting Professional Employees Working less than 12-Months									
English Composition Asst. (6690)	10-15	8/20/25	6/17/26	184	11	08/20/25, 01/26/26	09/23/25, 10/02/25, 10/17/25, 10/20/25, 11/03/25, 11/26/25, 12/26/25, 12/29/25, 12/30/25, 12/31/25, 01/02/26, 02/17/26, 03/20/26, 03/30/26, 03/31/26, 04/01/26, 04/02/26, 04/15/26, 05/27/26	197	1576**
Security Team Leader (5130)	10-16	8/20/25	6/18/26	185	11	08/21/25, 01/26/26	09/23/25, 10/02/25, 10/17/25, 10/20/25, 11/03/25, 11/26/25, 12/26/25, 12/29/25, 12/30/25, 12/31/25, 01/02/26, 02/17/26, 03/20/26, 03/30/26, 03/31/26, 04/01/26, 04/02/26, 04/15/26, 05/27/26	198	1584**
CPF Wkr I (7520), Catering Svcs. Wkr. (7525), CPF Food Svc Sanitation Tech (7540)	10-17	8/19/25	6/15/26	184	11	10/17/25	09/23/25, 10/02/25, 10/20/25, 11/03/25, 11/26/25, 12/26/25, 12/29/25, 12/30/25, 12/31/25, 01/02/26, 01/26/26, 02/17/26, 03/20/26, 03/30/26, 03/31/26, 04/01/26, 04/02/26, 04/15/26, 05/27/26	196	1568**
CPF Wkr. II (7560)	10-18	8/18/25	6/15/26	186	11	10/17/25	09/23/25, 10/02/25, 10/20/25, 11/03/25, 11/26/25, 12/26/25, 12/29/25, 12/30/25, 12/31/25, 01/02/26, 01/26/26, 02/17/26, 03/20/26, 03/30/26, 03/31/26, 04/01/26, 04/02/26, 04/15/26, 05/27/26	197	1576**
Cafeteria Managers I, II, III, IV (7620, 7640, 7661, 7680)	10-21	8/19/25	6/17/26	185	11	8/20/25, 10/17/25	09/23/25, 10/02/25, 10/20/25, 11/03/25, 11/26/25, 12/26/25, 12/29/25, 12/30/25, 12/31/25, 01/02/26, 01/26/26, 02/17/26, 03/20/26, 03/30/26, 03/31/26, 04/01/26, 04/02/26, 04/15/26, 05/27/26	198	1584**
Media Service Technicians (6640)	10-22	8/13/25	6/24/26	193	11	08/15/25, 01/26/26	09/23/25, 10/02/25, 10/17/25, 10/20/25, 11/03/25, 11/26/25, 12/26/25, 12/29/25, 12/30/25, 12/31/25, 01/02/26, 01/26/26, 02/17/26, 03/20/26, 03/30/26, 03/31/26, 04/01/26, 04/02/26, 04/15/26, 05/27/26, 06/19/26	206	1648**
Other Employees									
11-mo. Assistant School Administrators (0644)	11-21	7/1/25	6/18/26	193*	11			241	1928**
Teachers	10-02	8/18/25	6/18/26	193*	11			219	1752**
12-mo. Employees	12-01	7/1/25	6/30/26	243	12			261	2088
*Excludes 16 hours of unscheduled professional time									
**Reflects hours change from last school year									

MCPS NONDISCRIMINATION STATEMENT

Montgomery County Public Schools (MCPS) prohibits illegal discrimination based on race, ethnicity, color, ancestry, national origin, nationality, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family structure/parental status, marital status, age, ability (cognitive, social/emotional, and physical), poverty and socioeconomic status, language, or other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity, inclusion, and acceptance for all. The Board prohibits the use of language and/or the display of images and symbols that promote hate and can be reasonably expected to cause substantial disruption to school or district operations or activities. For more information, please review Montgomery County Board of Education Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*. This Policy affirms the Board's belief that each and every student matters, and in particular, that educational outcomes should never be predictable by any individual's actual or perceived personal characteristics. The Policy also recognizes that equity requires proactive steps to identify and redress implicit biases, practices that have an unjustified disparate impact, and structural and institutional barriers that impede equality of educational or employment opportunities. MCPS also provides equal access to the Boy/Girl Scouts and other designated youth groups.*

It is the policy of the state of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal *Civil Rights Act of 1964*; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not
 - (a) discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - (b) refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
 - (c) discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.**

Please note that contact information and federal, state, or local content requirements may change between editions of this document and shall supersede the statements and references contained in this version. Please see the online version for the most up-to-date information at www.montgomeryschoolsmd.org/info/nondiscrimination.

For inquiries or complaints about discrimination against MCPS students***	For inquiries or complaints about discrimination against MCPS staff***
Director of Student Compliance and Appeals Division of Equity and Organizational Development 850 Hungerford Drive, Suite 200, Rockville, MD 20850 240-740-3215 SWC@mcpsmd.org	Human Resource Compliance Officer Division of Human Resources and Talent Management Department of Compliance and Investigations 15 West Gude Drive, Suite B400, Rockville, MD 20850 240-740-2888 DCI@mcpsmd.org
For student requests for accommodations under Section 504 of the Rehabilitation Act of 1973	For staff requests for accommodations under the Americans with Disabilities Act
Section 504 Coordinator Division of Specialized Support Services, School Counseling Services Unit 850 Hungerford Drive, Room 257, Rockville, MD 20850 240-987-8031 504@mcpsmd.org	ADA Compliance Coordinator Division of Human Resources and Talent Management Department of Compliance and Investigations 15 West Gude Drive, Suite B400, Rockville, MD 20850 240-740-2888 DCI@mcpsmd.org
For inquiries or complaints about sex discrimination under Title IX, including sexual harassment, against students or staff***	
Title IX Coordinator Division of Equity and Organizational Development, Student Compliance and Appeals 850 Hungerford Drive, Suite 200, Rockville, MD 20850 240-740-3215 TitleIX@mcpsmd.org	

*This notification complies with the federal *Elementary and Secondary Education Act*, as amended.

**This notification complies with the *Code of Maryland Regulations Section 13A.01.07*.

***Discrimination complaints may be filed with other agencies, such as the following: U.S. Equal Employment Opportunity Commission (EEOC), Baltimore Field Office, GH Fallon Federal Building, 31 Hopkins Plaza, Suite 1432, Baltimore, MD 21201, 1-800-669-4000, 1-800-669-6820 (TTY); Maryland Commission on Civil Rights (MCCR), William Donald Schaefer Tower, 6 Saint Paul Street, Suite 900, Baltimore, MD 21202, 410-767-8600, 1-800-637-6247, mccr@maryland.gov; Agency Equity Officer, Office of Equity Assurance and Compliance, Office of the Deputy State Superintendent of Operations, Maryland State Department of Education, 200 West Baltimore Street, Baltimore, MD 21201-2595, oeac.msde@maryland.gov; or U.S. Department of Education, Office for Civil Rights (OCR), 61 Forsyth St. S.W., Suite 19T10, Atlanta, GA 30303, 404-974-9406 and TDD: 800-877-8339, OCR.Atlanta@ed.gov, 1-800-421-3481, 1-800-877-8339 (TDD), OCR@ed.gov, or www2.ed.gov/about/offices/list/ocr/complaintintro.html.

This document is available, upon request, in languages other than English and in an alternate format under the *Americans with Disabilities Act*, by contacting the MCPS Office of Communications at 240-740-2837, 1-800-735-2258 (Maryland Relay), or PIO@mcpsmd.org. Individuals who need sign language interpretation or cued speech transliteration may contact the MCPS Office of Interpreting Services at 240-740-1800, 301-637-2958 (VP) mcpainterpretingservices@mcpsmd.org, or MCPSInterpretingServices@mcpsmd.org.



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