

Office of the Superintendent of Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

January 16, 2019

MEMORANDUM

To: Members of the Board of Education
From: Jack R. Smith, Superintendent of Schools
Subject: Operating Budget Discussion (12-04-18-01-A-B-C)

During the Operating Budget discussion, Board members requested the following information:

Question A

Mrs. Smondrowski requested information regarding Interagency Coordinating Board (ICB) fees. Is there a way to offset the costs to schools associated with having to “rent” their own space?

Response

The Community Use of Public Facilities (CUPF), the operational arm of the Interagency Coordinating Board (ICB), is responsible for managing the rental of Montgomery County Public Schools (MCPS) schools as well as other Montgomery County Government facilities. For official MCPS activities and events, schools are not charged fees for the use of their school facilities with the exception of the cost for staff services, such as overtime cost when applicable. Schools pay CUPF for the cost of staff services when the official school activities are permitted through CUPF. On weekends and holidays, schools must pay for all staff services.

During weekday evenings, building services staff members are scheduled to work at each school. School activities Monday through Friday rarely incur staff costs unless Media Services Technicians, cafeteria staff, or additional building services staff are required. When schools hold large events in the evenings, additional staff may be required to support the activity and the cost for those staff services are paid by the school with Independent Activity Funds (IAFs).

Schools have the option to schedule facility use and pay for staff services through CUPF permits or they may pay staff for overtime services through MCPS payroll. When schools pay for staff services through MCPS payroll, they pay the actual overtime cost for each employee. When schools pay for staff services permitted through CUPF, they pay a flat rate for staff services based on the average overtime rate by position as follows:

CUPF Flat Rate for Staff Services	
	Staff Hourly Rate (3-hour minimum)
Building Services Worker	\$30.50
Building Attendant	\$30.50
Cafeteria Worker	\$29.75
Media Services Technician	\$45.00
User Support Specialist	\$45.00
Security Staff	\$33.50

MCPS does not budget operating funds to support independent school activities held on evenings or weekends. However, schools maintain IAFs to pay the costs of these activities.

Question B

Mrs. Smondrowski suggested that staff look at ways of expanding our own highly-skilled work force by encouraging our own students in middle and high schools regarding the benefits of going into a teaching pathway, and becoming teachers for the school system.

Response

Office of Human Resources and Development (OHRD) staff will visit with John F. Kennedy High School students in the Teacher Academy of Maryland (TAM) this month, to discuss the many benefits of becoming a teacher within MCPS. TAM is a program that seeks to address the constant teacher shortage by creating a pipeline of teacher candidates from our own schools. One of our goals is to communicate with current students enrolled in TAM how MCPS can assist them in pursuing a career in teaching. For example, students can become paraeducators with MCPS while being enrolled in one of our teacher certification pathway partnerships. OHRD staff also will talk with students in our child development programs in other high schools.

In addition, last year Mrs. Lance Dempsey, associate superintendent, OHRD, presented during the breakout sessions at the Universities at Shady Grove's *Young Educators Symposium: Say "Yes" to Teaching!* to promote and encourage students to apply to MCPS for future teaching positions. Mrs. Dempsey shared the application process, as well as the defining qualities of a well-prepared applicant.

Question C

Dr. Smith noted that, given the new leadership in the county and with ICB, it would be beneficial to conduct an audit of MCPS' interactions with ICB. How does the system, and individual schools, interact with ICB?

Response

The use of schools as public facilities during nonschool hours is governed by County law and regulation under ICB and CUPF. The Response to Question A outlines the interaction of individual schools with CUPF to reserve school space during nonschool hours. At a system level, MCPS participates in the overall governance structure through representation on ICB. MCPS central services staff works with CUPF regarding school availability for community use due to construction and other facility issues, as well as to coordinate scheduling for systemwide priorities such as regional summer school. MCPS also has a Memorandum of Understanding (MOU) with CUPF that addresses a range of operational issues. MCPS central services staff currently is engaged with CUPF and County staff around issues such as security for community use, as well as others within the MOU. This engagement allows for an opportunity to review critical data around MCPS use and interactions with ICB and CUPF. New leadership structures in County Government will inform this review and these discussions as we move forward. We will continue to update you as this work progresses.

If you have any questions, please contact Dr. Andrew M. Zuckerman, chief operating officer, at 240-740-3050.

JRS:AMZ:sro

Copy to:

- Dr. Navarro
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- Mr. Civin
- Dr. Johnson
- Ms. Diamond
- Mr. Turner
- Mr. Song
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