

THE OPERATING  
**FY 2026**  
Budget Guide

Montgomery County Public Schools, Rockville, Maryland

Montgomery County Public Schools | Office of Finance

**DIVISION OF MANAGEMENT AND BUDGET**

Students, Staff and Community | Strategic Priorities | Data and Process Driven

[www.montgomeryschoolsmd.org/budget](http://www.montgomeryschoolsmd.org/budget)



## **VISION**

*We inspire learning by providing the greatest public education to each and every student.*

## **MISSION**

*Every student will have the academic, creative problem solving, and social emotional skills to be successful in college and career.*

## **CORE PURPOSE**

*Prepare all students to thrive in their future.*

## **CORE VALUES**

*Learning  
Relationships  
Respect  
Excellence  
Equity*

## **Board of Education**

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## **Montgomery County Public Schools (MCPS) Administration**

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

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# THE FISCAL YEAR 2026 OPERATING BUDGET GUIDE

## *INTRODUCTION*

This Fiscal Year (FY) 2026 Operating Budget Guide has been created to explain the budget development process for Montgomery County Public Schools (MCPS) and to promote a clear understanding of budget submission requirements. The FY 2026 Operating Budget development and review schedule is provided in **Appendix C, Operating Budget Calendar**.

The due dates for budget submissions and the Program Mission Summaries (PMS)/Racial Equity and Social Justice (RESJ) statements are listed below for each budget book chapter. It is critical that all required documentation be completed and submitted on time. It is expected that executive leadership will schedule time to meet with their units to review the budget submissions prior to the due date.

### **Budget and PMS/RESJ submissions are due on or before September 9, 2024 for:**

- Chapter 3, Academics
- Chapter 8, Finance
- Chapter 9, Systemwide Safety
- Chapter 11, Administration and Oversight

### **Budget and PMS/RESJ submissions are due on or before September 16, 2024 for:**

- Chapter 2, School Support and Services
- Chapter 4, Curriculum and Instructional Programs
- Chapter 6, Strategic Initiatives and Technology
- Chapter 7, Operations
- Chapter 10, Human Capital Management

### **Budget and PMS/RESJ submissions are due on or before September 23, 2024 for:**

- Chapter 1, Schools (K-12, Alternative Education Programs, English Learners and Multilingual Education, and Special Education)
- Chapter 5, Special Education
- Chapter 8, Facilities

All operating budget submissions specified above will be focused on a same services budget. At this time, offices are not asked to submit requests for funding enhancements, or items to be considered for funding reductions. If needed, information about funding enhancements and/or reductions will be communicated at a later date.

The Division of Management and Budget looks forward to working with you as you develop your FY 2026 operating budget request. If you have any questions or need assistance, please contact, Mr. Robert Reilly, deputy chief of finance, Ms. Carly Thompson, acting director, Division of Management and Budget, or your budget specialist.



# TABLE OF CONTENTS

	<b>Page</b>
Preparing/Updating the Program Mission Summary (PMS)	1
Preparing/Updating the Racial Equity and Social Justice Statement (RESJ)	2
Preparing the Budget Submission	2
Department Input Forms	2
Major Objects of Expenditure	4
01-Position Salaries	4
01-Non-Position/Temporary Part-time (Other) Salaries	4
02-Consultants and Other Contractual Services	4
03-Supplies and Materials	5
04-Other	5
05-Equipment (including lease/purchase)	5
Employee Benefits	6
Supported Enterprise Funds and Grant Projects	7
Updating the Organizational Charts	8
Preparing the Budget Submission Explanation Form	8
<b>APPENDICES</b>	<b>Letter</b>
<b>Forms</b>	
Lease/Purchase Schedule Form	A
Budget Submission Explanation Form	B
<b>Resources</b>	
Operating Budget Calendar	C
PMS Reporting Requirements by Office	D
Writing Style and Format Guide for PMS and RESJ Statements	E
Department Input Form Submission Instructions	F
Department Input Form Screenshots	G
Budget Rates	H
Salary Tables	I
Work Schedules	J



# FY 2026 Budget Submission Instructions

**The FY 2026 Budget Submissions should include the following documents:**

1. Program Mission Summaries (PMS)
2. Racial Equity and Social Justice Statements (one per chapter)
3. Department Input Forms (through the MCPS Budget Application in the Hub)
4. Lease/Purchase Schedule Form
5. Organizational Charts
6. Budget Submission Explanation Form (one form for each major organization, and associated Function, Location, and Project as needed)

Please work directly with your respective budget specialist during the process of completing and submitting these documents.

If you have any content-related questions regarding the Program Mission Summaries or Racial Equity and Social Justice Statements, please contact Mr. Thomas Klausing, executive director, Office of Finance.

## **1. PREPARING/UPDATING THE PROGRAM MISSION SUMMARY**

The Program Mission Summary (PMS) is the narrative portion of the budget document. The structure of the narrative emphasizes our commitment to a budget that is aligned with system priorities that are data-driven and student-centered.

A PMS is required for the offices/departments as noted in **Appendix D**; a PMS for divisions and units is optional. Components of the PMS document are listed and described below. **Appendix E** provides style and format guidance to ensure consistency across the narratives.

### **A. Mission Statement**

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

### **B. Overview of Major Functions**

Brief description of responsibilities and objectives of the office or department. Functions should reflect major categories/areas of work and indicate alignment to the Montgomery County Public Schools (MCPS) Strategic Plan. Please refer to the [MCPS Strategic Plan FY 2022 – 2025](#) webpage for more information.

Budget specialists have emailed, for your reference, electronic copies of the FY 2025 Program Mission Summaries to their respective office/department leadership, administrative, and fiscal staff.

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 chief/deputy chief/associate

superintendent prior to submitting the documents. The FY 2026 PMS should be submitted via email to your budget specialist as a Word document file attachment.

## **2. 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.

Budget specialists have emailed, for your reference, electronic copies of the FY 2025 RESJ Statements to the respective chief/deputy chief/associate superintendent responsible for each chapter. The FY 2026 RESJ Statements should be submitted as a Word document file attachment via email to your budget specialist as part of the budget submission.

## **3. PREPARING THE BUDGET SUBMISSION**

### **Department Input Forms - MCPS Budget Application in the Hub**

The FY 2026 Budget Development submission will be submitted electronically through the MCPS Business Hub – MCPS Budget Application. A link to a training video will be provided in July for the office/department/unit staff(s) assigned to complete the budget submission.

Information for the department budget submission is entered into two forms, the Non-Position and Position Department Input forms. The Department Input forms provide the current budget and columns to reflect the budget requests by Fund, Organization, Function, Location, and Project. The input forms include columns for department users to reflect the proposed budget changes. The purpose and guidelines for each of the columns are the following:

- **Section 6 – 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.



- **Section 7 – Regular Realignments**
  - 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 2026 Operating Budget process. **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 process.**
- **Section 8 – Enrollment Growth**
  - Entries in this column should reflect necessary adjustments based on student enrollment changes.
- **Section 9 – New Schools/Space**
  - Entries in this column should reflect changes necessary to address the opening of a new school or building space.
- **Section 10 – Rate Change (*Non-Position Input Form 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.
- **Section 12 – Justification/Purpose of Funds**
  - It is critical that specific and detailed descriptions are entered to explain the intended use of the proposed FY 2026 budgeted funds. Robust descriptions will provide the Division of Management and Budget with information crucial to providing the most effective and efficient support during the budget development and financial monitoring processes. Where applicable, please list and provide values for the components that add up to the total budget of the relative account (ex. contractual services account – 502002; \$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.) Budget submissions are not considered complete until the justification/purpose of funds is included.
- **Benefit Adjustments**
  - Each of the sections listed above has a column designated for benefit adjustments. See the *Employee Benefits* section on page 7 for additional information.

Reference **Appendix F** and **Appendix G** for additional information to complete the input forms.

**NOTE:** To budget for a new position, the job code and job description need to be approved and created. Please work in a timely fashion with the Office of Human Resources and Development to obtain this information and include the proposed new position in your budget submission.

## **Major Objects of Expenditure**

All budgeted accounts fall under one of the objects of expenditure below:

- 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)

The FY 2026 Office/Department/Unit Budget should reflect proposed changes to full-time equivalency (FTE) positions, both vacant and filled. These proposed changes may include a realignment to reconstitute a vacant position for another position, or a higher salaried vacant 1.0 position for more than 1.0 lower salaried vacant 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, and the realignment must be budget neutral.** Additional information is shown on the Department Input Form Submission instructions (**Appendix F**), and please see the *Employee Benefits* section on page 7 for additional benefit rates information.

**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 process.

### 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. Each "other salaries" line item request must be justified in column 12 on the Nonposition Input Form by showing rates of pay and how many hours of part-time work are necessary. Use the rates of pay outlined in **Appendix H** and salary tables in **Appendix I**.

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

### Supplies and Materials (Object 03)

All equipment and supply items individually costing \$999 or less must be purchased under supplies and materials. As with all other line items, justification for all requests for supplies and materials are to be explained in column 12.

Please keep in mind that supply and material funds may need to be realigned as realignments of personnel are made within and between offices/departments. Furthermore, for each new central office position, please be sure to consider adding funding for a workstation and computer, if necessary. Please refer to the Furniture and Equipment section of **Appendix H** for rates.

**NOTE:** 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 Division of Management and Budget.

### Other (Object 04)

Examples of items budgeted under "other" are local travel, subscriptions, dues, registrations, and 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. 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. All funds requested in the budget under "other" must be fully justified in column 12 on the Nonposition Input Form.

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 H** to calculate employee benefit costs associated with the 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 on the next page.

*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 Nonposition Input Form. The MCPS accounting structure provides for this distinction and you should review your current budget to verify compliance with this structure. Please refer to the following table:

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

The justification for additional or replacement furniture and equipment should be clearly described on the forms. 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 2026, as well as new/proposed leases/purchases, should be detailed on the Lease/Purchase Schedule Form. A sample form is provided in **Appendix A**. Any additional information that is necessary to justify your request should be attached.

**Employee Benefits:**

Employee benefits must be applied to all position and non-position salary account budget changes requested in the Department Input Forms. Benefit calculations for changes must be included in the benefit column in the appropriate section. The relative benefit rate and sufficient amount of dollars must be applied based upon the employee association as listed in the table on page 7.

<b>Bargaining Unit</b>	<b>Sub Objects</b>	<b>Rate</b>
Montgomery County Association of Administrators and Principals (MCAAP)	001-016	23.37%
Montgomery County Business and Operations Administrators (MCBOA)	017	27.16%
Montgomery County Education Association (MCEA)	018-039	30.04%
Service Employee International Union (SEIU)	040-079	46.70%
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)		13.01%

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

Budgeted funds for employee benefits are not reflected in each office/department budget, but are added to the budget of the Office of Finance. Budgeting for employee benefits for grants and enterprise funds is described below.

### **Supported Enterprise Funds and Grant Projects:**

#### 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 in the fund and determine whether any additional appropriation is needed in the budget to cover the anticipated revenue changes. The objective is to make sure that anticipated revenue and expenditures within the fund are equal to one another.

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.

#### Grant Projects

Some funding for grant supported activities has been awarded to MCPS from year to year (e.g. Title I, Part A grant funding) and is expected to continue, therefore, MCPS anticipates receiving this funding and includes a budget for the activities that take place under the relative grant. These grants, typically Federal or State funded programs, are considered "Budgeted Grants" and are reflected in Table 3 of the MCPS Operating Budget. As anticipated grant regulations, funding, and/or activities change, this may require adjustments to the MCPS budget for the grant. For example, offices/departments may choose to realign 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 are required. Furthermore, revisions to the budget may be needed based on updated grant funding information, regulations, or changes in the grant programmatic plans communicated via memo or email from the

grantor that provides the MCPS projected allocation for the upcoming fiscal year. Changes to the budget for a grant should be reflected in the Grant/Enterprise Changes and Shifts column in the Department Input Forms. The Division 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 your budget specialist as needed for assistance with the development and adjustment of MCPS grant budgets.

**NOTE:** If adjustments to the budgeted benefits are required, please refer to **Appendix H** 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.

### **3. UPDATING THE ORGANIZATIONAL CHARTS**

Current organizational charts from the FY 2025 Operating Budget need to be updated to reflect any approved organizational changes. **The Division of Management and Budget will only consider current operating year changes if documentation approving the change is provided (i.e. copy of a signed memo from the deputy chief of finance).** Additionally, updated organizational charts should include budget neutral realignments as proposed in your FY 2026 budget submission, and approved budget neutral reorganizations. If there are no changes to the organizational chart, please include a signed copy of the current chart with the submission.

### **4. PREPARING THE BUDGET SUBMISSION EXPLANATION FORM**

The Budget Submission Explanation Form (**Appendix B**) is to be completed and included as part of the budget submission. This form provides space for a **brief description (1-3 sentences)** of any **significant changes**, and the alignment to the MCPS Strategic Plan, as well as the anticipated impact on programs, services, employees, and students. One Budget Submission Explanation form should be submitted to outline the significant changes made in each major Organization and associated Function, Location and Project as needed. Please refer to **Appendix B** for additional instructions.

# APPENDICES

## Letter

### Forms

Lease/Purchase Schedule Form	A
Budget Submission Explanation Form	B

### Resources

Operating Budget Calendar	C
PMS Reporting Requirements by Office	D
Writing Style and Format Guide for PMS and RESJ Statements	E
Department Input Form Submission Instructions	F
Department Input Form Screenshots	G
Budget Rates	H
Salary Tables	I
Work Schedules	J





## 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 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	
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			
<i>*Example 6</i>	FY 2025	<i>\$ 60,000</i>	6 years	6 yrs	<i>\$ 10,000</i>	<i>\$ 10,000</i>	<i>\$ 10,000</i>	<i>\$ 10,000</i>	<i>\$ 10,000</i>	<i>\$ 10,000</i>	<i>\$ 10,000</i>	
<b>Total Current Lease/Purchase Payments</b>					<b>165,000</b>	<b>110,000</b>	<b>70,000</b>	<b>40,000</b>	<b>20,000</b>	<b>10,000</b>	<b>-</b>	
<b>FY 2025 Current Budget (enter amount from budget resource worksheet page)</b>					<b>165,000</b>							
<b>Funds Available for FY 2026 Purchases</b>						<b>55,000</b>						

<b>FY 2026 New Lease/Purchase:</b>											
Example 7	FY 2026	\$ 330,000	6 years	New		\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
<b>Total New Purchases</b>						<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$55,000</b>	<b>\$55,000</b>	<b>\$55,000</b>	<b>\$55,000</b>

<b>FY 2026 Budget Request (Current Lease/Purchase + New Lease Purchase)</b>	<b>\$ 165,000</b>
<b>FY 2025 Budget</b>	<b>\$ 165,000</b>
<b>Net Changes to the FY 2026 Budget</b>	<b>\$0</b>

(formula; amount from above)  
 (If the lease schedule results in a net change to the budget, a realignment of funds should be included and justified in the Non Position input form. 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.**



## Budget Submission Explanation Form Fiscal Year 2026

Office/Department: \_\_\_\_\_

Organization #: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Chief/Deputy Chief/Associate Superintendent

Date

**Instructions:** Please complete **one** Budget Submission Explanation Form for each major organization and associated Function, Location, and Project within the office/department/unit. The form should briefly describe the **significant changes** included in the Department Input forms (Appendix F/G). Please detail the alignment of the changes with system priorities, as well as the anticipated impact on programs, services, employees, students, etc. The change amount for budgeted funds and FTE should be provided, as well as any other cost details and/or calculations. Additional materials may be presented as attachments and backup.

**Grant/Enterprise Changes & Shifts:**

**Regular Realignment:**

**Enrollment Growth:**

**New School/Space:**

**Rate Change:**



## MONTGOMERY COUNTY PUBLIC SCHOOLS FY 2026 OPERATING BUDGET CALENDAR

DATE	ACTIVITY
July 25, 2024	Fiscal Year 2026 Operating Budget Kick-off Meeting
End of July through September 2024	Budget Specialists provide consultation and technical assistance to leadership and program office staff in budget preparation
August through November 2024	Superintendent's Budget Advisory Committee Meetings
<b>September 9, 2024</b>	<b>Budget Submissions due for:</b> <b>Chapter 3, Academics</b> <b>Chapter 8, Finance</b> <b>Chapter 9, Systemwide Safety</b> <b>Chapter 11, Administration and Oversight</b>
<b>September 16, 2024</b>	<b>Budget Submissions due for:</b> <b>Chapter 2, School Support and Services</b> <b>Chapter 4, Curriculum and Instructional Programs</b> <b>Chapter 6, Strategic Initiatives and Technology</b> <b>Chapter 7, Operations</b> <b>Chapter 10, Human Capital Management</b>
<b>September 23, 2024</b>	<b>Budget Submissions due for:</b> <b>Chapter 1, Schools</b> <b>Chapter 5, Special Education</b> <b>Chapter 8, Facilities</b>
<b>December 2024</b>	<b>Public Presentation of the FY 2026 Recommended Operating Budget</b>
December 2024 through January 2025	Sign-up period for speakers at Board of Education Public Hearings*
January 14, 23, and 30, 2025	Board of Education Operating Budget Work Sessions (Session on January 30th will be held only if needed)
January 15, 2025	Governor releases FY 2026 Operating Budget for State of Maryland
January 16 and 27, 2025	Board of Education Public Operating Budget Hearings
<b>February 4, 2025</b>	<b>Tentative Adoption of the FY 2026 Operating Budget</b>
February 28, 2025	Board of Education Budget Transmittal to County Executive/Council
March 14, 2025	County Executive Releases the FY 2026 Operating Budget Recommendations
April 2025	County Council Budget Public Hearings
April through May 2025	County Council/Education and Culture Committee Work Sessions
May 22, 2025	County Council Budget Action on County's FY 2026 Operating Budget
<b>June 10, 2025</b>	<b>Final Adoption of the FY 2026 Operating Budget</b>

\*Please check the Board of Education webpage in November 2024 for information about the sign-up period for the public hearings.



## Program Mission Summaries

### Reporting Requirements by Office

Only those offices/departments bolded are required to submit a PMS.

<b>Chapter 1: Schools (One PMS for entire chapter/all bolded areas)</b>
<b>Elementary Schools</b>
Grades K-5
Prekindergarten/Head Start
<i>Grant: Head Start School-based Programs</i>
<i>Grant: Title I, Part A School-based Programs</i>
<b>Middle Schools</b>
Grades 6-8
<b>High Schools</b>
Grades 9-12
Thomas Edison High School of Technology
<b>Alternative Education Programs</b>
<i>Grant: Title I, Part D Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent, or At-Risk</i>
<b>English Learners and Multilingual Education</b>
Grades K-12
<b>Special Education</b>
Department of Special Education K-12 Programs and Services
Special Schools/Centers
Division of Business, Fiscal, and Information Systems
Division of Special Education Prekindergarten, Programs and Services
Child Find/Preschool Education Programs
<i>Grant: Individuals with Disabilities Education Act</i>
<b>Chapter 2: School Support and Services</b>
<b>Office of School Support and Improvement</b>
<b>Office of Well-Being and Student Services</b>
<b>Chapter 3: Academics</b>
<b>Office of the Chief Academic Officer</b>
Division of the Blueprint for Maryland's Future
<b>Chapter 4: Curriculum and Instructional Programs</b>
<b>Office of Curriculum and Instructional Programs</b>
<i>Grant: Title IV, Part A Student Support and Academic Enrichment</i>
<b>Department of Pre-K–12 Curriculum and Districtwide Programs</b>
<b>Department of English Learners and Multilingual Education</b>
<i>Grant: Title III, English Language Acquisition</i>
<i>Grant: Title VI, American Indian Education</i>
<b>Department of College and Career Readiness and Districtwide Programs</b>
<i>Grant: Carl D. Perkins Career and Technical Education Improvement Programs</i>
<i>Grant: National Institutes of Health Program</i>
<b>Division of Early Childhood, Title I Programs, and Recovery Funds</b>
<i>Grant: Title I, Part A Programs</i>
<i>Grant: Head Start Programs</i>
<i>Grant: Judith P. Hoyer Early Childhood Centers</i>

## Program Mission Summaries

### Reporting Requirements by Office

Only those offices/departments bolded are required to submit a PMS.

<b>Chapter 5: Special Education</b>
<b>Office of Special Education</b>
Resolution and Compliance Unit
Central Placement Unit
<b>Division of Business, Fiscal, and Information Systems</b>
<i>Grant: Medical Assistance Program</i>
<i>Grant: Individuals with Disabilities Education Act</i>
<b>Department of Special Education K-12 Programs and Services</b>
<b>Division of Special Education Prekindergarten, Programs and Services</b>
Infants and Toddlers and Preschool Education Programs
<i>Grant: Infants and Toddlers</i>
<b>Chapter 6: Strategic Initiatives and Technology</b>
<b>Office of Strategic Initiatives</b>
<b>Department of Districtwide Professional Learning</b>
<b>Department of Equity Initiatives</b>
<b>Department of Digital Innovation</b>
<b>Department of Student and Data Systems</b>
<b>Department of Infrastructure and Operations</b>
<b>Department of Business Information Services</b>
<b>Department of Shared Accountability</b>
<b>Chapter 7: Operations</b>
<b>Office of District Operations</b>
Department of Labor Relations
Division of Student Welfare and Compliance
Division of Appeals
<b>Department of Transportation</b>
Field Trip Fund
<b>Department of Materials Management</b>
Division of Food and Nutrition Services
Editorial, Graphics, and Publishing Services
<b>Chapter 8: Finance and Facilities</b>
<b>Office of the Chief Financial Officer</b>
<b>Office of Finance</b>
Division of Investments
Division of Management and Budget
Division of School Resource and Financial Support
Division of Controller
Division of Financial Reporting
Division of Procurement
<b>Department of Employee and Retiree Services</b>
<b>Office of Facilities Management</b>
Division of Planning, Design, and Construction
Division of Grounds and Athletic Infrastructure
Division of Maintenance and Operations
Division of Sustainability and Compliance



## Program Mission Summaries

### Reporting Requirements by Office

Only those offices/departments bolded are required to submit a PMS.

<b>Chapter 9: Systemwide Safety</b>
<b>Office of Systemwide Safety and Emergency Management</b>
<b>Chapter 10: Human Capital Management</b>
<b>Office of Human Resources and Development</b>
<b>Department of Compliance and Investigations</b>
<b>Department of Talent Acquisition</b>
<b>Department of Professional Growth Systems</b>
<i>Grant: Title II, Part A Supporting Effective Instruction</i>
<b>Chapter 11: Administration and Oversight</b>
<b>Board of Education</b>
<b>Office of the Superintendent of Schools</b>
<b>Office of the Chief of Staff</b>
Office of the Senior Community Advisor
Department of Partnerships
<b>Department of Communications</b>
Instructional Television Special Revenue Fund
<b>Office of the General Counsel</b>



## WRITING STYLE AND FORMAT GUIDE

### FOR PROGRAM MISSION SUMMARIES AND RACIAL EQUITY AND SOCIAL JUSTICE STATEMENTS

- There is no space after a dollar sign
- Refer to a specific fiscal year as FY 2025, FY 2026, etc.
- Multiyear, not multi-year; Systemwide, not system-wide; School-based, not school based
- In referring to a program or project, such as the Title I Program, the words “Program,” and “Project” are uppercase
- 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. For the first time, write out what the acronym stands for, followed by the acronym in parentheses
- Three million dollars should be written \$3.0 million, 2 percent should 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, e.g., 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
- Use full name of school, for example William B. Gibbs Jr. not Gibbs
- When listing items, use a coma after the last item and before the and—Learning, Accountability, and Results



## DEPARTMENT INPUT FORM SUBMISSION INSTRUCTIONS (NON POSITION AND POSITION FORM)

<u>Sections</u>	<u>Instructions and Notes</u>
1 FY24 Actual	FY 2024 actual expenditures are pre-populated in the Non-Position Accounts Input form. You may see accounts in the Non-Position Input form with FY 2024 actuals, but no FY 2025 Department Budget. Please review these accounts to determine if budget realignments are necessary. The Position Accounts Input form does <b>not</b> show actual expenditures.
2 FY25 Summary Total Budget	Approved FY 2025 Operating Budget from the Board of Education.
3 FY25 Base Changes	Includes all base changes that were approved for the FY 2025 Operating Budget after publication.
4 FY25 Baseline	Reflects the FY 2025 Operating Budget, including approved base changes.
5 FY26 Budget	Reflects the rollover of the FY 2025 Operating Budget, including approved base changes.
6 FY26 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. <b>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. FY25=00500, FY26=00600</b>
7 FY26 Regular Realignments	Realignment of funds is used to redistribute budgeted resources to meet strategic needs and priorities with no net change to the bottom line. <b>Realignments Involving Positions</b> 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 Division of Management and Budget. Please refer to the Budget Guide <b>Appendix H, Position Rates</b> , for calculating rates for positions. Record required adjustments to employee benefits in the Benefits Amount column within the FY26 Regular Realignments section of the form. When adding a new central office position, the cost of a workstation and computer must be considered and added, as necessary. Refer to the Budget Guide <b>Appendix H, Furniture and Equipment</b> , for rates to calculate these costs. <b>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 process.</b>
8 FY26 Enrollment Growth	Adjustments entered in these columns should reflect funds requested to accommodate projected enrollment changes.
9 FY26 New Schools/Space	Adjustments entered in these columns should reflect funds requested to accommodate the opening of a new school or building space.
10 FY26 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 <b>the exact same services</b> provided in the prior year.
11 FY26 Total Budget	The columns in this section reflect the FY26 same services budget, which is the sum of the budget from section 5 plus the entries made in sections 6-10 detailed above.
12 Justification (Purpose of Funds)	For each account, provide a description of the purpose of the funds. In addition, describe any changes requested for FY 2026 and include formulas and other supporting documentation, as appropriate.

**\*SEE NEXT PAGE FOR INFORMATION ON EMPLOYEE BENEFITS AND OTHER NOTES**

**DEPARTMENT INPUT FORM SUBMISSION INSTRUCTIONS (NON POSITION AND POSITION FORM)**

<u>Sections</u>	<u>Instructions and Notes</u>
*** 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 13.01% 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 H**.

**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 G 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 Input Form Screenshots

## Input Department - Non Position Accounts

Save Refresh Actions Complete Previous Next Close

Fund	Organization	Function	Location	Project												
01 - General Fund		00000 - Default Function	000 - Default Location	000000-Default Project												
		FY23	FY24	FY24	FY24	FY25	FY25	FY25	FY25	FY25	FY25	FY25	FY25	FY25	FY25	
		YTD	Summary	Base	Base	Department	Department	Department	Department	Department	Department	Department	Department	Department	Department	
		Actual	Total Budget	Base Changes	Baseline	Budget	Grant/Enterprise Changes & Shifts	Regular Realignments	Enrollment Growth	New Schools/Space	Rate Change	Total Budget	Budget			
		1	2	3	4	5	6	7	8	9	10	11	12			
		Amount(\$)	Total Amount(\$)	Amount(\$)	Total Amount(\$)	Amount(\$)	Benefit Amount(\$)	Amount(\$)	Benefit Amount(\$)	Amount(\$)	Benefit Amount(\$)	Amount(\$)	Benefit Amount(\$)	Total Amount(\$)	Justification	
C01	501082-Professional Part Time	4,339	23,120		23,120	23,120								23,120		
	502001-Consultant		0		0	0								0		
	502002-Contractual Services	72,502	15,193		15,193	15,193					1,519			16,712		
	504001-Local Travel	63														
Total		76,904	38,313		38,313	38,313					1,519			39,832		

## Input Department - Position Accounts

Save Refresh Actions Complete Previous Next Close

Fund	Organization	Function	Location	Project												
01 - General Fund		00000 - Default Function	000 - Default Location	000000-Default Project												
		FY24	FY24	FY24	FY25	FY25	FY25	FY25	FY25	FY25	FY25	FY25	FY25	FY25	FY25	
		Summary	Base	Base	Department	Department	Department	Department	Department	Department	Department	Department	Department	Department	Department	
		Total Budget	Base Changes	Baseline	Budget	Grant/Enterprise Changes & Shifts	Regular Realignments	Enrollment Growth	New Schools/Space	Total Budget	Budget					
		2	3	4	5	6	7	8	9	11	12					
		FTE count	Total Amount(\$)	FTE count	Amount(\$)	FTE count	Total Amount(\$)	FTE count	Amount(\$)	Benefit Amount(\$)	FTE count	Amount(\$)	Benefit Amount(\$)	FTE count	Total Amount(\$)	Justification
C01	501004-Supervisor	J0665-Supervisor O	1.0000	163,902		1.0000	163,902	1.0000	163,902					1.0000	163,902	
	501006-Coordinator	J0660-Coordinator N	1.0000	157,806		1.0000	157,806	1.0000	157,806					1.0000	157,806	
	501019-Other Specialist	J0812-Evaluation Specialist BD	4.0000	550,451		4.0000	550,451	4.0000	550,451					4.0000	550,451	
	501048-Clerical	J4050-Office Assistant IV 11	1.0000	70,096		1.0000	70,096	1.0000	70,096					1.0000	70,096	
	501049-Staff Aide	J5600-Logistics Support Spolst 25	1.0000	117,915		1.0000	117,915	1.0000	117,915					1.0000	117,915	
		J5961-Evaluation Support Spec 21	0.0000	0		0.0000	0	0.0000	0					0.0000	0	
	501050-Technical	J5000-Data Integration Spec 23	1.0000	120,266		1.0000	120,266	1.0000	120,266					1.0000	120,266	
		J5280-Technical Analyst 25	0.0000	0		0.0000	0	0.0000	0					0.0000	0	
Total		Formula Label	9.0000	1,180,436		9.0000	1,180,436	9.0000	1,180,436					9.0000	1,180,436	

**\*No column 1 for prior year actuals or column 10 for rate change.**





## FY 2026 BUDGET RATES

<b>A: Position Rates (See next page for rates to calculate benefits costs)</b>				
Description	Salary	Benefits	Total	Notes
Teacher, Regular Education - BA, Step 4 (10-month)	\$ 66,651	\$ 20,022	\$ 86,673	Based on FY 2025 Salary Schedule (Appendix I) + benefits @ 30.04%
Teacher, Special Education - BA, Step 6 (10-month)	\$ 70,091	\$ 21,055	\$ 91,146	Based on FY 2025 Salary Schedule (Appendix I) + benefits @ 30.04%
Teacher, ESOL - BA, Step 6 (10-month)	\$ 70,091	\$ 21,055	\$ 91,146	Based on FY 2025 Salary Schedule (Appendix I) + benefits @ 30.04%
Speech Pathologist - MA/MEQ, Step 12 (10-month)	\$ 95,624	\$ 28,725	\$ 124,349	Based on FY 2025 Salary Schedule (Appendix I) + benefits @ 30.04%
Speech Pathologist - MA/MEQ, Step 12 (10-month/20 SE days) (Speech and Language Programs/Full-time Only)	\$ 105,432	\$ 31,672	\$ 137,104	Based on FY 2025 Salary Schedule (Appendix I) + \$9,808 SE + benefits @ 30.04%
Occupational Therapist/Physical Therapist - MA/MEQ, Step 8 (10-month)	\$ 83,483	\$ 25,078	\$ 108,561	Based on FY 2025 Salary Schedule (Appendix I) + benefits @ 30.04%
Counselor, Elementary - MA/MEQ, Step 8 (10-month/15 SE days)	\$ 89,904	\$ 27,007	\$ 116,911	Based on FY 2025 Salary Schedule (Appendix I) + \$6,421 SE + benefits @ 30.04%
Counselor, Secondary- MA/MEQ, Step 8 (10-month/21.5 SE days)	\$ 92,687	\$ 27,843	\$ 120,530	Based on FY 2025 Salary Schedule (Appendix I) + \$9,204 SE + benefits @ 30.04%
Pupil Personnel Worker - MA/MEQ, Step 9 (12-month)	\$ 101,459	\$ 30,478	\$ 131,937	Based on FY 2025 Salary Schedule (Appendix I) + benefits @ 30.04%
Psychologist/Social Worker - MA/MEQ, Step 7 (10-month/20 SE days)	\$ 89,003	\$ 26,737	\$ 115,740	Based on FY 2025 Salary Schedule (Appendix I) + \$8,280 SE + benefits @ 30.04%
Social Worker - MA/MEQ, Step 7 (12-month)	\$ 94,850	\$ 28,493	\$ 123,343	Based on FY 2025 Salary Schedule (Appendix I) + benefits @ 30.04%
Instructional Specialist - MA/MEQ, Step 15 (12-month)	\$ 123,631	\$ 37,139	\$ 160,770	Based on FY 2025 Salary Schedule (Appendix I) + benefits @ 30.04%
Paraeducator (General and Special Education) - Grade 13, Step 3	\$ 38,966	\$ 18,197	\$ 57,163	Based on FY 2025 Salary Schedule (Appendix I) + benefits @ 46.70% (salary based on 1,584 annual hours)
SEIU Position Grades 6 - 10, Step 1				Use FY 2025 Salary Schedule to calculate salary rate (Appendix I) + benefits @ 46.70%
SEIU Position Grades 11 - 17, Step 3 (except bus operators@ Grade 11, Step 2)				Use FY 2025 Salary Schedule to calculate salary rate (Appendix I) + benefits @ 46.70%
SEIU Positions Grades 18 - 27, Step 5				Use FY 2025 Salary Schedule to calculate salary rate (Appendix I) + benefits @ 46.70%
MCAAP Grades M - Q, Step 5				Use FY 2025 Salary Schedule to calculate salary rate (Appendix I) + benefits @ 23.37%
MCBOA Grades G - K, Step 5				Use FY 2025 Salary Schedule to calculate salary rate (Appendix I) + benefits @ 27.16%
<b>Note: For additional information, refer to website for job descriptions and grades at <a href="https://www2.montgomeryschoolsmd.org/departments/personnel/classification/">https://www2.montgomeryschoolsmd.org/departments/personnel/classification/</a></b>				
Adding additional FTE/hours to existing, partial FTE position (i.e. changing secretary position from 0.5 to 1.0)			Use salary differential x 13.01% for benefits (only additional MCPS retirement, FICA and Workers compensation). Budget only 7.65% for FICA for FTEs less than 0.5.	

## FY 2026 BUDGET RATES

<b>A: Position Rates continued</b>		
<b>Positions Eligible for Summer Employment Supplement</b>		
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

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)

\*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.

<b>Employee Benefits Rates for Tax-Supported Positions (locally funded):</b>	<b>Rates</b>
MCAAP Position	23.37%
MCBOA Position	27.16%
MCEA Position	30.04%
SEIU Position	46.70%
Temporary Part-time Salaries	7.65%
Partial FTE Adjustment	13.01%

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

<b>Employee Benefits for Grants:</b>	<b>Rates</b>	<b>Benefits for grants must be broken out into separate accounts using the calculations shown below</b>
FICA (account # 02.xxxxx.xxx.12.504014)	7.65%	Total budgeted position salaries times percentage.
Retirement (account # 02.xxxxx.xxx.12.504016)	20.29%	Total budgeted position salaries times percentage.
Employee Benefit Plan (EBP) (account # 02.xxxxx.xxx.12.504015)	\$18,224	Employee headcount for the grant times amount.
Unemployment (account # 02.xxxxx.xxx.12.504018)	\$8.50	Employee headcount for the grant times amount.
Workers Compensation (account \$ 02.xxxxx.xxx.12.504013)	0.4%	Total budgeted positions salaries times percentage.

**Contact your budget specialist for position rates that are split-funded (both local and grant).**

## FY 2026 BUDGET RATES

<b>B: Rates for ADDING New Part-time Salaries</b>		<i>Note: Add 7.65% for benefits (FICA) for all NEW part-time salaries amounts</i>
Description	Rates	Notes
<b>Substitutes:</b> Rates listed are per day, except where indicated as hourly rate (per FY 2025 salary schedule)		
Short-term - Certificated	\$160.09	
Short-term - Non-Certificated with BA Degree	\$150.57	
Short-term - Non-Certificated	\$142.03	
Long-term - Certificated	\$228.06	
Long-term - Non-Certificated with BA Degree	\$214.90	For each new classroom teacher position, budget \$1,515 for 11 substitute days, plus benefits.
Long-term - Non-Certificated	\$202.72	
Long-term - Certificated, +45 days in single assignment	\$250.88	
Long-term - Non-Certificated with BA Degree, +45 days in single assignment	\$236.39	For each new special education paraeducator position, budget \$1,302 for 11 substitute days, plus benefits.
Long-term - Non-Certificated, +45 days in single assignment	\$223.02	
Special Education Paraeducator Substitutes (hourly rate)	\$20.41	
Interim Instructional Services Teacher - Certificated (hourly rate)	\$36.64	
Interim Instructional Services Teacher - Non-Certificated (hourly rate)	\$34.85	
<b>Extracurricular Activities Stipends (Class I)/After-school Programs for Students</b> (Including Homework Clubs and Mentoring)	\$18.00	Per MCEA FY 2023-2027 contract
<b>MCEA Training Stipends</b> - Paid for training activities outside of the regular duty day		
Tier 1 (Required Training) - Attendee and Trainer	\$64.29	Approximate average hourly rate (based on employees' salary divided by 1,560 hours)
Tier 2 (Skill Enhancement) - Trainer	\$30.00	
Tier 2 (Skill Enhancement) - Attendees	\$20.00	Per MCEA FY 2023-2027 contract
<b>Other MCEA Compensation:</b>		
Summer In-Service, Curriculum/Program Development (non-teaching)	\$25.00	
Summer School w/students/Student Assessments	\$64.29	Approximate average hourly rate (based on employees' salary divided by 1,560 hours)
<b>SEIU Training Stipends</b>		
Tier 2 (Skill Enhancement) - Attendee on No Work, No Pay days	\$20.00	Per SEIU FY 2023-2026 contract
<b>Supporting Services Training Corps Members (OHRD-sponsored training):</b>		
Trainer	\$30.00	
Trainer Planning	\$30.00	Per SEIU FY 2023-2026 contract
Training Attendees (or training of trainers)	\$20.00	
<b>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</b>		
<b>C. Furniture and Equipment</b>		
Description	Est. Costs	Notes
Office Desk, L-shaped	\$2,700	
Teacher Desk	\$1,700	
Chair, Desk	\$700	
Bookcase, 5-shelf	\$1,265	For new central office positions, consider the need to add funding for additional furniture and equipment.
File Cabinet (2-drawer, lateral without laminate top, 36" wide)	\$484	
Desktop Computer (includes monitor and soundbar)	\$1,040	
Laptop Computer	\$954	

## FY 2026 BUDGET RATES

<b>D: Transportation and Travel</b>		
Description	Rates	Notes
<u>Enterprise Fund Field Trips, Budgeted Trips During School Year &amp; Summer</u>		
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
Mileage	\$2.20	
Local Mileage Reimbursement	\$0.67	Source: Internal Revenue Service
Overnight Travel Meals and Incidentals Expense	Various	Based on estimated actual cost

<b>E: Facilities</b>		
Rental:	Full-Day Rates	Notes
University System of Maryland at Shady Grove:		Conference & Events Service (301)738-6349 <a href="https://shadygrove.umd.edu/room-rental-rates">https://shadygrove.umd.edu/room-rental-rates</a>
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 (301) 294-7000 <a href="https://www.cvent.com/venues/rockville/educational-facility/johns-hopkins-university-montgomery-county-campus/venue-3f8b987c-2257-487f-a4fa-ea1e771330dd">https://www.cvent.com/venues/rockville/educational-facility/johns-hopkins-university-montgomery-county-campus/venue-3f8b987c-2257-487f-a4fa-ea1e771330dd</a>
Large Classroom	\$350	Capacity: 60
Classroom	\$300	Capacity: 30
Conference Room	\$300	Capacity: 12
Auditorium	\$500	Capacity: 275
In-kind Contribution for Grants: Classroom (800 sq. ft.)	\$10,504	<b>Contact: Real Estate Management Team</b> Includes utilities & maintenance (\$13.13 per sq. ft.)

<b>F: Contractual Services and Consultants</b>		
	Estimated Cost	Method Used to Obtain Competitive Prices
Please contact the Division of Procurement for additional information. ( <a href="https://www.montgomeryschoolsmd.org/uploadedFiles/departments/procurement/ProcurementManual.pdf">https://www.montgomeryschoolsmd.org/uploadedFiles/departments/procurement/ProcurementManual.pdf</a> )	\$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.

<b>G: Grants Administrative/Indirect and Audit Costs</b>		
Restricted Federal (Indirect) Use this rate if funds originate at federal government, but flow through MSDE to MCPS.	3.32%	<b>Contact: Division of Controller</b>  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.
Restricted Federal (Direct) Use this rate if funds originate at federal government and flow directly to MCPS.	3.32%	
Restricted State (Direct) Use this rate if funds originate at state government and flow directly to MCPS.	2.00%	
Other grant sources (if grantor allows)	3.32%	
Audit Fee - Federal restricted grants only	0.10%	
		Multiply 0.10% * (Total Federal Grant Amount)

**Note: Contact your budget specialist for rates not listed.**

## Administrative and Supervisory Salary Schedule Effective July 1, 2024–June 30, 2025 (Fiscal Year Basis)

Salary Steps	N-11*	M	N	O	P	Q
1	\$110,891	\$112,951	\$119,662	\$126,779	\$134,318	\$142,314
2	\$114,189	\$116,307	\$123,221	\$130,551	\$138,317	\$146,550
3	\$117,586	\$119,762	\$126,887	\$134,432	\$142,434	\$150,915
4	\$121,084	\$123,324	\$130,661	\$138,434	\$146,673	\$155,409
5	\$124,684	\$126,991	\$134,546	\$142,554	\$151,044	\$160,040
6	\$128,396	\$130,769	\$138,552	\$146,798	\$155,542	\$164,807
7	\$132,218	\$134,657	\$142,676	\$151,170	\$160,175	\$169,721
8	\$136,154	\$138,666	\$146,923	\$155,672	\$164,949	\$174,778
9	\$140,207	\$142,796	\$151,297	\$160,308	\$169,864	\$179,987
10	\$144,385	\$147,044	\$155,806	\$165,085	\$174,926	\$185,351
11	\$147,634	\$150,352	\$159,312	\$168,800	\$178,862	\$189,521
12	\$150,956	\$153,735	\$162,896	\$172,598	\$182,886	\$193,785

\*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, 2024–June 30, 2025 (Fiscal Year Basis)**

<b>Salary Steps</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>
<b>1</b>	\$81,398	\$86,215	\$91,319	\$96,738	\$102,474
<b>2</b>	\$83,806	\$88,768	\$94,028	\$99,606	\$105,516
<b>3</b>	\$86,287	\$91,398	\$96,818	\$102,564	\$108,649
<b>4</b>	\$88,842	\$94,108	\$99,689	\$105,606	\$111,877
<b>5</b>	\$91,476	\$96,898	\$102,647	\$108,743	\$115,200
<b>6</b>	\$94,188	\$99,771	\$105,692	\$111,971	\$118,624
<b>7</b>	\$96,981	\$102,735	\$108,832	\$115,300	\$122,150
<b>8</b>	\$99,857	\$105,783	\$112,066	\$118,727	\$125,783
<b>9</b>	\$102,822	\$108,926	\$115,395	\$122,256	\$129,526
<b>10</b>	\$105,874	\$112,160	\$118,826	\$125,889	\$133,377
<b>11</b>	\$109,016	\$115,492	\$122,356	\$129,634	\$137,345
<b>12</b>	\$112,254	\$118,922	\$125,995	\$133,489	\$141,434
<b>13</b>	\$114,779	\$121,598	\$128,830	\$136,492	\$144,616
<b>14</b>	\$117,362	\$124,334	\$131,728	\$139,564	\$147,870

## Teacher and Other Professional 10-Month Salary Schedule Effective July 1, 2024–June 30, 2025 (Fiscal Year Basis)

Grade Step	BA	MA/MEQ	MA/MEQ+30	MA/MEQ+60
1	\$62,558	\$67,944	\$69,658	\$71,210
2	\$63,375	\$68,923	\$71,449	\$73,003
3	\$64,988	\$71,207	\$73,831	\$75,444
4	\$66,651	\$73,578	\$76,303	\$77,979
5	\$68,362	\$76,044	\$78,872	\$80,614
6	\$70,091	\$78,065	\$81,005	\$82,813
7	\$72,441	\$80,723	\$83,776	\$85,654
8	\$74,879	\$83,483	\$86,653	\$88,602
9	\$77,414	\$86,349	\$89,639	\$91,664
10	\$80,046	\$89,323	\$92,741	\$94,844
11		\$92,414	\$95,962	\$98,147
12		\$95,624	\$99,309	\$101,577
13		\$98,957	\$102,785	\$105,140
14		\$102,418	\$106,393	\$108,837
15		\$105,217	\$109,313	\$111,832
16		\$108,104	\$112,322	\$114,916
17		\$111,074	\$115,419	\$118,091
18		\$114,134	\$118,610	\$121,364
19–24		\$117,290	\$121,897	\$124,732
25		\$119,725	\$124,438	\$127,334

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.

## Teacher and Other Professional 12-Month Salary Schedule Effective July 1, 2024–June 30, 2025 (Fiscal Year Basis)

Grade Step	BA	MA/MEQ	MA/MEQ+30	MA/MEQ+60
1	\$73,505	\$79,833	\$81,848	\$83,672
2	\$74,467	\$80,985	\$83,952	\$85,779
3	\$76,362	\$83,669	\$86,750	\$88,647
4	\$78,316	\$86,455	\$89,657	\$91,626
5	\$80,323	\$89,352	\$92,674	\$94,720
6	\$82,356	\$91,726	\$95,181	\$97,306
7	\$85,119	\$94,850	\$98,436	\$100,644
8	\$87,982	\$98,093	\$101,818	\$104,108
9	\$90,962	\$101,459	\$105,327	\$107,706
10	\$94,054	\$104,957	\$108,972	\$111,442
11		\$108,587	\$112,757	\$115,323
12		\$112,357	\$116,688	\$119,354
13		\$116,277	\$120,771	\$123,539
14		\$120,340	\$125,013	\$127,883
15		\$123,631	\$128,444	\$131,403
16		\$127,022	\$131,978	\$135,026
17		\$130,512	\$135,617	\$138,757
18		\$134,110	\$139,368	\$142,602
19–24		\$137,817	\$143,229	\$146,560
25		\$140,675	\$146,215	\$149,618

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, 2024–June 30, 2025 (Fiscal Year Basis)

Grade Step	1	2	3	4	5	6	7	8	9	10–12	13–16	17
6	\$18.65	\$19.10	\$19.55	\$19.98	\$20.41	\$21.19	\$21.97	\$22.39	\$22.79	\$23.23	\$23.63	\$24.06
7	\$19.10	\$19.55	\$19.98	\$20.41	\$21.19	\$21.97	\$22.87	\$23.23	\$23.68	\$24.09	\$24.54	\$24.98
8	\$19.55	\$19.98	\$20.41	\$21.19	\$21.97	\$22.87	\$23.68	\$24.09	\$24.53	\$24.98	\$25.46	\$25.93
9	\$19.98	\$20.41	\$21.19	\$21.97	\$22.87	\$23.68	\$24.60	\$25.04	\$25.52	\$25.99	\$26.47	\$26.96
10	\$20.41	\$21.19	\$21.97	\$22.87	\$23.68	\$24.60	\$25.64	\$26.18	\$26.66	\$27.13	\$27.63	\$28.15
11	\$21.19	\$21.97	\$22.87	\$23.68	\$24.60	\$25.64	\$26.80	\$27.37	\$27.83	\$28.35	\$28.87	\$29.41
12	\$21.97	\$22.87	\$23.68	\$24.60	\$25.64	\$26.80	\$28.18	\$28.70	\$29.19	\$29.72	\$30.27	\$30.83
13	\$22.87	\$23.68	\$24.60	\$25.64	\$26.80	\$28.18	\$29.40	\$29.91	\$30.43	\$31.03	\$31.60	\$32.20
14	\$23.68	\$24.60	\$25.64	\$26.80	\$28.18	\$29.40	\$30.76	\$31.32	\$31.91	\$32.49	\$33.09	\$33.72
15	\$24.60	\$25.64	\$26.80	\$28.18	\$29.40	\$30.76	\$32.19	\$32.84	\$33.49	\$34.12	\$34.76	\$35.42
16	\$25.64	\$26.80	\$28.18	\$29.40	\$30.76	\$32.19	\$33.69	\$34.33	\$34.94	\$35.59	\$36.28	\$36.95
17	\$26.80	\$28.18	\$29.40	\$30.76	\$32.19	\$33.69	\$35.29	\$35.98	\$36.67	\$37.32	\$38.02	\$38.74
18	\$28.18	\$29.40	\$30.76	\$32.19	\$33.69	\$35.29	\$36.90	\$37.57	\$38.32	\$39.06	\$39.80	\$40.55
19	\$29.40	\$30.76	\$32.19	\$33.69	\$35.29	\$36.90	\$38.66	\$39.36	\$40.15	\$40.89	\$41.67	\$42.48
20	\$30.76	\$32.19	\$33.69	\$35.29	\$36.90	\$38.66	\$40.48	\$41.30	\$42.05	\$42.86	\$43.67	\$44.50
21	\$32.19	\$33.69	\$35.29	\$36.90	\$38.66	\$40.48	\$42.34	\$43.15	\$44.01	\$44.85	\$45.70	\$46.56
22	\$33.69	\$35.29	\$36.90	\$38.66	\$40.48	\$42.34	\$44.21	\$45.05	\$45.94	\$46.82	\$47.70	\$48.63
23	\$35.29	\$36.90	\$38.66	\$40.48	\$42.34	\$44.21	\$46.20	\$47.10	\$48.02	\$48.91	\$49.86	\$50.81
24	\$36.90	\$38.66	\$40.48	\$42.34	\$44.21	\$46.20	\$48.29	\$49.20	\$50.12	\$51.16	\$52.15	\$53.14
25	\$38.66	\$40.48	\$42.34	\$44.21	\$46.20	\$48.29	\$50.44	\$51.43	\$52.38	\$53.43	\$54.46	\$55.49
26	\$40.48	\$42.34	\$44.21	\$46.20	\$48.29	\$50.44	\$52.72	\$53.71	\$54.77	\$55.78	\$56.86	\$57.96
27	\$42.34	\$44.21	\$46.20	\$48.29	\$50.44	\$52.72	\$55.06	\$56.21	\$57.27	\$58.34	\$59.46	\$60.62
28	\$44.21	\$46.20	\$48.29	\$50.44	\$52.72	\$55.06	\$57.56	\$58.64	\$59.79	\$60.95	\$62.15	\$63.33
29	\$46.20	\$48.29	\$50.44	\$52.72	\$55.06	\$57.56	\$60.23	\$61.42	\$62.56	\$63.79	\$65.02	\$66.28
30	\$48.29	\$50.44	\$52.72	\$55.06	\$57.56	\$60.23	\$63.02	\$64.24	\$65.53	\$66.83	\$68.10	\$69.45



**2024-2025 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
<i>Supporting Professional Employees Working less than 12-Months</i>									
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	8/14/24	6/20/25	193	12	08/15/24, 01/29/25	10/03/24, 10/18/24, 11/04/24, 11/27/24, 12/23/24, 12/26/24, 12/27/24, 12/30/24, 12/31/24, 03/31/25, 04/14/25, 04/15/25, 04/16/25, 04/17/25, 06/06/25, 06/19/25	207	1656**
Media Assistant (6625)	10-04	8/14/24	6/20/25	193	12	08/15/24, 01/29/25	10/03/24, 10/18/24, 11/04/24, 11/27/24, 12/23/24, 12/26/24, 12/27/24, 12/30/24, 12/31/24, 03/31/25, 04/14/25, 04/15/25, 04/16/25, 04/17/25, 06/06/25, 06/19/25	207	1656**
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	8/21/24	6/13/25	184	12	08/21/24, 01/29/25	10/03/24, 10/18/24, 11/04/24, 11/27/24, 12/23/24, 12/26/24, 12/27/24, 12/30/24, 12/31/24, 03/31/25, 04/14/25, 04/15/25, 04/16/25, 04/17/25, 06/06/25	198	1584**
Bus Attendant Spec Ed (6510), Bus Operator I & II (9210, 9320), Radio Bus Operator (9325), Bus Operator I Permanent Sub (9490)	10-06	8/22/24	6/13/25	182	12	08/22/24, 10/18/24, 01/29/25	08/23/24, 10/03/24, 11/04/24, 11/27/24, 12/23/24, 12/26/24, 12/27/24, 12/30/24, 12/31/24, 03/31/25, 04/14/25, 04/15/25, 04/16/25, 04/17/25, 06/06/25	197	1576**
Food Svcs. Field Mgr (7740)	10-07	8/19/24	6/13/25	185	12	08/20/24, 08/21/24, 10/18/24	10/03/24, 11/04/24, 11/27/24, 12/23/24, 12/26/24, 12/27/24, 12/30/24, 12/31/24, 01/29/25, 03/31/25, 04/14/25, 04/15/25, 04/16/25, 04/17/25, 06/06/25	200	1600**
Food Services Satellite Mgr. I, II, III (7600, 7610, 7615), Cafeteria Permanent Sub (7531)	10-08	8/21/24	6/13/25	184	12	08/21/24, 10/18/24	10/03/24, 11/04/24, 11/27/24, 12/23/24, 12/26/24, 12/27/24, 12/30/24, 12/31/24, 01/29/25, 03/31/25, 04/14/25, 04/15/25, 04/16/25, 04/17/25, 06/06/25	198	1584**
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	8/21/24	6/13/25	184	12	08/21/24, 01/29/25	10/03/24, 10/18/24, 11/04/24, 11/27/24, 12/23/24, 12/26/24, 12/27/24, 12/30/24, 12/31/24, 03/31/25, 04/14/25, 04/15/25, 04/16/25, 04/17/25, 06/06/25	198	1584**
Lunch Hour Aide (permanent) (6490, 6491)	10-11	8/26/24	6/13/25	182	12	1/29/2025	10/03/24, 10/18/24, 11/04/24, 11/27/24, 12/23/24, 12/26/24, 12/27/24, 12/30/24, 12/31/24, 03/31/25, 04/14/25, 04/15/25, 04/16/25, 04/17/25, 06/06/25	195	1560**
Head Start Paraeducator (6700)	10-12	8/20/24	6/16/25	186	12	08/23/24, 01/29/25	10/03/24, 10/18/24, 11/04/24, 11/27/24, 12/23/24, 12/26/24, 12/27/24, 12/30/24, 12/31/24, 03/31/25, 04/14/25, 04/15/25, 04/16/25, 04/17/25, 06/06/25	200	1600**
Social Services Assistant (6990)	10-13	8/20/24	6/16/25	186	12	08/23/24, 01/29/25	10/03/24, 10/18/24, 11/04/24, 11/27/24, 12/23/24, 12/26/24, 12/27/24, 12/30/24, 12/31/24, 03/31/25, 04/14/25, 04/15/25, 04/16/25, 04/17/25, 06/06/25	200	1600**
Cafe. Wkr. I (7511), Warehouse Worker (9310), Truck Driver/Warehouse Worker (9330), DFNS Truck Driver (9335)	10-14	8/22/24	6/13/25	184	12	10/18/2024	10/03/24, 11/04/24, 11/27/24, 12/23/24, 12/26/24, 12/27/24, 12/30/24, 12/31/24, 01/29/25, 03/31/25, 04/14/25, 04/15/25, 04/16/25, 04/17/25, 06/06/25	197	1576**
English Composition Asst. (6690)	10-15	8/21/24	6/13/25	184	12	08/21/24, 01/29/25	10/03/24, 10/18/24, 11/04/24, 11/27/24, 12/23/24, 12/26/24, 12/27/24, 12/30/24, 12/31/24, 03/31/25, 04/14/25, 04/15/25, 04/16/25, 04/17/25, 06/06/25	198	1584**
Security Team Leader (5130)	10-16	08/21/204	6/16/25	185	12	08/21/24, 01/29/25	10/03/24, 10/18/24, 11/04/24, 11/27/24, 12/23/24, 12/26/24, 12/27/24, 12/30/24, 12/31/24, 03/31/25, 04/14/25, 04/15/25, 04/16/25, 04/17/25, 06/06/25	199	1592**

**2024-2025 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
<i>Supporting Professional Employees Working less than 12-Months</i>									
CPF Wkr I (7520), Catering Svcs. Wkr. (7525), CPF Food Svc Sanitation Tech (7540)	10-17	8/15/24	6/5/24	184	12	10/18/2024	10/03/24, 11/04/24, 11/27/24, 12/23/24, 12/26/24, 12/27/24, 12/30/24, 12/31/24, 01/29/25, 03/31/25, 04/14/25, 04/15/25, 04/16/25, 04/17/25	197	1576**
CPF Wkr. II (7560)	10-18	8/14/24	6/5/24	185	12	10/18/2024	10/03/24, 11/04/24, 11/27/24, 12/23/24, 12/26/24, 12/27/24, 12/30/24, 12/31/24, 01/29/25, 03/31/25, 04/14/25, 04/15/25, 04/16/25, 04/17/25	198	1584**
Cafeteria Managers I, II, III, IV (7620, 7640, 7661, 7680)	10-21	8/20/24	6/13/25	185	12	08/20/24, 10/18/24	10/03/24, 11/04/24, 11/27/24, 12/23/24, 12/26/24, 12/27/24, 12/30/24, 12/31/24, 01/29/25, 03/31/25, 04/14/25, 04/15/25, 04/16/25, 04/17/25, 06/06/25	199	1592**
Media Service Technicians (6640)	10-22	8/14/24	6/20/25	193	12	08/15/24, 01/29/25	10/03/24, 10/18/24, 11/04/24, 11/27/24, 12/23/24, 12/26/24, 12/27/24, 12/30/24, 12/31/24, 01/29/25, 03/31/25, 04/14/25, 04/15/25, 04/16/25, 04/17/25, 06/06/25, 06/19/25	207	1656**
<i>Other Employees</i>									
11-mo. Assistant School Administrators (0644)	11-21	7/1/24	6/16/25	193*	12			238	1904**
Teachers	10-02	8/19/24	6/16/25	193*	12			216	1728**
12-mo. Employees	12-01	7/1/24	6/30/25	242	13			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](http://www.montgomeryschoolsmd.org/info/nondiscrimination).

<p><b>For inquiries or complaints about discrimination against MCPS students***</b></p> <p>Director of Student Welfare and Compliance Office of District Operations Student Welfare and Compliance 15 West Gude Drive, Suite 200, Rockville, MD 20850 240-740-3215   SWC@mcpsmd.org</p>	<p><b>For inquiries or complaints about discrimination against MCPS staff***</b></p> <p>Human Resource Compliance Officer Office of Human Resources and Development Department of Compliance and Investigations 45 West Gude Drive, Suite 2500, Rockville, MD 20850 240-740-2888   DCI@mcpsmd.org</p>
<p><b>For student requests for accommodations under Section 504 of the Rehabilitation Act of 1973</b></p> <p>Section 504 Coordinator Office of School Support and Well-being Office of Well-being, Learning, and Achievement 850 Hungerford Drive, Room 257, Rockville, MD 20850 240-740-5630   504@mcpsmd.org</p>	<p><b>For staff requests for accommodations under the Americans with Disabilities Act</b></p> <p>ADA Compliance Coordinator Office of Human Resources and Development Department of Compliance and Investigations 45 West Gude Drive, Suite 2500, Rockville, MD 20850 240-740-2888   DCI@mcpsmd.org</p>
<p><b>For inquiries or complaints about sex discrimination under Title IX, including sexual harassment, against students or staff***</b></p> <p>Title IX Coordinator Office of District Operations Student Welfare and Compliance 15 West Gude Drive, Suite 200, Rockville, MD 20850 240-740-3215   TitleIX@mcpsmd.org</p>	

\*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), The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107, 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](mailto: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) [mcpsinterpretingservices@mcpsmd.org](mailto:mcpsinterpretingservices@mcpsmd.org), or [MCPSInterpretingServices@mcpsmd.org](mailto:MCPSInterpretingServices@mcpsmd.org).

Maryland's Largest School District

## **MONTGOMERY COUNTY PUBLIC SCHOOLS**

Published by the Department of Materials Management  
for the Office of Finance

0031.25 • Editorial, Graphics & Publishing Services • 7/24 • 100

