

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

14201 School Lane, Upper Marlboro, MD 20772 ● www.pgcps.org

FY 2020



Board of Education APPROVED Annual Operating Budget

July 1, 2019 – June 30, 2020

Board of Education

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Mission

To provide a great education that empowers all students and contributes to thriving communities.

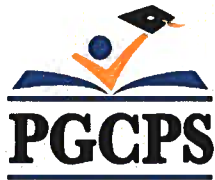
Vision

PGCPS will be a GREAT school system recognized for providing education services which ensure that every student in our diverse school district graduates ready for college and careers in a global society.

Core Values

Our core values articulate our key beliefs about students, academic achievement, and the elements necessary to achieve excellence in education and learning.

- Student are our priority and all students can achieve high academic levels
- Families, students, and educators share the responsibility for student success
- High expectations inspire high performance
- All staff share the responsibility for a safe and supportive school environment contributing to excellence in education
- The support of everyone in our community is essential to the success of our schools and students, and this success enriches our community
- Continuous improvement in teaching, leadership and accountability is the key to our destiny



November 7, 2019

BOARD OF EDUCATION

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Facsimile: 301-952-6114

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ADMINISTRATION

Chief Executive Officer

Monica Goldson, Ed.D.

Telephone: 301-952-6008

Dear Prince George's County Public Schools Community:

The mission of Prince George's County Public Schools (PGCPS) is "to provide a great education that empowers all students and contributes to thriving communities." Our singular goal, as stated in our Strategic Plan, is to achieve "Outstanding Academic Achievement for All Students." Our mission and goal guide us as we work collaboratively to ensure that every child in every school receives rigorous, engaging, and excellence educational experiences.

We are proud to present the Prince George's County Board of Education's Fiscal Year 2020 Operating Budget as recommended by the County Executive, approved by the County Council and adopted by the Board of Education. The budget covers the period July 1, 2019 through June 30, 2020. Budget details are presented by operational departments and in mandated state budget categories to provide a comprehensive view of how the budget will be used to operate our school system and educate our students.

The operating budget was carefully developed through much collaborative work with PGCPS staff and the Board of Education. Public input, garnered through three hearings and an online budget survey, was instrumental in producing this approved budget.

On June 20, 2019, the Board of Education unanimously adopted the school system's budget, totaling \$2,183,122,900 for the fiscal year ending June 30, 2020.

The overall goal of the Fiscal Year 2020 Operating Budget is to support critical school-based initiatives, while maintaining fiscal responsibility. In addition to maintaining core services in our schools, this budget provides funding for employee compensation, K-3 class-size reduction, student and staff safety, mental health initiatives, Pre-K expansion, Career Technical Education (CTE) program expansion and other essential student-centered initiatives. These critical additions were possible as a result of additional County funding, State Blueprint for Maryland's Future (Kirwan Commission) funding and strategic central office reductions totaling over \$19 million.

MISSION STATEMENT

To provide a great education that empowers all students and contributes to thriving communities.

Prince George's County Public Schools

November 7, 2019

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Providing excellent educational opportunities and experiences for every child requires the support of the entire community. We acknowledge the support of the County Executive and Council, and members of the General Assembly of the school system's budgetary needs. We understand that they must consider the needs of the county as a whole when setting budget priorities. We hope our mutual concern for students' best interests will be assigned highest priority as we strive to address system needs, strengthen existing academic programs, and continue to raise student achievement to the highest levels.

We invite you to examine the Fiscal Year 2020 budget document to understand how your tax dollars are spent on education, and to assist you in becoming more active and informed members of the community. Individuals having questions regarding the Fiscal Year 2020 budget document should contact our Budget Office at 301-952-6090.

Thank you for your continued support of Prince George's County Public Schools. We are Prince George's County Public Schools Proud!

Sincerely,

A handwritten signature in blue ink that reads "Alvin Thornton". The signature is written in a cursive style.

Alvin Thornton, Ph.D.

Chairman, Board of Education

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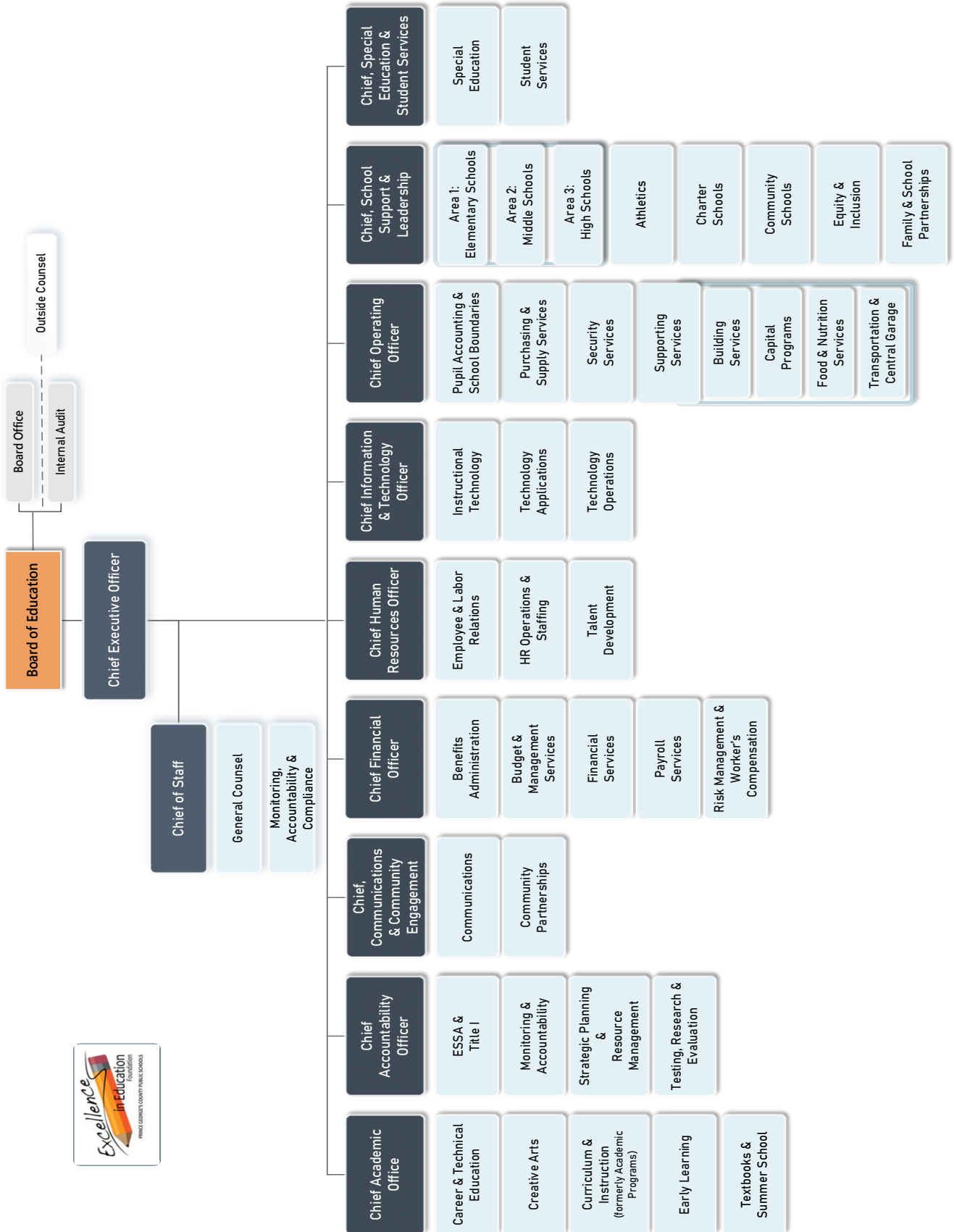
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INTRODUCTION



Systemic Organization Chart



Statement of Budget Process

Why Publish a Budget?

Maryland law requires the Chief Executive Officer to prepare and present an annual operating budget that seeks “in every way to secure adequate funds from local authorities for the support and development of the public schools in the county” (Md. EDUCATION Ann. Code § 4-205).

Budget Development...

Maryland law requires the Chief Executive Officer to submit an estimate of the funds deemed to be needed during the next fiscal year for support of the public schools.

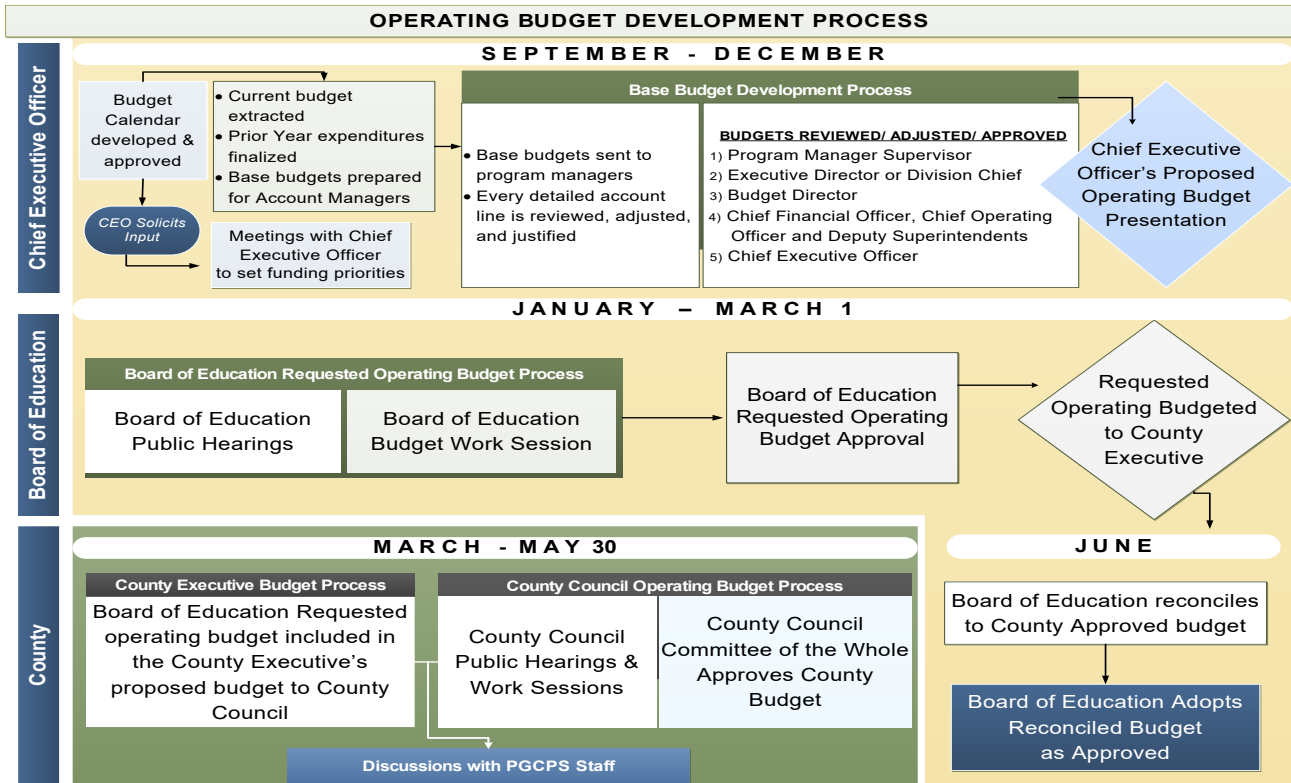
In October/November, the Chief Executive Officer holds a community forum to receive public comment on educational priorities and holds several Budget Retreats with cabinet members to discuss short- and long-term priorities for the system and to balance any revenue gap. The Chief Executive Officer then prepares a budget and presents it to the Board of Education in December.

The Board then holds public hearings during January and February. Once the hearings are concluded, the Board makes any changes to the Chief Executive Officer’s proposal that it deems appropriate for public education in the County and adopts its Requested Budget. Board action to accept or amend the Chief Executive Officer’s budget proposal is conducted in public session after the public hearings have concluded. That budget must then be presented to the County Executive by March 1.

The County Executive prepares the County’s proposed budget including recommendations for public school funding. The County Executive is required by the County Charter to hold a budget hearing before approving the County budget and another hearing after releasing it. The budget is submitted to the County Council by March 15.

The County Council must adopt a budget for the County, including the Board of Education, by June 1. The Board then reconvenes in June to reconcile its budget request within approved funding levels, making needed changes by June 30.

Introduction



Elements of the Budget Book...

The FY 2020 Approved budget book consists of information covering four periods, which are presented as “FY 2018 Actual,” “FY 2019 Approved,” “FY 2019 Estimated,” and “FY 2020 Approved.” The “FY 2018 Actual” column represents the fiscal year 2018 actual expenditures as reported in the Comprehensive Annual Financial Report (CAFR) for fiscal year ending June 30, 2018. The “FY 2019 Approved” column represents the Board of Education’s approved spending on programs for fiscal year 2019. The “FY 2019 Estimated” column reflects projected spending levels for the current budget year ending June 30, 2019. The “FY 2020 Approved” column represents the Board of Education’s approved spending levels on programs for the 2020 fiscal year.

The annual operating budget document includes the following sections:

INTRODUCTION: provides the systemic organization chart, a statement of budgeting processes, operating budget calendar, Strategic Plan Executive Summary, fiscal highlights, pupil population, and an overview of the Capital Improvement Program.

FINANCIAL PLAN: provides a statement of budgeting basis for all funds; a description of funds subject to appropriation; budget highlights; a description of revenue sources and revenue; expenditures by category, object and organization; and staffing by category, organization and position type.

SCHOOL-BASED RESOURCES: provides an overview of student-based budgeting, weighted student formula, locked staffing formula, alternative school staffing, specialty school locations, and school-based staffing and expenditures.

ORGANIZATION OVERVIEW AND ANALYSIS: provides the mission, core services, expected outcomes, discretionary spending plan, and operating staffing and expenditures for each organization within the school system.

SUPPLEMENTAL INFORMATION: contains approved program enhancements; restricted grants by category; non-operating staffing and expenditures; ten-year histories of revenue, budget, pupil population, and school facilities; acknowledgements, acronyms and a glossary.

FY 2020 Budget Development Calendar

EVENT	MONTH
Chief Executive Officer's Budget Presentation to the Board of Education	December 13, 2018
Board of Education Budget Work Sessions and Public Hearings:	January / February
<p>February 5, 2019 – Budget Work Session – 5:00 pm February 5, 2019 – Budget Public Hearing – 7:00 pm</p> <p>February 11, 2019 – Budget Work Session – 5:00 pm February 11, 2019 – Budget Public Hearing – 7:00 pm</p> <p>February 19, 2019 – Budget Work Session – 5:00 pm February 19, 2019 – Budget Public Hearing – 7:00 pm</p> <p>February 21, 2019 – Board of Education Meeting – 7:00 pm (Requested Budget approval)</p>	
Board of Education submits Requested Budget to the County Executive	March 1, 2019
County Executive submits Requested Budget to the County Council	March 2019
Maryland State Legislature adopts its final budget including school funded amounts	April 2019
County Council holds two budget hearings	April / May 2019
County Council approves budget for Prince George's County	May 30, 2019
Board of Education reconciles to the County approved budget	June 2019
Board of Education Budget Adoption	June 20, 2019
Fiscal Year 2020 budget takes effect	July 1, 2019

Areas of Focus

Prince George's County Public Schools (PGCPS) engages in disciplined needs assessments, performance planning, monitoring, and accountability processes at both the individual school and district levels that produces individual School Performance Plans (SPPs) and a District Performance Plan (DPP).

Stemming from a systemic needs assessment and informed by extensive data analyses, PGCPS Executives set forth seven strategic goals across two Areas of Focus that will guide our work toward achieving the vision for all students to graduate ready for success in college and/or careers of their choice. Cross-functional root cause analyses, needs identification and prioritization, and joint objective-setting was performed via facilitated work sessions leading to systemic alignment on these priorities.

The areas of focus and goals are:

Area of Focus #1: Academic Achievement and Student Growth in ELA and Mathematics

1. Reverse the decline in aggregate student performance in state accountability mathematics testing across all grade bands.
2. Accelerate the rate of increase of the percentage of students meeting and/or exceeding the state performance standard for proficiency in mathematics and ELA accountability testing at both the elementary and middle school levels.
3. Accelerate the pace of growth in performance of SPED and LEP students in state accountability ELA and mathematics accountability assessments.
4. Accelerate the pace of closure of double-digit gender gaps in ELA accountability testing performance at the elementary and middle school levels

Area of Focus #2: School Quality and Student Success (Student Attendance, Discipline, and Access to Well-Rounded Curriculum)

1. Reduce chronic absenteeism and improve overall student attendance rates.
2. Reduce the systemic rate of suspensions and expulsions by decreasing the disproportionate rate of suspensions and expulsions in the African American and Special Education student groups across all three grade bands.
3. Improve discipline data quality, processes, and practice for enhanced discipline administration, monitoring, and accountability.
4. Expand student access and opportunities to well-rounded curriculum at middle and high school grade bands to increase academic achievement and college- and career ready success outcomes.

PGCPS is committed to the selected areas of focus that operationalize our Theory of Action, which is multidimensional in nature and declares that:

If we ...

- Identify the unique knowledge, skills, and supports needed for students to be college, career, and community-ready and develop a rigorous, accessible, aligned, standards-based curriculum to meet these needs, **then** there will be clarity, consistency, coherency, and equity in what educators will teach and what students will learn.
- Invest in continuous, relevant, professional development of teachers and provide instructional strategies, supports, and evaluative feedback for implementation in the classroom; **then** instructional effectiveness will increase and student learning outcomes will improve.
- Hold ourselves accountable through transparent and disciplined performance management that engages every level of the organization in a continuous cycle of data analysis, goal-setting, action planning, monitoring, and execution, **then** we will build the capacity of district staff, school based professionals, and students to consistently strive for continuous learning and improvement.
- Develop a district culture that fosters a sense of collective responsibility for student success and unity amongst teachers, students, families and communities, **then** our understanding of students' needs will deepen and we will create a shared purpose for our work leading to more effective practices and higher levels of student learning.

Supported by the Kirwan Blueprint for Maryland, PGCPs will continue to invest in long-term improvements that acknowledge the changing demographics and urgency in making substantial facility upgrades to raise the quality and safety of our learning environments and ensure equitable accommodation of the ever-increasing student population across our county.

The mission of Prince George's County Public Schools (PGCPS) is "to provide a great education that empowers all students and contributes to thriving communities." The Strategic Plan is centered on our fundamental belief that students are our priority and all students can achieve at high academic levels. Undergirding this belief is PGCPS' commitment to equity. An equitable education constitutes providing access to essential academic, social, emotional, and economic resources, supports, and opportunities in order to progress and promote each student throughout their educational journey. PGCPS' Educational Equity Policy provides the systemic directive to ensure adequate and appropriate access for each student, regardless of socioeconomic status, language of origin, or special needs, to ensure a high-quality education that empowers all students and contributes to thriving communities." Application of the policy seeks to maximize academic success for each student through rigorous instruction, cultural proficiency of our people, equitable access to and allocation of our academic resources, and intentional allocation of budgetary resources with an equity lens.

Our singular goal, as stated in our Strategic Plan, is "Outstanding Academic Achievement for All Students." The selected Areas of Focus enable realization of this goal. Strategies have been shaped by the data-driven realities of strengths that propel students forward, challenges we face in critical achievement areas, and the boldness of our commitment to all students to prepare them for success in a global society. Our Strategic Plan manifests these beliefs and will guide us as we move forward, ensuring that every child, in every school, receives safe, rigorous, engaging and high quality educational experiences every day.

Fiscal Highlights

The FY 2020 approved operating budget for Prince George’s County Public Schools (PGCPS) totals \$2,183,122,900. This represents an overall increase of \$135,390,900 or 6.6% over the FY 2019 approved budget of \$2,047,732,000. Base changes required to maintain existing programs total \$9.25 million.

Factors Affecting the Budget – Expenditures

Mandatory Costs reflect expenditures that are required by law, and support contract commitments. These expenditures support costs to cover employer obligations including retirement, unemployment insurance and other employee benefits; fund existing employee contracts covering compensation; charter school contracts and special education. The total increase in Mandatory Costs for FY 2020 totals \$75,257,831. Mandatory Costs include:

EXPENDITURES	FTE Change	Amount Change	Total Budget
FY 2019 Estimated Operating Budget	19,426.59		\$ 2,047,732,000
Base Changes	-		\$ 9,245,859
Mandatory Costs:			
Internal Services and Other Essential Support:			
67 2068 Charter Schools	26.00	6,207,837	
Compensation Negotiated Commitments	-	68,538,889	
Dual Enrollment Tuition	-	511,105	
	26.00	\$ 75,257,831	
Total Mandatory Costs	26.00		\$ 75,257,831

Cost of Doing Business reflect expenditures that provide essential health/safety services and maintains existing workforce. These expenditures support costs for employer obligations including pending employee compensation, social security, employee and retiree health insurance and other employee benefits; manage risk for the school system through self-insured programs supporting worker’s compensation, general liability and excess property claims; and leases. The total increase in Cost of Doing Business for FY 2020 totals \$79,494,303. Cost of Doing Business costs include:

EXPENDITURES	FTE Change	Amount Change	Total Budget
Cost of Doing Business:			
Essential Supports:			
Student/School Based Supports	16.00	1,827,895	
Health Benefits	-	9,674,292	
Lease Purchase	-	1,062,176	
Overtime	-	4,288,316	
Restricted Programs (Grants)	88.00	58,807,259	
Performance Audit	-	500,000	
Summer School	-	273,240	
Tax Increment	-	3,061,125	
	104.00	\$ 79,494,303	
Total Costs of Doing Business	104.00		\$ 79,494,303

Redirected Resources reflect reductions from amounts appropriated in FY 2019 for selected programs and services totaling (\$55,583,489). These reductions are redirected to fund mandatory/costs of doing business and organizational improvement increases. Redirected Resource costs include:

EXPENDITURES	FTE Change	Amount Change	Total Budget
<u>Redirected Resources</u>			
Academics	(24.00)	(1,494,814)	
Accountability	-	(448,586)	
Business Management Services	0.50	(1,791,471)	
Catering	-	(114,000)	
Central Office Restructure	(20.00)	(2,516,987)	
Centralized Copier	-	(680,000)	
Chief Executive Officer	-	(25,778)	
Chief of Staff	-	(144,136)	
Chief Operating Officer	(0.70)	(26,197)	
Communications & Community Engagement	-	156,775	
Food & Nutrition Subsidy	-	(4,656,500)	
Human Resources	(3.00)	(978,616)	
Information Technology	-	(341,122)	
Lease Purchase Early Pay-Off	-	(8,997,630)	
Life Insurance	-	(1,495,000)	
Salary Lapse	-	(23,000,000)	
School Support & Leadership	(45.50)	(5,612,566)	
Special Education & Student Services	-	(16,861)	
Worker's Compensation	-	(3,400,000)	
	(92.70)	\$ (55,583,489)	
Total Redirected Resources	(92.70)	\$ (55,583,489)	

Program Continuations reflect expenditures that provide for phased program implementations. These expenditures support costs of programs such as Pathways in Technology Early College High School (P-TECH), Academy of Health, International Schools, Academic Programs - Talented and Gifted, World Language and Pre-Kindergarten. The total increase in Program Continuations for FY 2020 totals \$2,115,751. Program Continuation costs include:

EXPENDITURES	FTE Change	Amount Change	Total Budget
<u>Program Continuations</u>			
Academic Programs	16.50	1,565,239	
Academy of Health Sciences	1.00	90,976	
P-Tech Schools	-	79,531	
Prekindergarten	2.00	380,005	
	19.50	\$ 2,115,751	
Total Program Continuations	19.50	\$ 2,115,751	

Organization Improvements fund instructional programs, facilities, and services that are consistent with the Strategic Plan that enhances teaching and learning for all students and strengthens accountability and support systems. The total increase in Organizational Improvements for FY 2020 totals \$24,860,645. The Organizational Improvements include:

EXPENDITURES	FTE Change	Amount Change	Total Budget
<u>Organization Improvements:</u>			
Focus Area 1: Academic Excellence			
Alternative Schools	5.00	562,820	
Apprenticeship Program	-	172,699	
Career & Technical Ed	-	610,785	
Class Size Reduction	131.70	12,000,000	
Community Schools	4.00	510,977	
Financial Literacy	-	100,000	
Higher Achievement	-	100,000	
Instructional Lead Teacher (10 Days)	-	818,043	
MGM Crossland Program	-	157,600	
Special Education/Student Services Staffing	16.00	1,196,603	
Testing Materials	-	728,773	
Focus Area 2: High-Performing Workforce			
Human Resources Staffing	1.00	109,742	
Principals Retreat	-	130,000	
Labor Partner Professional Development	-	178,000	
Focus Area 3: Safe and Supportive Environments			
Maintenance Contracts	-	3,250,000	
Security Equipment Upgrades for Schools	-	1,360,615	
Warehouse Relocation	-	340,000	
Focus Area 4: Family and Community Engagement			
Interpreting & Translation	-	485,000	
Focus Area 5: Organizational Effectiveness			
Board of Education	4.00	321,825	
Hyperion Implementation	-	95,360	
Internal Audit	-	20,195	
Purchasing	-	750,000	
Monitoring & Accountability	2.00	286,608	
Website Content Management	-	575,000	
Total Organization Improvements	163.70	\$ 24,860,645	
Total Change from FY 2019 Estimated	220.50	\$ 135,390,900	
<i>FY 2020 Board of Education Approved Operating Budget</i>	19,647.09	\$ 2,183,122,900	

Pupil Population

	FY 2018 Actual as of 09/30/17	FY 2019 Actual for 09/30/18	FY 2020 Projected as of 09/30/19	Change from FY 2019 Actual to FY 2020 Projected Number Percent	
Full-Time					
<u>Regular and Special Education Day Programs:</u>					
Kindergarten @ 100%	9,794	9,652	9,776	124	1.3%
Elementary Grades 1 to 6	61,484	61,434	61,035	-399	-0.6%
Middle School Grades 7 and 8	18,736	19,312	20,225	913	4.7%
High School Grades 9 to 12	37,067	37,126	37,701	575	1.5%
Total Regular and Special Education	127,081	127,524	128,737	1,213	1.0%
<u>Pre-school:</u>					
Prekindergarten	4,913	4,792	5,176	384	8.0%
Montessori	328	351	352	1	0.3%
Total Pre-School	5,241	5,143	5,528	385	7.5%
Total Pre-K to 12 Enrollment	132,322	132,667	134,265	1,598	1.2%
Nonpublic Schools - Students with Disabilities	836	934	960	26	2.8%
Total Full-Time Enrollment	133,158	133,601	135,225	1,624	1.2%
Part-Time					
<u>Summer School:</u>					
Regular Instructional Programs	6,693	6,693	6,693	0	0.0%
Extended School Year Services for Students with Disabilities	1,975	2,401	2,500	99	4.1%
Total Summer School	8,668	9,094	9,193	99	1.1%
Evening High School (1)	310	310	600	290	93.5%
Home and Hospital Teaching	530	431	425	-6	-1.4%
Total Part-Time	9,508	9,835	10,218	383	3.9%

Note: Evening High School - Some of the Evening HS student enrollment numbers are also included in grades 9 - 12 full time.

Capital Project Funds

Budget Process...

The Capital Improvement Program (CIP) is prepared, approved and published under separate cover. The following summarizes the budget formulation process for the CIP. The process commences with the release of the Chief Executive Officer's recommended CIP representing a period of six years. Prior to September 1 of each year, the Board of Education receives the Chief Executive Officer's proposal for consideration. A minimum of one public hearing is held between August 10 and September 15 and is scheduled at least one week after the CIP has been made available to the public. The proposal prepared by the Chief Executive Officer includes a listing of individual capital projects with each project detailing the proposed expenditures and revenues by funding year. A breakdown of revenues by source (i.e., State, County and other) is included. Board action to accept or amend the Chief Executive Officer's proposal is conducted in public session after the public hearings have concluded. The budget is then submitted to the County Executive and the State of Maryland Interagency Commission on School Construction (IAC). The IAC oversees and implements the Public School Construction Program (PSCP).

Similar to the operating budget process, the County Executive prepares the County's CIP, including recommendations for public school construction funding. The County Executive is required by the County Charter to hold a budget hearing before proposing the County budget and another hearing after releasing it. The County CIP, including proposals for the Board, is approved and authorized by individual project and funding year. The budget is submitted to the County Council by March 15. The County Council must adopt a budget for the County, including the Board of Education, by June 1. Amounts appropriated to fund capital projects become available July 1.

Concurrent with the County's review process of the Board's budget request, the IAC conducts hearings on the submissions from each Local Education Agency (LEA) within the State. Following the hearings by the IAC, a capital projects budget is considered by the Governor and the State Legislature. The latter approves a funding program, by project, for each LEA within the state of Maryland.

Capital Improvement Program...

The Capital Improvement Program (CIP) represents the plan of the Chief Executive Officer and the Board of Education to fund capital projects during the fiscal year covered by the capital budget and the succeeding five fiscal years. Through the CIP, educational facilities are planned, designed, renovated and constructed in support of the Educational Facility Master Plan (EFMP) of Prince George's County Public Schools. The Capital budget provides the funds needed for projects scheduled to begin planning, design, and/or construction during the first fiscal year included in the Six-Year Capital Improvement Program, and for projects that require construction funds in addition to those previously allocated.



In the fall of 2014, PGCPs engaged a consultant to assist the school system to develop a more effective way to prioritize the next 20 years of school construction and renovation projects. The ranking of schools by each factor can be found in the adopted FY 2017 EFMP available on the PGCPs web site. The overall goal of the CIP is to coordinate future facility modifications and improvements supportive of educational objectives on a priority basis that is realistic, achievable, and sustainable subject to the annual availability of funds. The initially recommended \$8.5 billion more than tripled PGCPs' current annual capital expenditures over the next 20 years. The FY 2020 Amendments to the FY 2017 EFMP the Board approved FY2019 strategy to more fully align projected State and County funding streams with future requests for modernizing and renovating schools. With the introduction of less expensive Staged Renovations, a number of schools will receive 'staged renovations' over a five-year period instead of gutting and fully renovating a school over a two-year period. This, along with a reduction in overall construction costs through different delivery methods, reduced scope and quality controls, will reduce funding requests for the next six years. The potential introduction of Alternative

Construction Financing (ACF) will further reduce the upfront funding required for several new and replacement schools that are critically needed by allowing the County to stretch the cost of construction from large chunks over a three-year period to smaller payments over 30 years.

In September 2018, the Board of Education approved the Chief Executive Officer's request for the FY 2020 Capital Improvement Program (CIP) budget in the amount of \$248.0 million. The proposed budget request was for \$73.8 million from the State and \$174.2 million from the County. Of the total, approximately \$18.8 million was for two systemic renovations and a pod conversion, and \$121.9 million was for school modernization/renovation projects. Many of the funding requests in the CIP were for 'State Planning Approval' and local funds for design and implementation. In addition to contributing its portion of the State supported projects, Prince George's County locally funds many CIP funding categories to address code compliance, ADA and site specific needs. These needed repairs and replacements are an often unseen, but critical, component to operating a large school system with older buildings.

In May/June 2019, the State and Prince George's County Council approved the FY 2020 CIP budget of \$211.6 million (including 17.1 million in projected State funds to be allocated after June 2019.) This amount includes a \$48.5 million initial commitment from the State (including enrollment growth and relocatable classrooms) and \$146 million from the County (including other special revenue appropriations.) The approved FY 2020 CIP budget includes \$80 million for ongoing and new modernizations, and new schools (8 projects); and \$34.1 million for critically needed systemic renovations (seven projects).

As the system progresses into fiscal year 2021, the final approved amount for FY 2020 CIP will pave the way for the implementation of a modernization program that supports the long-term vision for Prince George's County Public Schools.

Capital Program FY 2020 – FY 2025 Funding

FISCAL YEAR	FUNDING SOURCE			TOTAL
	STATE	COUNTY	OTHER	
FY 2020	\$ 65,644,000	\$ 134,467,000	\$ 11,516,000	\$ 211,627,000
FY 2021	68,800,000	112,900,000	-	181,700,000
FY 2022	66,400,000	141,200,000	700,000	208,300,000
FY 2023	32,600,000	106,393,000	44,200,000	183,193,000
FY 2024	19,400,000	94,700,000	32,300,000	146,400,000
FY 2025	23,100,000	104,400,000	68,900,000	196,400,000
TOTAL FUNDING	\$ 275,944,000	\$ 694,060,000	\$ 157,616,000	\$ 1,127,620,000

Notes:

1. County funded projects are included in the above numbers.
2. The FY 2020 fiscal year funding reflected above represents State, County and State reimbursement funds.
3. Other refers to projected Video Lottery Terminal (VLT) Funding

Board of Education Approved FY 2020 CIP Funding \$211,627,000



FY 2020 Capital Improvement Projects

Major Projects and Modernizations (State & County Funded)	FY 2020 State Funding Approved	FY 2020 County Funding Approved	FY 2020 Other Funding Approved	FY 2020 Total State, County & Other Approved
Stephen Decatur MS Major Reno/Addition	644,000	2,473,000	-	3,117,000
William Wirt MS Replacement	19,100,000	8,200,000	-	27,300,000
New Glenridge Area Middle School	17,700,000	13,000,000	-	30,700,000
William Schmidt Outdoor Ed. Center Reno/Add.	-	1,800,000	-	1,800,000
New International HS at Langley Park	-	500,000	-	500,000
Cool Spring Addition to Judith Hoyer / Reno	-	1,800,000	-	1,800,000
Cherokee Lane Replacement (State = Innovative Incentive Pilot Program) - See Note [1]	13,100,000	13,700,000	-	26,800,000
Major Projects and Modernizations Sub Total	\$ 50,544,000	\$ 41,473,000	\$ -	\$ 92,017,000

Major Projects & Modernizations (County Funded Only)				
New Northern Area High School	-	1,000,000	-	1,000,000
Major & Modernizations Projects Sub Total	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000

Systemic Projects (State & County Funded)				
James Madison MS HVAC & Building Envelope Mod.	6,100,000	4,300,000	-	10,400,000
Patuxent ES HVAC & Building Envelope Modernization	3,400,000	2,400,000	-	5,800,000
Andrew Jackson MS HVAC Modernization	-	4,200,000	-	4,200,000
Central High School HVAC Modernization	-	6,000,000	-	6,000,000
Robert Goddard Montessori HVAC Modernization	-	5,000,000	-	5,000,000
Walker Mill HVAC / Building Envelope Modernization	-	700,000	-	700,000
Lamont ES HVAC / Building Envelope Modernization	-	2,000,000	-	2,000,000
Systemic Projects Sub Total	\$ 9,500,000	\$ 24,600,000	\$ -	\$ 34,100,000

Open Space Pods, Reconciliation & Restoration from Prior Year Reprogramming				
Chillum Open Space Pod Conversions (3-Pods)	1,500,000	1,060,000	-	2,560,000
Remaining Balance Open Space Pod Projects	-	12,740,000	-	12,740,000
Pods, Reconciliation & Restoration from Prior Year Reprogramming Sub	\$ 1,500,000.00	\$ 13,800,000.00	\$ -	\$ 15,300,000.00

Compliance Mandate Projects (County & Other Funded)				
Asbestos Abatement (HCT & HFT)	-	700,000	300,000	1,000,000
ADA Upgrades	-	1,000,000	-	1,000,000
Underground Storage Tanks	-	500,000	-	500,000
CFC Control and AC Modernization	-	300,000	-	300,000
Code Corrections (Fire Alarms, Hydrants)	-	1,500,000	-	1,500,000
Lead Remediation	-	500,000	-	500,000
Compliance Mandate Projects Sub Total	\$ -	\$ 4,500,000.00	\$ 300,000.00	\$ 4,800,000.00

[1] FY 2020 Approved CIP list \$13.1 million for State funding. However, Interagency Commission (State - IAC) approval is \$1,000. This is the State's Innovative Incentive Pilot Program

[2] These funds will load upon IAC approval

[3] FY 2020 Approved CIP list \$3.1M for State funding, however not listed as approval by IAC

[4] FY 2020 "Other" funding is the equivalent amount of County resources freed from the revenue received from Forward Funded Projects.

County-Wide Projects (County, State and Other Funded)				
AC Upgrades (In Major Projects)	-	9,100,000	-	9,100,000
Aging Schools Program - See Note [2]	1,000,000	-	-	1,000,000
Central Garage & Transportation	-	500,000	-	500,000
Kitchen and Food Service	-	2,575,000	325,000	2,900,000
Land and Building Acquisition	-	3,000,000	-	3,000,000
Major Life Cycle Replacements	-	11,000,000	975,000	11,975,000
Parking lots/Driveways	-	1,150,000	350,000	1,500,000
Planning & Design	-	1,400,000	-	1,400,000
Playground Equipment/Play Field Replace	-	319,000	281,000	600,000
Healthy Schools (HVAC)	-	11,300,000	-	11,300,000
Core Enhancements	-	2,400,000	-	2,400,000
Future Ready Teaching & Learning	-	1,950,000	-	1,950,000
Safe Passages to Schools (SPS)	-	1,400,000	-	1,400,000
Security Upgrades	-	3,000,000	-	3,000,000
Stadium Upgrades (State Forward Funding - Pending) - See Notes [3] & [4]	3,100,000	-	9,285,000	12,385,000
County Wide Projects Sub Total	\$ 4,100,000	\$ 49,094,000	\$ 11,216,000	\$ 64,410,000
Grand Total	\$ 65,644,000	\$ 134,467,000	\$ 11,516,000	\$ 211,627,000

[1] FY 2020 Approved CIP list \$13.1 million for State funding. However, Interagency Commission (State - IAC) approval is \$1,000. This is the State's Innovative Incentive Pilot Program

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Capital Improvement Program Budget Development Calendar

Key dates in the develop process for the fiscal year 2020 Capital Improvement Program budget area presented below:

Event	Date
First Reader of Requested CIP	September 2018
Public Hearing	September 2018
Board of Education Approval of CIP	September 2018
CIP submitted to County Executive and County Council	October 2018
First submission to the State Interagency Committee	October 2018
PSCP recommends projects to IAC and LEAs are subsequently notified of Designees' recommendations	November 2018
Final submission to the State Interagency Committee	November 2018
Interagency Committee Hearing	December 2018
County Executive holds public hearing for County Budget	January 2019
IAC approves 90% of the submitted FY2020 Capital Budget	February 2018
County Executive submits Requested Budget to the County Council	February/March 2019
County Executive's second required Budget Hearing	March 2019
Maryland State Legislature adopts its final budget, including school funded amounts	April 2019
County Council holds two budget hearings	April/May 2019
IAC approves 100% of the submitted FY2020 Capital Budget	May 2019
State allocations available	June 1, 2019
County Council approves budget for Prince George's County	June 2019
Fiscal Year 2020 budget takes effect	July 1, 2019

FINANCIAL PLAN





Statement of Budgeting Basis for All Funds

Basis of Budgeting...

In Accordance with §5-101 of the Education Article of the Annotated Code of Maryland, and with the advice of the Chief Executive Officer, the Board of Education prepares and adopts an annual budget. The general fund is subdivided into state mandated categories. Categories include: Administration, Mid-level Administration, Instructional Salaries, Instructional Materials, Instructional Other, Special Education, Student Personnel Services, Student Health Services, Student Transportation Services, Operation of Plant and Maintenance of Plant, Fixed Charges, Food Service, Community Services, and Capital Outlay. With the annual budget, the Board shall provide the number of full-time equivalent positions included within each major category, and a description of any fund balances or other moneys held by any outside source, including insurers that are undesignated or unreserved and are under the direction and control of the Board of Education.

The Chief Executive Officer is responsible for the management of the Operating Budget so as to make the most effective use of resources in meeting the objectives of the school system, and for limiting expenditures to prevent exceeding the appropriations authorized in the annual operating budget. The Board of Education may approve changes to the budget recommended by the Chief Executive Officer by transferring funds within categories. However, transfers between categories must be approved by the Board of Education and the County Council in accordance with Board Policy 3160 – Transfer of Funds (Adopted 8/24/78, Amended 3/13/03) and pursuant to Education Article, Section 5-105 of the Annotated Code of Maryland (Revised 2009) prior to actual transfer. All unexpended or unencumbered appropriations terminate at year-end and are not available for use in subsequent periods.

The legal level of budgetary control is at the category level (the level at which expenditures cannot legally exceed the approved budget). However, school and office budgets contain detail by object class (i.e., salaries and wages, supply and materials, contracted services, etc.), and by line item within each object class (i.e., full-time salaries, health insurance, life insurance, etc.). Through the use of summary templates, a functionality of the software used by the Board of Education, schools and offices have the flexibility of expending funds as needed, as long as the total of their budgets are not exceeded. Adjustments to the budget that are within category and below \$100,000 for unrestricted funds and \$500,000 for restricted funds require the approval of the Chief Financial Officer, or designee. Adjustments above \$100,000 unrestricted funds and \$500,000 restricted funds within category or that changes the authorized position total, require Board approval. Any adjustment that changes category totals, regardless of the amount, requires Board and County Council approval.

A budget is not adopted by the County Council for the Special Revenue fund supporting Food and Nutrition Services program but expense appropriations are made under the Division of Supporting Services by the Board of Education.

STATE MANDATED CATEGORIES
Administration
Mid-Level Administration
Instructional Salaries
Instructional Materials
Instructional Other
Special Education
Student Personnel Services
Student Health Services
Student Transportation
Operation of Plant
Maintenance of Plant
Fixed Charges
Food Service
Community Services
Capital Outlay

Summary of Significant Accounting Policies...

The accounting policies of the Board conform to generally accepted accounting principles as applicable to state and local government entities. The significant accounting policies applicable to various funds and account groups of the Board are outlined below:

BASIS OF FUND ACCOUNTING: the Board maintains accounts based on funds, each of which is considered a separate accounting entity with separate sets of self-balancing accounts that comprise its assets, liabilities, fund balance/retained earnings and revenue and expenditures/expenses. The basis used for all funds is in accordance with generally accepted accounting principles applicable to state and local governments.

BASIS OF ACCOUNTING: all governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. PGCPS primary sources of revenue are funds appropriated by other governmental units. Accordingly, most revenues are considered to be available at the time they are appropriated. Governmental fund expenditures are recognized when the liability is incurred. PGCPS uses the modified accrual basis of accounting for governmental funds. All proprietary and trust funds follow the accrual basis of accounting. These funds are accounted for on a flow of economic resources measurement focus (i.e., internal service funds).

ENCUMBRANCE METHOD OF ACCOUNTING: the Board’s legal budget for the General Fund is prepared using the encumbrance method of accounting. Under this method, commitments such as purchase orders and contracts are recorded or accrued as expenditures when liabilities are incurred for goods received or services rendered. When the actual expenditure takes place, the accounts are adjusted for any difference between the actual expenditure and the commitment previously recorded. Any outstanding commitments at the end of the fiscal year are reserved in the fund balance.

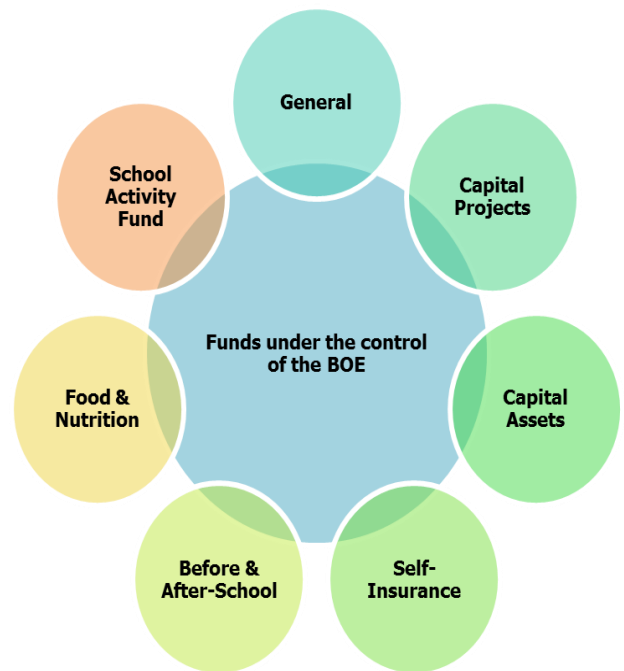
Budgetary control is maintained at various levels by the encumbrance of estimated purchase amounts prior to release of purchase orders to vendors. Purchase orders that result in an over-obligation of available balances are not released until additional appropriations are made available. Open encumbrances are reported as reservations of fund balance. All unexpended or unencumbered appropriations terminate at year-end and are not available for use in subsequent periods.

Fund Classification Structure...

The budget consists of seven funds under the control of the Board of Education. These funds are:

GENERAL (CURRENT EXPENSE) FUND: the General Fund (also known as the “Current Expense Fund”) accounts for all financial transactions in support of the educational process which are not recorded in other funds. Maryland law requires that this fund operate under a legally adopted annual budget. The General Fund budget is prepared using the encumbrance method for budget accounting and is approved by the Board of Education and the Prince George’s County Council. Budgetary Control – the General Fund operates under a legally adopted, annual budget.

The “restricted” revenues and expenditures of the Current Expense Fund relate primarily to grant activities for which the Board receives funding by various sponsoring governmental agencies and others. Revenues from these activities are recognized when funds are expended for the purposes of the grant award. Accordingly, funds received for grant activities for which expenditures have not yet been made are recorded as deferred revenue.



CAPITAL PROJECTS FUND: the Capital Projects Fund accounts for all financial transactions relating to the Capital Improvement Program (CIP) that includes construction or major renovation of buildings and facilities, purchase and installation of related equipment, and other purchases of fixed assets not accounted for in other funds. The CIP operates under an annual budget legally adopted at the County government level. (This budget is presented in a separate document.)

The Capital Projects Fund is maintained on a modified accrual basis and operates under an annual budget legally adopted at the County level. Under this method of accounting, revenues and other governmental fund financial resource increments are recognized in the accounting period in which they become susceptible to accrual; that is, when they become both measurable and available to finance expenditures of the fiscal period. The primary revenue sources susceptible to accrual under the modified accrual basis are from the County and State Government. Approved County funded projects are to be paid through proceeds of County School Construction Bond sales and reimbursed to the Board for approved capital project expenditures. Periodically, the Board enters into lease purchase agreements to fund large expenditures for school buses, utility vehicles and major durable equipment that are reported as part of the Capital Projects Fund. Due to the length of time required for production between ordering and receiving these items, a portion of the expenditures related to these items occur in the fiscal year preceding the agreement.

FOOD AND NUTRITION SERVICES FUND: the Food and Nutrition Service Fund, a special revenue fund, accounts for financial transactions relating to the school breakfast, school lunch, and child and adult nutrition care programs. This fund is dependent upon federal and state subsidies to supplement and support the breakfast and lunch programs. Federal subsidies are the sole support of the child and adult nutrition care programs.

The Food and Nutrition Services Fund is maintained on a modified accrual basis. Under this method of accounting, revenues and other governmental fund financial resources. Increments are recognized in the accounting period in which they become susceptible to accrual; that is, when they become both measurable and available to finance measurement expenditures of the fiscal period. The primary revenue sources susceptible to accrual under the modified accrual basis are from the State and Federal Government. The measurement focus for the Food and Nutrition Services Fund is on changes in the net current assets. Commitments such as purchase orders and contracts are not recorded as expenditures until a liability is incurred for goods received or services rendered. However, these outstanding commitments, if any, are reserved in the fund balance of the fund at the end of the fiscal year.

BEFORE AND AFTER-SCHOOL FUND: the Before and After-School Fund, a special revenue fund, accounts for financial transactions relating to providing school age child care services before and after school hours. This fund is dependent upon fees collected from participants.

The Before and After-School Fund is maintained on a modified accrual basis. Under this method of accounting, revenues and other governmental fund financial resource increments are recognized in the accounting period in which they become susceptible to accrual; that is, when they become both measurable and available to finance expenditures of the fiscal period. The measurement focus for Before- and After-School funds is on changes in the net current assets. Commitments such as purchase orders and contracts are not recorded as expenditures until a liability is incurred for goods received or services rendered. However, these outstanding commitments, if any, are reserved in the fund balance of the fund at the end of the fiscal year.

SELF-INSURANCE FUND: the Self-Insurance Fund is a proprietary fund where revenues are recorded when earned and expenses are recorded when liabilities are incurred. This fund is an internal service fund and accounts for activities relating to funding the Board's Vehicle Liability, Group Life and Health Insurance programs. Services provided are exclusive to the Board and are distinguishable from activities provided by other funds.

The Board is self-insured for group and vehicle claim liabilities. The commercial insurance carrier, for a fee based on the claims and participation, performs processing of claims and other administrative matters. Under the arrangement, the Board is required to pay additional amounts to the insurance carrier if actual annual claims are more than an "aggregate claims target." Administrative costs, such as printing, legal services and clerical support are borne by the fund. The Board is fully insured for group life insurance.

During 1995, the Board entered into a new agreement with a commercial insurance carrier to provide group health, vision, and prescription insurance for Board employees. Employees may also participate with another commercial insurance carrier to obtain dental insurance.

SCHOOL ACTIVITY FUND: each individual school maintains a school activity fund to account for cash resources of various clubs, organizations, and annual Board allotments. These agency funds, classified as fiduciary funds, are subject to annual review by the Board's Internal Audit Department.

These funds account for all monies raised in the name of schools or school organizations, monies collected from students and all monies collected at school sponsored activities. Responsibility for administering the funds rests with each school principal. Board of Education procedures require uniform financial accountability for receipts and disbursements. School activity funds are administered at all schools and special centers; each has its own bank account and is subject to review by the Board's Internal Audit Department. The students and community populations generate the majority of the cash receipts which flows through school activity funds. The balance originates from the Board's General Fund.

CAPITAL ASSETS FUND: expenditures of the Capital Assets Fund, as well as purchases of major durable equipment charged to the General and Food Nutrition Services funds, are capitalized in accordance with the school system's capitalization policy and reported in the statement of Net Assets (one of the two school system-wide financial statements). Land, buildings, site improvements, vehicles, equipment and construction-in-progress with an initial cost of \$5,000 or more and estimated useful lives in excess of one year are classified as capital assets. Capital assets are recorded at historical cost when the value is known and at estimated historical cost when the actual acquisition cost is not known. Depreciation is calculated using the straight-line method.

Budget Highlights

	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
REVENUE				
Board Sources	19,779,962	13,479,900	13,479,900	16,293,003
County Sources	740,507,729	763,562,900	763,562,900	786,469,600
Federal Sources	83,444,980	100,107,600	100,107,600	124,487,315
State Sources	1,106,913,008	1,142,581,600	1,142,581,600	1,227,872,982
Fund Balance - Prior Year	-	28,000,000	28,000,000	28,000,000
Total Revenue:	\$ 1,950,645,679	\$ 2,047,732,000	\$ 2,047,732,000	\$ 2,183,122,900

EXPENDITURES

Restricted and Unrestricted:

Unrestricted Programs	1,828,344,813	1,936,608,400	1,936,608,400	2,013,192,041
Restricted Programs	93,726,006	111,123,600	111,123,600	169,930,859
Total Expenditures	\$ 1,922,070,819	\$ 2,047,732,000	\$ 2,047,732,000	\$ 2,183,122,900

Category:

Administration	56,299,767	71,750,400	66,027,233	87,702,853
Mid-Level Administration	119,877,773	129,343,500	130,433,766	136,984,417
Instructional Salaries	656,590,949	709,270,400	682,865,066	745,645,412
Textbooks and Instructional Materials	17,523,179	18,239,700	20,008,544	21,243,729
Other Instructional Costs	84,504,937	83,104,300	99,313,761	87,423,023
Special Education	275,984,437	279,824,700	285,891,168	301,992,947
Student Personnel Services	19,484,710	22,612,000	22,910,690	31,273,458
Student Health Services	17,914,150	20,374,700	19,584,280	23,580,697
Student Transportation Services	103,484,349	107,688,000	113,152,773	110,755,596
Operation of Plant	122,667,144	132,297,400	132,641,114	138,821,121
Maintenance of Plant	47,217,394	40,699,400	50,488,929	43,933,355
Fixed Charges	397,311,103	423,611,700	418,425,847	447,417,339
Food Service Subsidy	-	5,365,500	1,222,921	2,155,343
Community Services	2,979,263	3,300,300	4,415,908	3,868,610
Capital Outlay	231,663	250,000	350,000	325,000
Total Expenditures:	\$ 1,922,070,819	\$ 2,047,732,000	\$ 2,047,732,000	\$ 2,183,122,900

Enrollment

K - 12	127,081	129,098	127,524	128,737
Pre-K - 12	132,322	134,466	132,667	134,265

Cost Per Pupil*

K - 12	\$14,305	\$15,094	\$15,199	\$15,596
Pre-K - 12	\$13,962	\$14,726	\$14,847	\$15,221

Schools In Operation**

Elementary	121	121	121	121
Academies	13	13	13	13
Secondary	52	52	52	52
Special Centers	7	7	7	7
Charters	10	11	11	11
Other	5	5	5	5

Total School Facilities:	208	209	209	209
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Temporary Buildings

Temporaries	543	544	566	566
Estimated number of students in temporary classrooms	13,575	13,600	14,150	14,150
Percent of students in temporary classrooms	10.3%	10.1%	10.7%	10.5%

*Per Pupil Cost calculation is based on the State formula which excludes equipment, community services, and outgoing transfers, from total school system costs.

**Includes Charter School

Description of Revenue Sources

Revenue sources supporting the Board of Education's Operating Budget are appropriated in five major categories as required by the Education Articles of the Public School Laws of Maryland, §5-101:

FEDERAL: restricted grant programs comprise the majority of federal source revenue and includes programs such as Title I, Title II, Junior ROTC, Medicaid reimbursement and the State Pass-through Grant for Special Education. Amounts budgeted for restricted federal programs are based on information provided by federal agencies supporting the grants, information provided by MSDE as the pass-through State Educational Agency for certain federal grants, and historical trend. Unrestricted federal revenue is from Impact Aid, which assists local school districts that have lost property tax revenue due to the presence of tax-exempt Federal property.

STATE: the General Assembly passed the Bridge to Excellence in Public Schools Act during the 2002 legislative session. This act established the Major State Aid Programs unrestricted funding structure. Amounts budgeted for the State Share of the Foundation Program, State Compensatory Education, Limited English Proficiency Aid, Student Transportation Aid and Students with Disabilities are all formula-based calculations provided by the Maryland State Department of Education (MSDE). Also included in state revenue is the Geographic Cost of Education Index (GCEI). This discretionary revenue was funded at 50% of the formula in fiscal year 2016. GCEI is budgeted at 100% percent in this budget, as this formula was legislated as a mandatory revenue source as of FY 2017. Net Taxable Income (NTI) is also considered unrestricted state revenue, and it is budgeted at a 100% phase-in rate. Restricted grants that are competitive in nature are estimated based on historical trends for similar programs.

BOARD: amounts budgeted as Board Source revenue include non-government sources such as tuition for non-resident students, community building use fees and reimbursements, interest earnings on cash investments, and other miscellaneous revenues. These revenue sources do not vary greatly; and therefore are budgeted based on historical trends, but adjusted for anticipated fees and/or participation changes.

COUNTY: County revenue is provided through appropriation by the County Council. Property taxes, income taxes, telecommunications tax (HB-949), fines and fees are the sources for the majority of the local revenues. FY 2020 amounts include \$23.6 million estimated from telecommunications tax and \$43.0 million estimated from energy taxes. Telecommunications Tax rate is 9%, an increase of 1% per Council County CB-32-2015. Prince George's County Board of Education received \$30.8 million in new dedicated real property tax revenue in FY 2016 which will be included in the Minimum Required County Contribution for all future years. In fiscal year 2016 Real Property taxes were increased in Prince George's County by \$0.04 per County Council CB-32-2015 applied to the assessable real property base to \$1.00 per \$100 of assessed value. County Charter limits taxable assessment growth from the prior year for owner occupied

Revenue Estimates

Federal Revenue for FY 2020 is approved at \$124,487,315, supporting 5.7% of the Operating budget. This amount is \$24,379,715 above the FY 2019 Approved funding level, and is mainly attributable to years 2 and 3 funding for the Teachers, Students, Leaders grant and funding for the Comprehensive Support and Improvement grant.

State Revenue for FY 2020 is approved at \$1,227,872,982, supporting 56.2% of the Operating budget. This amount is \$85,291,382 above the FY 2019 Approved funding level, and is mainly attributable to formula increases due to student enrollment, including funding in the amount of \$53,628,252 to support the General assembly's establishment of the principles of the Blue Print for Maryland's Future that are intended to transform Maryland's educational systems to the levels of high-performing systems around the world.

Board Revenue for FY 2020 is approved at \$16,293,003, supporting 0.7% of the Operating budget. This amount is \$2,813,103 above the FY 2019 Approved funding level, and is mainly due to estimated increases in interest earnings on cash investments.

County Revenue for FY 2020 is approved at \$786,469,600, supporting 36.0% of the Operating budget. This amount is \$22,906,700 above FY 2019 Approved funding level.

residential property to the growth in the Consumer Price Index from the previous 12 months, but not to exceed 5%. The Charter also requires voter approval of most other fee increases.

FUND BALANCE: amounts budgeted as the unreserved fund balance are a one-time source that may be needed to provide a funding bridge in support of school system priorities, fund one-time purchases, unanticipated expenditure requirements or offset an unanticipated shortfall in revenue..

Revenue Estimates

Fund Balance for FY 2020 is approved at \$28,000,000, supporting 1.3% of the Operating budget. This amount remains unchanged from the FY 2019 Approved funding level.

Maintenance of Effort

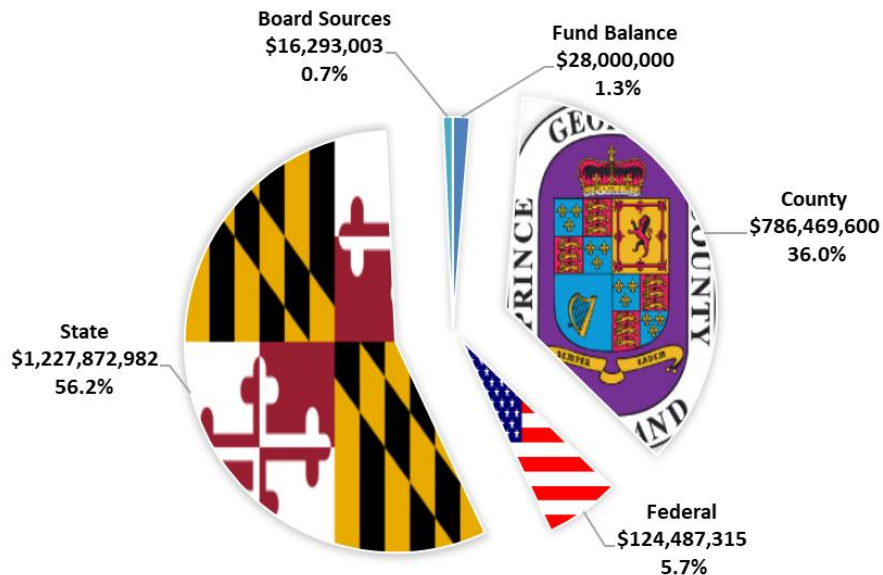
State law requires each County to at least provide local funds for the next fiscal year at the same per pupil level as the current fiscal year. The formula, also known as the "Maintenance of Effort" (MOE) funding level, compares enrollment for the current fiscal year with enrollment from the previous fiscal year to determine the required local funding level for the next fiscal year. The MOE requirement, when met, ensures that local funds change by at least the rate of enrollment growth from the prior year. Local funds may be appropriated above the MOE, and those will be included in future years' calculations, unless excluded in certain cases under state law. For the FY 2020 Approved budget, the County Contribution is projected to exceed the MOE requirement by \$18.8 million.

As a result of the transfer of the normal cost of Teacher's Pension (HB 1801) to the Board of Education, the county was required to supplement local funding at a predetermined amount for FY 2013 through FY 2016. For FY 2017 and beyond, the FY 2016 predetermined amount was included in the base MOE calculation; and therefore, will be included in the Minimum Required County Contribution.

Five-Year History of County Maintenance of Effort Calculation

Fiscal Year	Minimum Required County Contribution	Retirement HB 1801	Energy and Telecom Taxes, Program Shift	Approved County Contribution	Amount Over Maintenance of Effort
2020	\$ 701,107,580	\$ -	\$ 66,543,768	\$ 786,469,600	\$ 18,818,252
2019	685,509,195	-	64,456,106	763,562,900	13,597,599
2018	642,966,558	-	66,116,300	739,181,200	30,098,342
2017	613,240,844	-	66,170,900	698,329,100	18,917,356
2016	\$ 564,085,892	\$ 29,631,799	\$ 62,470,325	\$ 669,292,125	\$ 13,104,109

FY 2020 Revenue as Percent of Total Requested Budget \$2,183,122,900

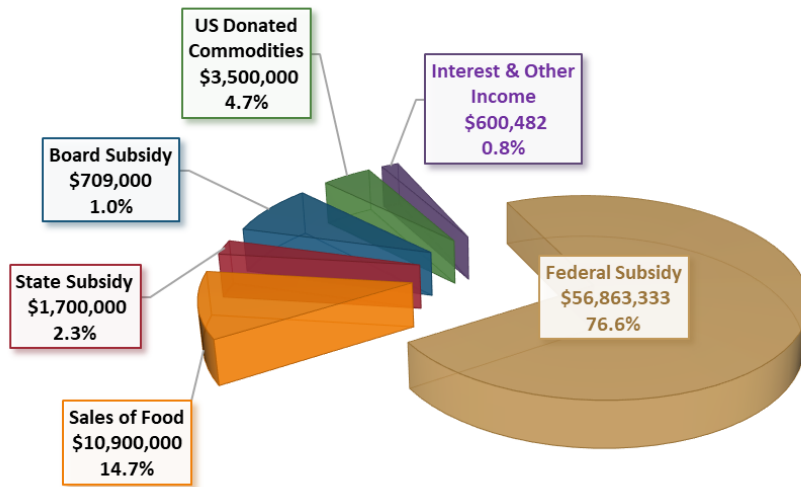


Special Revenue Funds

Food and Nutrition Services...

The Food and Nutrition Services program is not included in the Board of Education's Operating Budget total that is appropriated by the County Council. It is reported in the budget document under the heading "Non-Operating Budget." As a Special Revenue Fund, revenues related to the Food and Nutrition Services operations are set apart or limited to support the preparation and distribution of meals for students and to sponsor the Adult Care Food Program. Budgeted revenues for the program are comprised of Board subsidies, US Donated Commodities, Federal Subsidies, Interest and Other Income, Sales and State subsidies. Federal subsidies and Sales of Food provide the majority of the revenues for the program comprising 76.6% and 14.7% of the total budget respectively. Board and State subsidies, donated commodities, and other income make up the remaining 8.7%.

FY 2020 Revenue as Percent of Food and Nutrition Services \$74,272,815



Revenue Assumptions and Trends...

Federal and state subsidies supporting the Food and Nutrition program are estimated based on the formula applied to the number of students eligible for free and reduced meals and estimated participation. Revenues valuing United States donated commodities are based on historical trends adjusted for anticipated availability. Sales estimated reflect student participation trends adjusted for anticipated meal price changes, if any. The Board subsidy funds ongoing Food and Nutrition Services expenses.

Changes in Revenue

Revenue Source	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved	Change	% Change
					from FY 2019 Estimated to FY 2020 Approved	from FY 2019 Estimated to FY 2020 Approved
Federal Sources:						
<i>Unrestricted:</i>						
Impact Aid	\$ 37,596	\$ 80,000	\$ 80,000	\$ 80,000	\$ -	0.0%
<i>Restricted:</i>						
Medicaid Reimbursement	6,469,554	6,756,050	6,756,050	6,756,050	-	0.0%
Federal Restricted Grants	76,937,830	93,271,550	93,271,550	117,651,265	24,379,715	26.1%
Total Restricted:	83,407,384	100,027,600	100,027,600	124,407,315	24,379,715	24.4%
Total Federal Sources	\$ 83,444,980	\$ 100,107,600	\$ 100,107,600	\$ 124,487,315	\$ 24,379,715	24.4%
State Sources:						
<i>Unrestricted:</i>						
Limited English Proficiency Aid	\$ 94,280,507	\$ 107,414,841	\$ 107,414,841	\$ 113,918,817	\$ 6,503,976	6.1%
Foundation Program	530,518,361	539,619,273	539,619,273	549,243,367	9,624,094	1.8%
Geographic Cost of Education Index	42,000,057	43,072,564	43,072,564	44,290,251	1,217,687	2.8%
Compensatory Education	282,089,241	286,430,757	286,326,195	289,088,420	2,762,225	1.0%
Guaranteed Tax Base	5,665,296	1,294,260	1,294,260	-	(1,294,260)	-100.0%
Special Education	43,838,999	45,004,792	45,004,792	46,094,508	1,089,716	2.4%
Nonpublic Placements	21,411,549	23,863,695	23,863,801	23,863,801	-	0.0%
Transportation Aid	40,693,791	41,559,037	41,559,037	44,368,583	2,809,546	6.8%
Supplemental Grant	20,505,652	20,505,652	20,505,652	20,505,652	-	0.0%
Net Taxable Income ¹	22,370,119	29,306,129	29,288,485	27,763,497	(1,524,988)	-5.2%
Other State Aid	345,465	-	-	-	-	0.0%
Tax Incremental Financing	-	-	-	3,061,125	3,061,125	100.0%
Blue Print for Maryland's Future- Prekindergarten	-	-	-	14,026,871	14,026,871	100.0%
Blue Print for Maryland's Future-Teacher Salary Incentive	-	-	-	13,386,052	13,386,052	100.0%
Total Unrestricted:	1,103,719,037	1,138,071,000	1,137,948,900	1,189,610,944	51,662,044	4.5%
<i>Restricted:</i>						
State Restricted Grants	3,193,971	4,510,600	4,632,700	12,046,709	7,414,009	160.0%
Blue Print for Maryland's Future- Concentration of Poverty	-	-	-	11,197,485	11,197,485	100.0%
Blue Print for Maryland's Future-Mental Health Coordinator	-	-	-	83,333	83,333	100.0%
Blue Print for Maryland's Future-Special Education	-	-	-	10,114,897	10,114,897	100.0%
Blue Print for Maryland's Future-Transitional Supplemental Instruction	-	-	-	4,819,614	4,819,614	100.0%
Total Restricted:	3,193,971	4,510,600	4,632,700	38,262,038	33,629,338	725.9%
Total State Sources	\$ 1,106,913,008	\$ 1,142,581,600	\$ 1,142,581,600	\$ 1,227,872,982	\$ 85,291,382	7.5%
Board Sources:						
<i>Unrestricted:</i>						
Tuition and Texts						
General	\$ 3,417,905	\$ 3,538,400	\$ 3,538,400	\$ 3,331,218	\$ (207,182)	-5.9%
Reimbursement for use of Buildings & Vehicles	4,182,316	3,962,700	3,962,700	4,084,779	122,079	3.1%
Interest Earned	4,166,143	1,100,000	1,100,000	3,200,000	2,100,000	190.9%
Miscellaneous	5,478,456	3,412,400	3,412,400	3,412,400	-	0.0%
Total Unrestricted:	17,244,820	12,013,500	12,013,500	14,028,397	2,014,897	
<i>Restricted:</i>						
Board Sources	2,535,142	1,466,400	1,466,400	2,264,606	798,206	54.4%
Total Restricted:	2,535,142	1,466,400	1,466,400	2,264,606	798,206	54.4%
Total Board Sources	\$ 19,779,962	\$ 13,479,900	\$ 13,479,900	\$ 16,293,003	\$ 2,813,103	20.9%
County Sources:						
<i>Unrestricted:</i>						
County Contribution	\$ 736,299,926	\$ 758,566,000	\$ 758,566,000	\$ 781,472,700	\$ 22,906,700	3.0%
<i>Restricted:</i>						
County Restricted Contribution	3,874,125	4,356,810	4,356,810	4,356,810	-	0.0%
County Restricted Other Agencies	333,678	640,090	640,090	640,090	-	0.0%
Total Restricted:	4,207,803	4,996,900	4,996,900	4,996,900	-	0.0%
Total County Sources	\$ 740,507,729	\$ 763,562,900	\$ 763,562,900	\$ 786,469,600	\$ 22,906,700	3.0%
Prior Year Fund Balance	-	28,000,000	28,000,000	28,000,000	-	0.0%
TOTAL REVENUE	\$ 1,950,645,679	\$ 2,047,732,000	\$ 2,047,732,000	\$ 2,183,122,900	\$ 135,390,900	6.6%

¹Senate Bill 0277 - Requires that state education aid formulas that are dependent upon local wealth be calculated twice, using wealth figures that are based upon a net taxable income (NTI) amount for each county using tax return data filed by September 1 and again using data filed by November 1. Each local school system will receive the greater total State aid amount of the results from the two calculations. The increase State Aid is phased in over a five-year period, 20% per year, beginning in FY 2014. This phase-in was halted at 40% for FY 2016. FY 2019 was funded at 100% of Net Taxable Income.

Restricted Program Summary

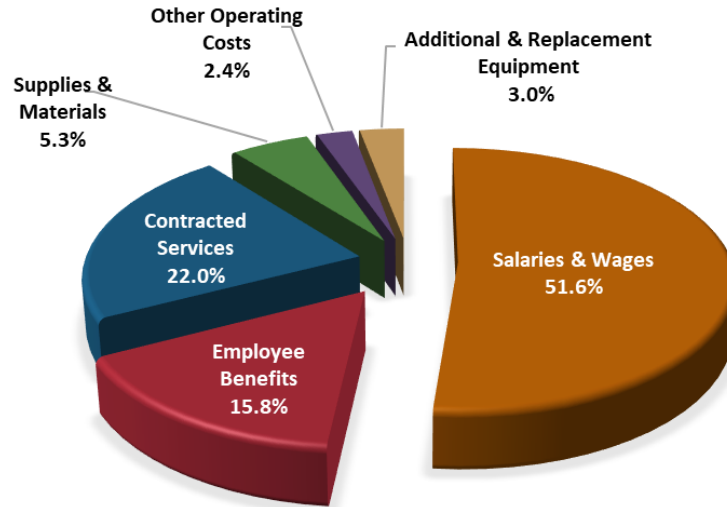
Restricted Program	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved	Change from FY 2019 Estimated to FY 2020 Approved	% Change from FY 2019 Estimated to FY 2020 Approved
<u>MAJOR FEDERAL AID FORMULA GRANT PROGRAMS:</u>						
TITLE I	\$ 29,395,962	\$ 35,626,463	\$ 35,626,463	\$ 35,626,463	\$ -	0.0%
TITLE II - Eisenhower Teacher Quality	1,053,702	3,984,708	3,984,708	3,984,708	-	0.0%
TITLE III - Emergency Immigrant Ed	1,629,264	3,120,970	3,120,970	3,120,970	-	0.0%
TITLE IV - Safe & Drug Free Schools/SAES Grant	190,553	974,225	974,225	974,225	-	0.0%
PERKINS CTE Program	1,192,562	1,359,072	1,359,072	1,359,072	-	0.0%
SPECIAL EDUCATION GRANTS - IDEA PART B	24,566,300	26,171,570	26,171,570	26,171,570	-	0.0%
Total Major Federal Aid Formula Grant Programs:	\$ 58,028,343	\$ 71,237,008	\$ 71,237,008	\$ 71,237,008	\$ -	0.0%
<u>FEDERAL/STATE PROJECT GRANTS:</u>						
Adolescent Single Parenting Program	\$ 173,132	\$ 185,000	\$ 185,000	\$ 185,000	\$ -	0.0%
Fine Arts Initiative Grant	42,105	70,367	70,367	70,367	-	0.0%
Homeless Education	39,710	79,053	79,053	79,053	-	0.0%
JP Hoyer Early Care & Education Grant	271,979	330,000	330,000	250,000	(80,000)	-24.2%
JP Hoyer Enhancement Grant	117,182	117,504	117,504	117,504	-	0.0%
JROTC	4,568,048	4,673,575	4,673,575	4,673,575	-	0.0%
Neediest Kids Grant	-	2,500	2,500	2,500	-	0.0%
Other Restricted Programs	19,752,856	12,330,524	12,330,524	71,217,783	58,887,259	477.6%
PG Community Television - COMCAST	99,845	75,000	75,000	75,000	-	0.0%
Special Education Grants	10,517,914	12,058,967	12,058,967	12,058,967	-	0.0%
TITLE I - School Improvement Part A., 1003 (a) Program	110,388	1,053,470	1,053,470	1,053,470	-	0.0%
TITLE I - School Improvement 1003 (g) Turnaround Grant	31,473	-	-	-	-	0.0%
Teacher & School Leaders Incentive Grant	557,349	8,910,632	8,910,632	8,910,632	-	100.0%
TOTAL Federal/State/Local Project Grant Programs:	\$ 36,281,981	\$ 39,886,592	\$ 39,886,592	\$ 98,693,851	\$ 58,807,259	147.4%
GRAND TOTAL GRANT PROGRAMS:	\$ 94,310,324	\$ 111,123,600	\$ 111,123,600	\$ 169,930,859	\$ 58,807,259	52.9%

Notes:

1. Formula Grants are allocations of money to states or their subdivisions in accordance with distribution formulas prescribed by law or administrative regulation, for activities of a continuing nature not confined to a specific project.
2. Project Grants are funds for fixed or known periods, for a specific project which can include fellowships, scholarships, research grants, training grants, traineeships, experimental and demonstration grants. Also, grants for evaluation, planning, technical assistance and construction fall in this classification.

Percent of Total Restricted Expenditures by Object

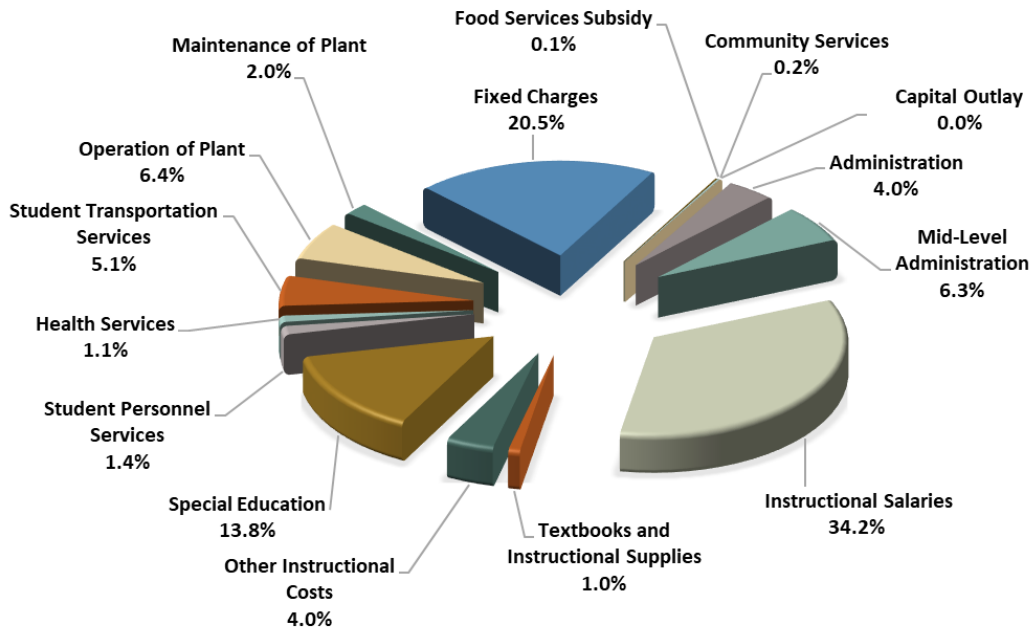
Restricted Budget Total \$169,930,859



Changes in Operating Expenditures by Category

Expenditures by Category	FY 2018 Actual	FY 2019 Approved	FY2019 Estimated	FY 2020 Approved	Change FY 2019 Estimated to FY 2020 Approved	Percent Change Estimated to FY 2020 Approved
Administration	\$ 56,299,767	\$ 71,750,400	\$ 66,027,233	\$ 87,702,853	\$ 21,675,620	32.8%
Mid-Level Administration	119,877,773	129,343,500	130,433,766	136,984,417	6,550,651	5.0%
Instructional Salaries	656,590,949	709,270,400	682,865,066	745,645,412	62,780,346	9.2%
Textbooks & Instructional Materials	17,523,179	18,239,700	20,008,544	21,243,729	1,235,185	6.2%
Other Instructional Costs	84,504,937	83,104,300	99,313,761	87,423,023	(11,890,738)	-12.0%
Special Education	275,984,437	279,824,700	285,891,168	301,992,947	16,101,779	5.6%
Student Personnel Services	19,484,710	22,612,000	22,910,690	31,273,458	8,362,768	36.5%
Student Health Services	17,914,150	20,374,700	19,584,280	23,580,697	3,996,417	20.4%
Student Transportation Services	103,484,349	107,688,000	113,152,773	110,755,596	(2,397,177)	-2.1%
Operation of Plant	122,667,144	132,297,400	132,641,114	138,821,121	6,180,007	4.7%
Maintenance of Plant	47,217,394	40,699,400	50,488,929	43,933,355	(6,555,574)	-13.0%
Fixed Charges	397,311,103	423,611,700	418,425,847	447,417,339	28,991,492	6.9%
Food Services	-	5,365,500	1,222,921	2,155,343	932,422	76.2%
Community Services	2,979,263	3,300,300	4,415,908	3,868,610	(547,298)	-12.4%
Capital Outlay	231,663	250,000	350,000	325,000	(25,000)	-7.1%
Total Expenditures by Category:	\$ 1,922,070,819	\$ 2,047,732,000	\$ 2,047,732,000	\$ 2,183,122,900	\$ 135,390,900	6.6%

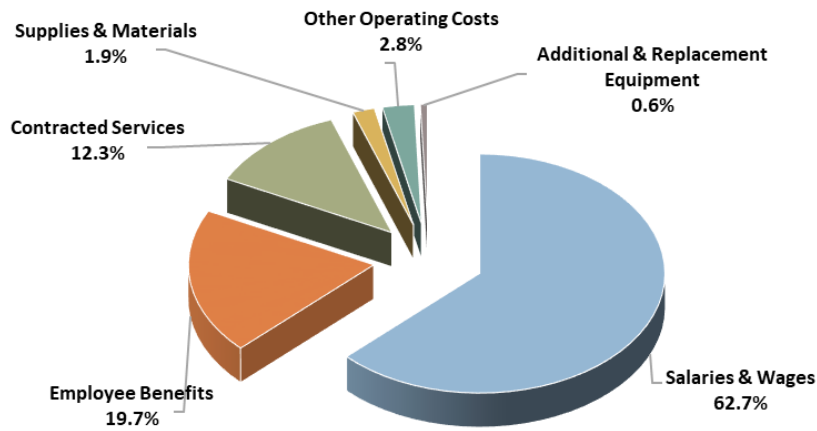
Percent of Total Operating Expenditures by Category
\$2,183,122,900



Changes in Operating Expenditures by Object

Expenditures by Object	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved	Change FY 2019 Estimated to FY 2020 Approved	Percent Change Estimated to FY 2020 Approved
Salaries & Wages	\$ 1,206,130,938	\$ 1,287,887,053	\$ 1,266,246,077	\$ 1,369,743,782	\$ 103,497,705	8.2%
Employee Benefits	366,502,087	405,880,153	397,851,866	429,829,293	31,977,427	8.0%
Contracted Services	243,275,076	246,493,196	275,781,174	267,440,623	(8,340,551)	-3.0%
Supplies & Materials	40,272,790	37,374,723	42,948,218	41,931,356	(1,016,862)	-2.4%
Other Operating Costs	53,166,239	59,204,589	54,218,869	60,781,620	6,562,751	12.1%
Additional & Replacement Equipment	12,723,689	10,892,286	10,685,796	13,396,226	2,710,430	25.4%
Total Expenditures by Object:	\$ 1,922,070,819	\$ 2,047,732,000	\$ 2,047,732,000	\$ 2,183,122,900	\$ 135,390,900	6.6%

Percent of Total Operating Expenditures by Object
\$2,183,122,900



Changes in Operating Expenditures by Organization

OPERATING	FY 2019 Approved		FY 2020 Approved		Change from FY 2019 Approved to FY 2020 Approved	
	Total	Restricted	Total	Restricted	Total	Restricted
Board of Education	\$ 2,346,231	\$ -	\$ 2,883,760	\$ -	\$ 537,529	\$ -
Internal Audit	1,858,160	-	1,917,111	-	58,951	-
Total Board of Education	\$ 4,204,391	\$ -	\$ 4,800,871	\$ -	\$ 596,480	\$ -
Chief Executive Officer	\$ 1,041,219	\$ -	\$ 681,808	\$ -	\$ (359,411)	\$ -
Chief of Staff	-	-	4,807,576	-	4,807,576	-
General Counsel	3,322,674	-	3,667,458	-	344,784	-
Monitoring, Accountability & Compliance	468,246	-	507,444	-	39,198	-
Total Chief Executive Officer	\$ 4,832,139	\$ -	\$ 9,664,286	\$ -	\$ 4,832,147	\$ -
Chief Academic Officer	\$ -	\$ -	\$ 356,702	\$ -	\$ 356,702	\$ -
Career & Technical Education	7,923,026	1,128,475	8,030,304	1,355,603	107,278	227,128
Creative Arts	4,228,227	70,367	4,091,676	213,164	(136,551)	142,797
Curriculum & Instruction	34,033,545	5,712,673	35,562,728	6,839,232	1,529,183	1,126,559
Early Learning	8,071,521	1,018,534	7,697,813	1,473,737	(373,708)	455,203
Textbook & Summer School Office	16,119,044	-	13,693,874	-	(2,425,170)	-
Total Chief Academic Officer	\$ 70,375,363	\$ 7,930,049	\$ 69,433,097	\$ 9,881,736	\$ (942,266)	\$ 1,951,687
Chief Accountability Officer	\$ -	\$ -	\$ 341,724	\$ -	\$ 341,724	\$ -
ESSA & Title I	8,936,598	8,552,131	11,310,234	10,870,317	2,373,636	2,318,186
Monitoring and Accountability	-	-	1,584,162	-	1,584,162	-
Strategic Planning & Resource	513,249	-	878,038	-	364,789	-
Testing, Research & Evaluation	6,171,320	-	6,710,391	-	539,071	-
Total Chief Accountability Officer	\$ 15,621,167	\$ 8,552,131	\$ 20,824,549	\$ 10,870,317	\$ 5,203,382	\$ 2,318,186
Chief, Communications & Community Engagement	\$ -	\$ -	\$ 567,736	\$ -	\$ 567,736	\$ -
Communications	3,357,572	-	4,587,065	-	1,229,493	-
Community Partnerships	-	-	616,898	-	616,898	-
Total Communications & Community Eng.	\$ 3,357,572	\$ -	\$ 5,771,699	\$ -	\$ 2,414,127	\$ -
Chief Financial Officer	\$ 1,248,922	\$ -	\$ 1,035,601	\$ -	\$ (213,321)	\$ -
Benefits Administration*	385,772	-	546,817	-	161,045	-
Budget & Management Services	2,205,633	-	3,193,563	-	987,930	-
Financial Services	6,551,895	1,595,076	6,757,804	1,646,609	205,909	51,533
Payroll Services	2,564,076	-	2,592,050	-	27,974	-
Risk Management & Workers Comp*	5,484,087	-	4,826,326	-	(657,761)	-
Other Fixed Charges	107,134,049	-	109,803,648	-	2,669,599	-
Total Chief Financial Officer	\$ 125,574,434	\$ 1,595,076	\$ 128,755,809	\$ 1,646,609	\$ 3,181,375	\$ 51,533
Chief Human Resources Officer	\$ 370,468	\$ -	\$ 437,491	\$ -	\$ 67,023	\$ -
Employee & Labor Relations	1,578,642	-	1,479,357	-	(99,285)	-
Employee Performance & Evaluation	5,930,431	-	-	-	(5,930,431)	-
HR Operations & Staffing	8,129,422	-	11,877,780	304,522	3,748,358	304,522
HR Strategy & Workforce Planning	3,618,317	173,097	-	-	(3,618,317)	(173,097)
Talent Development	17,251,669	9,679,052	29,983,331	17,248,128	12,731,662	7,569,076
Total Human Resources	\$ 36,878,949	\$ 9,852,149	\$ 43,777,959	\$ 17,552,650	\$ 6,899,010	\$ 7,700,501
Chief Information & Technology Officer	\$ 7,877,716	\$ -	\$ 6,148,296	\$ -	\$ (1,729,420)	\$ -
Instructional Technology Support	13,493,117	-	13,908,894	94,408	415,777	94,408
Technology Applications*	14,068,579	-	13,495,780	166,103	(572,799)	166,103
Technology Operations	12,032,647	-	11,822,355	-	(210,292)	-
Total Information & Technology	\$ 47,472,059	\$ -	\$ 45,375,325	\$ 260,511	\$ (2,096,734)	\$ 260,511

* Non-Operating Organizations – see the Supplemental Information Section for additional details.

Changes in Operating Expenditures by Organization

OPERATING	FY 2019 Approved		FY 2020 Approved		Change from FY 2019 Approved to FY 2020 Approved	
	Total	Restricted	Total	Restricted	Total	Restricted
Chief Operating Officer	\$ 416,492	\$ -	\$ 513,865	\$ -	\$ 97,373	\$ -
Pupil Accounting	1,337,634	-	1,367,812	-	30,178	-
Purchasing & Supply Services	5,251,029	-	6,997,639	-	1,746,610	-
Security Services	15,266,886	-	15,097,900	-	(168,986)	-
Supporting Services	305,877	-	337,005	-	31,128	-
Building Services	68,251,702	-	73,482,327	-	5,230,625	-
Capital Programs*	245,750	-	255,665	-	9,915	-
Food & Nutrition Services*	-	-	-	-	-	-
Transportation & Central Garage*	116,998,027	-	118,931,648	-	1,933,621	-
Total Chief Operating Officer	\$ 208,073,397	\$ -	\$ 216,983,861	\$ -	\$ 8,910,464	\$ -
Chief, School Support & Leadership	\$ -	\$ -	\$ 474,886	\$ -	\$ 474,886	\$ -
Area Associate Superintendents	41,197,006	243,529	42,006,501	337,156	809,495	93,627
Athletics	7,348,421	-	7,183,974	-	(164,447)	-
Charter Schools Office	200,151	-	364,057	-	163,906	-
Community Schools Office	-	-	807,114	-	807,114	-
Equity & Inclusion	454,656	-	286,532	-	(168,124)	-
Family & School Partnerships	890,197	-	757,231	-	(132,966)	-
Total School Support and Leadership	\$ 50,090,431	\$ 243,529	\$ 51,880,295	\$ 337,156	\$ 1,789,864	\$ 93,627
School-Based Resources	1,318,856,131	63,793,104	1,409,665,090	104,851,382	90,808,959	41,058,278
Total School-Based Resources	\$ 1,318,856,131	\$ 63,793,104	\$ 1,409,665,090	\$ 104,851,382	\$ 90,808,959	\$ 41,058,278
Chief, Special Ed & Student Services	\$ 449,359	\$ -	\$ 461,061	\$ -	\$ 11,702	\$ -
Special Education	114,714,896	17,469,811	125,025,060	22,722,750	10,310,164	5,252,939
Student Services	47,231,712	1,687,751	50,703,938	1,807,748	3,472,226	119,997
Total Special Ed & Student Services	\$ 162,395,967	\$ 19,157,562	\$ 176,190,059	\$ 24,530,498	\$ 13,794,092	\$ 5,372,936
Total Operating Budget Appropriation	\$ 2,047,732,000	\$ 111,123,600	\$ 2,183,122,900	\$ 169,930,859	\$ 135,390,900	\$ 58,807,259

*Non-Operating Organizations – see the Supplemental Information section for additional details.

Operating Staffing by Category

CATEGORY	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved	Change FY 2019 Estimated to FY 2020 Approved	% Change FY 2019 Estimated to FY 2020 Approved
General Programs						
Administration	464.00	469.00	445.00	443.00	-2.00	-0.4%
Mid-Level Administration	1,268.10	1,286.60	1,303.60	1,319.10	15.50	1.2%
Instruction	8,699.92	8,819.92	8,797.62	8,888.62	91.00	1.0%
Special Education	3,089.01	3,101.41	3,117.41	3,126.41	9.00	0.3%
Student Personnel Services	279.62	280.12	277.12	295.12	18.00	6.5%
Health Services	239.00	239.00	240.00	240.00	0.00	0.0%
Student Transportation	1,487.77	1,485.77	1,485.77	1,481.27	-4.50	-0.3%
Operation of Plant	1,441.13	1,455.13	1,456.13	1,458.63	2.50	0.2%
Maintenance of Plant	286.00	285.00	285.00	284.00	-1.00	-0.4%
Community Services	4.00	1.00	1.00	1.00	0.00	0.0%
Total General Programs	17,258.55	17,422.95	17,408.65	17,537.15	128.50	0.7%
Restricted Projects						
Administration	7.00	3.00	6.00	6.00	0.00	0.0%
Mid-Level Administration	34.00	32.00	27.00	30.00	3.00	11.1%
Instruction	370.64	350.64	352.64	432.64	80.00	22.7%
Special Education	292.90	279.30	278.30	283.30	5.00	1.8%
Student Personnel Services	8.00	9.00	9.00	11.00	2.00	22.2%
Student Transportation	1.00	0.00	1.00	1.00	0.00	0.0%
Maintenance of Plant	1.00	0.00	0.00	0.00	0.00	0.0%
Community Services	2.00	0.00	0.00	0.00	0.00	0.0%
Total Restricted Projects	716.54	673.94	673.94	763.94	90.00	12.6%
TOTAL OPERATING POSITIONS	17,975.09	18,096.89	18,082.59	18,301.09	218.50	1.2%

Operating Staffing by Organization

Organization	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved	Change FY 2019 Estimated to FY 2020 Approved
Board of Education	19.00	19.00	20.00	24.00	4.00
Internal Audit	15.00	15.00	15.00	15.00	0.00
Chief Executive Officer	4.00	4.00	3.00	3.00	0.00
Chief of Staff	0.00	0.00	2.00	4.00	2.00
General Counsel	16.00	16.00	17.00	18.00	1.00
Monitoring, Accountability & Compliance	3.00	3.00	3.00	3.00	0.00
Chief Academic Officer	0.00	0.00	2.00	2.00	0.00
Career & Technical Education	30.00	30.00	30.00	30.00	0.00
Creative Arts	17.00	19.00	18.00	18.00	0.00
Curriculum & Instruction	184.10	187.10	187.10	187.10	0.00
Early Learning	31.00	25.00	25.00	25.00	0.00
Textbook & Summer School Office	1.00	5.00	7.00	8.00	1.00
Chief Accountability Officer	0.00	0.00	2.00	2.00	0.00
ESSA & Title I	30.00	31.00	30.00	30.00	0.00
Monitoring and Accountability	0.00	0.00	8.00	10.00	2.00
Strategic Planning & Resource Management	3.00	3.00	6.00	6.00	0.00
Testing, Research & Evaluation	32.00	32.00	32.00	32.00	0.00
Chief, Communications & Community Engagement	0.00	0.00	2.00	3.00	1.00
Communications	26.00	25.00	25.00	25.00	0.00
Community Partnerships	0.00	0.00	6.00	5.00	-1.00
Chief Financial Officer	4.00	3.00	3.00	3.00	0.00
Benefits Administration*	3.00	3.00	3.00	3.00	0.00
Budget & Management Services	14.00	15.00	15.00	15.00	0.00
Financial Services	52.00	52.00	52.00	52.00	0.00
Payroll Services	26.00	26.00	26.00	26.00	0.00
Risk Management & Worker's Compensation*	8.00	8.00	8.00	8.00	0.00
Chief Human Resources Officer	2.00	2.00	2.00	2.00	0.00
Employee & Labor Relations	10.00	10.00	11.00	9.00	-2.00
Employee Performance & Evaluation	35.00	40.00	43.00	0.00	-43.00
HR Operations & Staffing	45.00	46.00	47.00	75.00	28.00
HR Strategy & Workforce Planning	29.00	27.00	26.00	0.00	-26.00
Talent Development	66.50	66.50	61.50	98.50	37.00
Chief Information & Technology Officer	4.00	3.00	3.00	3.00	0.00
Instructional Technology Support	124.50	123.50	123.50	123.50	0.00
Technology Applications*	40.00	41.00	41.00	41.00	0.00
Technology Operations	26.00	26.00	25.00	25.00	0.00
Chief Operating Officer	2.00	2.00	2.00	3.00	1.00
Pupil Accounting	10.00	10.00	10.00	10.00	0.00
Purchasing & Supply Services	56.00	56.00	56.00	56.00	0.00
Security Services	229.00	235.00	235.00	235.00	0.00
Supporting Services	2.00	2.00	2.00	2.00	0.00
Building Services	350.00	355.00	352.50	352.50	0.00
Capital Programs*	2.00	2.00	2.00	2.00	0.00
Food & Nutrition Services*	0.00	0.00	0.00	0.00	0.00
Transportation & Central Garage Services*	1,485.77	1,485.77	1,485.77	1481.27	-4.50
Chief, School Support & Leadership	0.00	0.00	2.00	2.00	0.00
Area Associate Superintendents	263.00	287.50	285.50	299.50	14.00
Athletics	3.00	3.00	3.00	3.00	0.00
Charter Schools Office	1.00	1.00	2.00	2.00	0.00
Community Schools Office	0.00	0.00	2.00	6.00	4.00
Equity & Inclusion	2.00	2.00	2.00	2.00	0.00
Family & School Partnerships	6.00	6.00	5.00	5.00	0.00
School-Based Positions**	13,718.69	13,795.99	13,758.19	13942.19	184.00
Chief, Special Education & Student Services	2.00	3.00	2.00	2.00	0.00
Special Education	498.41	503.41	506.41	515.41	9.00
Student Services	444.12	441.12	439.12	446.12	7.00
Grand Total Staffing	17,975.09	18,096.89	18,082.59	18,301.09	218.50

*Non-operating organizations - see the Supplemental Information Section for additional staffing details.

**The number of school-based positions (FTE) may change pending SBB.

Operating Staffing by Position Type

POSITION TYPE	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved	Change	% Change
					FY 2019 Estimated to FY 2020 Approved	FY 2019 Estimated to FY 2020 Approved
Superintendent, Chief, Administrator, Area Assistant Superintendent	15.00	15.00	18.00	16.00	-2.00	-11.1%
Director, Coordinator, Supervisor, Specialist	452.00	454.00	455.00	450.50	-4.50	-1.0%
Principal	218.50	217.50	217.50	216.50	-1.00	-0.5%
Assistant Principal	305.00	314.00	314.00	318.00	4.00	1.3%
Teacher	9,516.40	9,624.30	9,604.50	9,707.00	102.50	1.1%
Therapist	171.21	170.51	170.51	171.51	1.00	0.6%
Guidance Counselor	361.00	371.00	370.00	375.00	5.00	1.4%
Librarian	133.50	127.50	128.50	127.00	-1.50	-1.2%
Psychologist	93.00	93.00	93.00	101.00	8.00	8.6%
Pupil Personnel Worker, School Social Worker	60.00	61.00	61.00	65.00	4.00	6.6%
Nurse	233.00	234.00	234.00	234.00	0.00	0.0%
Other Professional Staff	302.00	304.00	304.00	313.00	9.00	3.0%
Secretary and Clerk	827.12	827.12	829.12	838.62	9.50	1.1%
Bus Driver	1,449.77	1,447.77	1,447.77	1,441.27	-6.50	-0.4%
Aide - Paraprofessional	2,025.46	2,013.06	2,015.56	2,106.06	90.50	4.5%
Other Staff	1,812.13	1,823.13	1,820.13	1,820.63	0.50	0.0%
TOTAL OPERATING POSITIONS	17,975.09	18,096.89	18,082.59	18,301.09	218.50	1.2%



School-Based Resources

locked staffing formula
per pupil weights
alternative programs
position status
locked
staffing & expenditures
unlocked
Specialty Schools



Student-Based Budgeting Overview

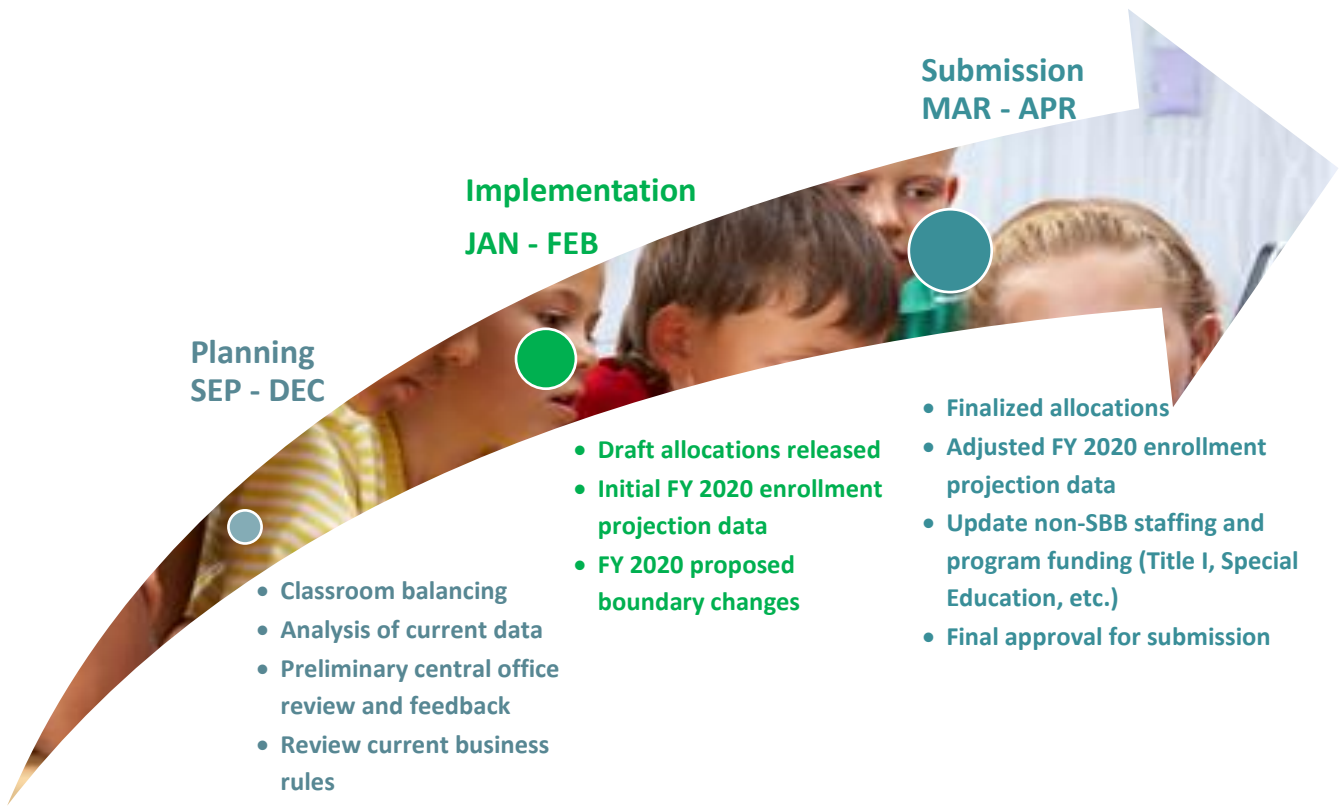
Prior to the 2012-2013 school year, Prince George’s County, like many school systems, had traditionally given dollars to schools based on student/teacher ratios. Funding for supplies and materials was also allocated on a formula based on student enrollment. Every student and every school are not the same. PGCPS is committed to making transparent budget decisions that work in the best interests of all students regardless of what school they attend. Our goal in this new paradigm is to increase equity in funding, empower school leaders and support systemic priorities.

- **STUDENT-FOCUSED** – provides resources based on students not on buildings, adults or programs.
- **EQUITABLE** – funds will be equitably allocated to each student at each school based on his or her educational needs. Funding will be allocated to students with similar characteristics, regardless of which school they attend.
- **FLEXIBLE** – principals are empowered and given more flexibility in their budgetary and operational decisions. Central office departments will operate in a supporting role to meet the demands and needs through timely and high quality service while providing clear parameters and guidelines to schools.
- **TRANSPARENT** – PGCPS budgeting process will be easily understood by all stakeholders.

SBB allocates dollars directly to schools based on the number of students enrolled and the specific needs of those students. Certain student needs and characteristics, such as English language learners or students in particular grade levels, will be given a predetermined weight that translates to real dollar amounts. It is a more equitable and transparent way to fund schools, and will allow PGCPS to more efficiently direct resources to meet our students’ needs.

Other large school districts across the country have adopted this approach including Houston, San Francisco, Boston, Philadelphia, Denver, Indianapolis, Cleveland, San Diego and Baltimore City. Under the leadership of the Chief Financial Officer and the Deputy Superintendent for Teaching & Learning, working committees have studied these districts and made recommendations to inform our strategy. PGCPS continues to collaborate with many of these partners to identify lessons learned, tools and best practices.

Student-Based Budgeting Timeline



Schools **NOT** using the SBB model include:

Early Childhood Centers (ECC): Chapel Forge, Francis Fuchs, H. Winship Wheatley, and Kenmoor.

Alternative and Specialty Schools: Annapolis Road Academy, Green Valley Academy, Croom High School, Tall Oaks High School, Community-Based Classroom, International high schools, Incarcerated Youth Program, Evening High School, and Academy of Health Sciences and Teacher Prep Academy at Prince George’s Community College

Charter Schools: Chesapeake Math & IT North, Chesapeake Math & IT South, Excel Academy, Imagine Andrews, Imagine Foundations at Leeland PCS, Imagine Foundations at Morningside PCS, Imagine Lincoln, Turning Point Academy and College Park Academy

Regional Centers: C. Elizabeth Reig, James E. Duckworth, and Margaret Brent

Per-Pupil Weights

How Schools Were Funded...

In past years, the number of staff was provided based on the number of programs and students in each school. Schools also received funding for classroom supplies and materials in the same manner. This did not take into account the specific needs of students in each school.

SBB Funds Student Needs...

Under Student-Based Budgeting (SBB), school budgets are built based on the unique mix of students that are being served in each building. Furthermore, students with the same characteristics should get the same level of resources regardless of what grade or the school they attend.

How Weights Were Determined...

Weights are designed to reflect fair and objective criteria that could be applied to all schools in an equitable and transparent way. A committee representing various schools and central offices developed the per pupil formula. There is never a perfect way to place values on the needs of all students, and we do anticipate making adjustments and changes to both the weighted categories and the weights, themselves. The weights are reviewed on an annual basis to ensure that they adequately reflect the goals of the school system and SBB.



- **BASE FUNDING** is attached to every PGCPs student attending an SBB eligible school, regardless of need. The funding level was set to allow each school to support a baseline level of services (teachers, administrative staff, and supplies).
- **GRADE LEVEL:** students in Kindergarten, 1st, 2nd and 3rd grades are weighted which reflects the system's phase-in of class size monitoring.
- **STUDENT ACHIEVEMENT:** weights are spread proportionately across the K-12 spectrum based on student-identified needs. Weights are calculated as follows:
 - **Performance Low – Elementary and K-8 Schools**
The percentage of students identified as not demonstrating readiness for Kindergarten as shown on the Kindergarten Readiness Assessment (KRA-M) for K-2. For grades 3-8, student reading scores, specifically those below district average and/or grade level based on Northwest Evaluation Association's (NWEA) reading assessment tool, Measures of Academic Progress-Reading (MAP-R), plus PARCC ELA and Math Scale Scores and PARCC Levels for students in grades 3-8.
 - **Performance – Early Warning Indicator – Middle and High Schools**
Using multivariate analysis, students are identified for intervention based on several factors designed to predict 9th grade promotion and on-time graduation.

Middle Schools – data from rising 7th graders is used as a proxy for “at risk;” the factor is applied to all grades within the school to fund interventions. Factors include:

- ✓ 7th Grade Q1
- ✓ Q1 GPA (SY 2019)
- ✓ Last year's GPA
- ✓ Last year's attendance rate
- ✓ Last year's number of suspensions and expulsion requests
- ✓ Last year's MAP-R Lexile score (Beginning of Year)

High Schools – data from rising 9th graders is used as a proxy and the factor is applied to the school 9-12 enrollment to fund interventions. Factors include:

- ✓ Full-year 8th grade GPA
- ✓ First Quarter 9th grade GPA
- ✓ First Quarter 9th grade attendance rate
- ✓ Suspension rates
- ✓ 9th grade retention

- **ENGLISH LANGUAGE LEARNERS (ELL)** – PGCPs has seen a rise in ELL students in recent years. The ELL weights were determined to support specific students based on a combination of their language proficiency level and grade level, as determined by the LAS Links English Proficiency Test administered through the English for Speakers of Other Languages (ESOL) Office. Higher weights were assigned to Newcomer students as well as those testing at a basic level.

School Level Flexibility

Why increase school level flexibility?

With Student-Based Budgeting (SBB), schools have the flexibility to plan and use SBB funds towards instructional staff, administrative and school support staff, and discretionary resources to best meet the needs of their students. A primary goal of SBB is to balance accountability for student outcomes with flexibility to allow schools to be more strategic with their resources.

What is an “Unlocked,” “Locked” and “locked+” position?

- **UNLOCKED** – positions that can be purchased using SBB funds; schools determine the composition and mix.

Example: School “A” is able to purchase additional classroom teachers if sufficient SBB funds are available.

- **LOCKED** – positions and resources that are funded and staffed by central office; positions typically have special requirements or restricted funding.

Example: school “A” receives Special Education staff (teachers, paraprofessional educators, secretaries, etc.) based on staffing policies and procedures of the Special Education department.

- **LOCKED+** – positions and resources that are funded and staffed by the central office; schools may supplement existing allocation using SBB funds.

Example: Central office provides a 0.5 Library Media Specialist position to elementary school “A;” school “A” may then decide to purchase an additional 0.5 Library Media Specialist position to make it a full 1.00 position.

While schools will have increased flexibility in selecting the mix of positions, they will also be provided with support in developing their budgets. Schools will still need to meet standards set by federal and state regulations, negotiated labor agreements, and will need to be consistent with internal policies and procedures.

Note: *Unlocked, Locked, and Locked+ positions are reviewed and determined on an annual basis.*

Position Status: Unlocked, Locked and Locked+

Position	Status	Comments
LOCKED POSITIONS: Centrally allocated positions unless otherwise noted.		
Academic Dean	Locked	Unlocked in Turnaround schools ONLY
Athletic Director	Locked	0.5 FTE HIGH SCHOOLS ONLY
Auditorium Technician	Locked	
Building Supervisor	Locked	
Bus Drivers	Locked	
Cleaner	Locked	
Food Services Staff	Locked	
Grant Funded Positions	Locked	
Head Start Positions	Locked	
Nursing and Health Service Staff	Locked	
Other Program Positions	Locked	Advanced Placement, Middle College, Project Lead the Way, ROTC, Secondary School Reform, Career and Technical Education, etc.
Prekindergarten Positions	Locked	Classroom teachers, paraprofessionals
Principal	Locked	
Special Education Positions	Locked	
Specialty Program Positions	Locked	Visual and Performing Arts, Creative and Performing Arts, Talented and Gifted, International Baccalaureate, Biotechnology, Montessori, Language Immersion, etc.
Title I Positions	Locked	
LOCKED+ POSITIONS: Centrally allocated positions that can be supplemented using SBB funds.		
Art Teacher	Locked+	Elementary and K-8 Schools ONLY
Classroom Teacher, AVID	Locked+	
In School Suspension Room Monitor	Locked+	
Media Specialist	Locked+	
Parent & Community Outreach Assistant	Locked+	
Physical Education Teacher	Locked+	Elementary and K-8 Schools
Professional School Counselor	Locked+	Elementary and K-8 Schools
Pupil Personnel Worker	Locked+	
School Registrar	Locked+	
Security Assistant	Locked+	
Vocal Music Teacher	Locked+	Elementary and K-8 Schools ONLY
UNLOCKED POSITIONS – Positions purchased using SBB funds; schools determine the composition and mix to fit their need.		
Art Teacher	Unlocked	Middle and High Schools ONLY
Assistant Principal	Unlocked	
Classroom Teacher	Unlocked	
Data Coach	Unlocked	
ESOL Teacher	Unlocked	
Instructional Lead Teacher	Unlocked	

Position	Status	Comments
Instructional Media Aide	Unlocked	
Paraprofessional – ESOL, General	Unlocked	
Peer Mediator	Unlocked	
Physical Education Teacher	Unlocked	Middle and High Schools ONLY
Professional School Counselor	Locked+	Middle and High Schools ONLY
Reading Specialist	Unlocked	
School Accounting Secretary	Unlocked	
School Business Accounting Tech	Unlocked	
School Guidance Secretary	Unlocked	
Secretary I	Unlocked	
Secretary II	Unlocked	
Testing Coordinator	Unlocked	
Vocal Music Teacher	Unlocked	Middle and High Schools ONLY

Locked Staffing Formula

POSITION	ELEMENTARY FORMULA	K - 8 FORMULA	MIDDLE SCHOOL FORMULA	HIGH SCHOOL FORMULA
3-D Scholars				
<i>3-D Scholars Program Teacher</i>	N/A	N/A	N/A	1.00 Charles Flowers
<i>3-D Scholars Program Coordinator</i>	N/A	N/A	N/A	1.00 Charles Flowers
<i>3-D Scholars Program Professional School Counselor</i>	N/A	N/A	N/A	1.00 Charles Flowers
Aeronautics				
<i>Aeronautics Coordinator</i>	N/A	N/A	N/A	1.00 DuVal
<i>Aeronautics Teacher</i>	N/A	N/A	N/A	4.00 DuVal
<i>Aeronautics Assistant Principal</i>	N/A	N/A	N/A	1.00 DuVal
Career Academy Programs				
<i>Architecture & Design Teacher</i>	N/A	N/A	N/A	2.00 Bladensburg 1.00 Bowie 2.00 Croom 3.00 Crossland 4.00 Suitland
<i>Business & Finance Teacher</i>	N/A	N/A	N/A	2.00 Charles Flowers 2.00 Henry Wise 2.00 Largo 1.00 Northwestern 1.00 Oxon Hill 3.50 Suitland
<i>Career & Technology Education Assistant Principal</i>	N/A	N/A	N/A	1.00 Bladensburg 1.00 Crossland 1.00 Gwynn Park 1.00 Laurel 1.00 Suitland
<i>Consumer Services, Hospitality & Tourism Teacher</i>	N/A	N/A	N/A	4.00 Bladensburg 6.00 Crossland 2.00 DuVal 4.00 Gwynn Park 2.00 Laurel 2.00 Oxon Hill 4.00 Suitland
<i>Engineering & Science Teacher</i>	N/A	N/A	1.00 Nicholas Orem 1.00 Stephen Decatur	1.50 Charles Flowers 2.00 Crossland 2.50 DuVal 1.00 High Point 1.50 Northwestern 2.00 Oxon Hill 1.00 Surrattsville
<i>Environmental Studies Teacher</i>	N/A	N/A	N/A	1.00 Fairmont Heights 1.00 Gwynn Park 1.00 High Point
<i>Global Studies Teacher</i>	N/A	N/A	1.00 James Madison	3.00 Laurel 5.00 Parkdale

Locked Staffing Formula

POSITION	ELEMENTARY FORMULA	K - 8 FORMULA	MIDDLE SCHOOL FORMULA	HIGH SCHOOL FORMULA
<i>Graphic Arts, Media & Comm. Teacher</i>	N/A	N/A	N/A	2.00 DuVal 1.00 Oxon Hill 1.00 Suitland 2.00 Surrattsville
<i>Health & Biosciences Teacher</i>	N/A	N/A	N/A	4.00 Bladensburg 2.00 Crossland 3.00 Henry Wise 2.00 Friendly 3.00 Largo 1.00 Laurel 1.00 Suitland
<i>Homeland Security & Military Science Teacher</i>	N/A	N/A	N/A	2.50 High Point 2.50 Parkdale 2.00 Potomac 1.00 Suitland
<i>Information Technology Teacher</i>	N/A	N/A	N/A	1.00 Croom 1.00 Crossland 1.00 Henry Wise 2.00 DuVal 1.00 Fairmont Heights 2.00 Gwynn Park 1.00 Laurel 1.00 Suitland 1.00 Tall Oaks
<i>Law, Education & Public Services Teacher</i>	N/A	N/A	N/A	3.00 Bowie 3.00 Central 1.00 Charles Flowers 1.00 Gwynn Park 5.00 Laurel 3.00 Potomac 3.00 Surrattsville
<i>Transportation Teacher</i>	N/A	N/A	N/A	1.00 Crossland 1.00 Gwynn Park 2.00 Laurel 2.00 Suitland
<i>Pathways in Technology Early College High School (P-TECH) Teacher</i>				2.00 Frederick Douglass
<i>P-TECH Coordinator</i>				1.00 Frederick Douglass
<i>P-TECH Professional School Counselor</i>				1.00 Frederick Douglass
<i>Creative & Performing Arts</i>				
<i>Creative & Performing Arts Coordinator</i>	1.00 Edward Felegy	1.00 Benjamin Foulois 1.00 Thomas Pullen	1.00 Hyattsville	N/A
<i>Creative & Performing Arts Teacher</i>	7.00 Edward Felegy	12.00 Benjamin Foulois 12.00 Thomas Pullen	4.00 Hyattsville	N/A

Locked Staffing Formula

POSITION	ELEMENTARY FORMULA	K - 8 FORMULA	MIDDLE SCHOOL FORMULA	HIGH SCHOOL FORMULA
Immersion Programs				
<i>Chinese Immersion Academic Dean</i>	1.00 Paint Branch	N/A	N/A	N/A
<i>Chinese Immersion Teacher</i>	13.00 Paint Branch	N/A	N/A	N/A
<i>French Immersion Academic Dean</i>	N/A	1.00 Maya Angelou	N/A	N/A
<i>French Immersion Coordinator</i>	N/A	1.00 Dora Kennedy	N/A	1.00 Central
<i>French Immersion Teacher (Reading/ Language Arts)</i>	N/A	7.00 Maya Angelou 8.00 Dora Kennedy	N/A	3.00 Central
<i>Spanish Immersion Program Coordinator</i>	1.00 Capitol Heights 1.00 Cesar Chavez 1.00 Cool Spring 1.00 Overlook 1.00 Phyllis Williams	N/A	N/A	N/A
<i>Spanish Immersion Teacher</i>	7.00 Capitol Heights 7.00 Cesar Chavez 2.00 Cool Spring 6.00 Overlook 5.00 Phyllis Williams	N/A	N/A	N/A
International Baccalaureate				
<i>Coordinator</i>	Primary Years Program: 1.00 Melwood	Primary Years Program: 1.00 Maya Angelou	Middle Years Program: 1.00 James Madison 1.00 Dwight Eisenhower 1.00 Maya Angelou	1.00 Central 1.00 Crossland 2.00 Frederick Douglass 1.00 Laurel 1.00 Parkdale 1.00 Suitland
<i>Media Specialist</i>	0.50 Melwood	N/A	0.50 Dwight Eisenhower 0.50 James Madison	N/A
<i>Professional School Counselor</i>	N/A	N/A	N/A	0.50 Central 0.50 Crossland 0.50 Frederick Douglass 0.50 Laurel 0.50 Parkdale 0.50 Suitland
<i>Teacher</i>	2.00 Melwood	1.00 Maya Angelou	3.00 Dwight Eisenhower 3.00 James Madison	3.00 Central 3.00 Crossland 6.00 Frederick Douglass 3.00 Laurel 3.00 Parkdale 3.00 Suitland
Montessori				
<i>Montessori Coordinator</i>	N/A	1.00 John Hanson 1.00 Judith Hoyer 1.00 Robert Goddard	N/A	N/A
<i>Montessori Teacher</i>	N/A	1.00 Pre-K Teacher based on enrollment not to exceed class size of 25 at: John Hanson Judith Hoyer Robert Goddard; and 1.00 Classroom	N/A	N/A

Locked Staffing Formula

POSITION	ELEMENTARY FORMULA	K - 8 FORMULA	MIDDLE SCHOOL FORMULA	HIGH SCHOOL FORMULA
<i>Montessori Paraprofessional</i>	N/A	Teacher at Judith Hoyer for 7th grade expansion 1.00 for each Pre-K and K Montessori Teacher allocated at: John Hanson Judith Hoyer Robert Goddard	N/A	N/A

Science & Technology

<i>Science and Technology Assistant Principal</i>	N/A	N/A	N/A	1.00 Charles Flowers 1.00 Eleanor Roosevelt 1.00 Oxon Hill
<i>Science & Technology Coordinator</i>	N/A	N/A	N/A	1.00 Charles Flowers 1.00 Eleanor Roosevelt 1.00 Oxon Hill
<i>Science & Technology Professional School Counselor</i>	N/A	N/A	N/A	1.00 Charles Flowers 1.00 Eleanor Roosevelt 1.00 Oxon Hill
<i>Science & Technology Computer Apps Teacher</i>	N/A	N/A	N/A	1.00 Charles Flowers 1.00 Eleanor Roosevelt 1.00 Oxon Hill
<i>Science & Technology Internship Coordinator</i>	N/A	N/A	N/A	0.50 Charles Flowers 0.50 Eleanor Roosevelt 0.50 Oxon Hill

Science, Technology, Engineering & Math

<i>STEM Middle Program Coordinator</i>	N/A	N/A	1.00 Oxon Hill 1.00 Thomas Johnson	N/A
<i>STEM Middle School Teacher</i>	N/A	N/A	3.00 Oxon Hill 5.00 Thomas Johnson	N/A

Talented & Gifted

<i>TAG Coordinator</i>	1.00 Capitol Heights 1.00 Glenarden Woods 1.00 Heather Hills 1.00 Longfields 1.00 Mattaponi 1.00 Valley View	2.00 Accokeek Academy	1.00 Benjamin Tasker 1.00 Kenmoor 1.00 Greenbelt 1.00 Walker Mill	N/A
<i>Talented and Gifted (TAG) Teacher</i>	Foreign Language Teacher per school designed: 1.00 Capitol Heights 1.00 Glenarden Woods 2.00 Heather Hills 2.00 Longfields 4.00 Mattaponi 2.00 Valley View	4.00 Accokeek Academy	Foreign Language Teacher per school designated: 1.00 Benjamin Tasker 3.00 Kenmoor 1.00 Greenbelt 3.00 Walker Mill	N/A

Visual & Performing Arts

<i>VPA Coordinator</i>	N/A	N/A	N/A	1.00 Northwestern 1.00 Suitland
<i>Professional School Counselor</i>	N/A	N/A	N/A	0.50 Suitland

Locked Staffing Formula

POSITION	ELEMENTARY FORMULA	K - 8 FORMULA	MIDDLE SCHOOL FORMULA	HIGH SCHOOL FORMULA
<i>Instructional Lead Teacher</i>	N/A	N/A	N/A	1.00 Northwestern
<i>Principal</i>	N/A	N/A	N/A	1.00 Suitland
<i>Teacher</i>	N/A	N/A	N/A	11.00 Northwestern 20.00 Suitland
All Other Locked Positions				
<i>Athletic Director / Classroom Teacher</i>	N/A	N/A	N/A	0.50 per school
<i>Advanced Placement Teacher</i>	N/A	N/A	N/A	54.00 allocated between all High Schools - at least 2.00 allocated to each school
<i>Art Teacher</i>	92.00 total authorization for distribution to designated ES and K-8	92.00 total authorization for distribution to designated ES and K-8	Can be purchased with SBB funding	Can be purchased with SBB funding
<i>AVID Teacher</i>	N/A	1.00 Accokeek Academy	1.00 Benjamin Stoddert 1.00 Benjamin Tasker 1.00 Buck Lodge 1.00 Charles Carroll 1.00 Drew-Freeman 1.00 Dwight Eisenhower 1.00 Ernest E. Just 1.00 G James Gholson 1.00 Gwynn Park 1.00 Isaac Gourdine 1.00 Kenmoor 1.00 Martin L King, Jr 1.00 Nicholas Orem 1.00 Oxon Hill 1.00 Samuel Ogle 1.00 Stephen Decatur 1.00 Thomas Johnson 1.00 Thurgood Marshall 1.00 Walker Mill 1.00 William Wirt	1.00 Bladensburg 1.00 Central 1.00 High Point 1.00 Largo 1.00 Potomac 1.00 Suitland
<i>Colours Coordinator</i>	1.00 Paint Branch	N/A	N/A	N/A
<i>In-School Suspension Monitors</i>	N/A	1.00 per school	1.00 per school	1.00 per school
<i>Instrumental Music Teacher</i>	55.00 total authorization for distribution to designated ES and K-8	55.00 total authorization for distribution to designated ES and K-8	Can be purchased with SBB funding	Can be purchased with SBB funding
<i>JROTC Instructor</i>	N/A	N/A	N/A	47.00 authorized
<i>Media Specialist</i>	0.50 per school	1.00 per school	0.50 per school	1.00 per school

Locked Staffing Formula

POSITION	ELEMENTARY FORMULA	K - 8 FORMULA	MIDDLE SCHOOL FORMULA	HIGH SCHOOL FORMULA
<i>Physical Education Teacher</i>	Projected Enrollment: 1–290 allocated: 0.50 teacher 291–490 allocated: 1.00 teacher 491–690 allocated: 1.50 teacher 691–800 allocated: 2.00 teacher 801–900 allocated: 2.50 teacher >900 allocated: 3.00 teacher	Projected Enrollment: 1–290 allocated: 0.50 teacher 291–490 allocated: 1.00 teacher 491–690 allocated: 1.50 teacher 691–800 allocated: 2.00 teacher 801–900 allocated: 2.50 teacher >900 allocated: 3.00 teacher	Can be purchased with SBB funding	Can be purchased with SBB funding
<i>Prekindergarten Teacher</i>	20.00 to 1 at designated schools	20.00 to 1 at designated schools	N/A	N/A
<i>Prekindergarten Paraprofessional</i>	1.00 for each classroom teacher allocated	1.00 for each classroom teacher allocated	N/A	N/A
<i>Principal</i>	1.00 per school	1.00 per school	1.00 per school	1.00 per school
<i>Professional School Counselor</i>	1.00 per school	1.00 per school	Can be purchased with SBB funding	Can be purchased with SBB funding
<i>Resident Principal</i>	TBD distribution to designated ES, MS and K-8 schools	TBD distribution to designated ES, MS and K-8 schools	TBD distribution to designated ES, MS and K-8 schools	N/A
<i>School Registrar – 12 month</i>	N/A	N/A	N/A	1.00 per school
<i>Vocal Music Teachers</i>	Projected Enrollment: 1–290 allocated: 0.50 teacher 291–490 allocated: 1.00 teacher 491–690 allocated: 1.50 teacher 691–800 allocated: 2.00 teacher 801–900 allocated: 2.50 teacher >900 allocated: 3.00 teacher	Projected Enrollment: 1–290 allocated: 0.50 teacher 291–490 allocated: 1.00 teacher 491–690 allocated: 1.50 teacher 691–800 allocated: 2.00 teacher 801–900 allocated: 2.50 teacher >900 allocated: 3.00 teacher	Can be purchased with SBB funding	Can be purchased with SBB funding
<i>World Language</i>	2.00 Ardmore 3.00 Barack Obama 2.00 Berwyn Heights 1.00 Fort Foote 3.00 Greenbelt 2.00 Melwood 1.00 Montpelier 2.00 Northview 1.00 Oaklands 2.00 Patuxent 2.00 Rosaryville 1.00 Tulip Grove 1.00 University Park	2.00 John Hanson 2.00 Judith Hoyer 1.0 Maya Angelou 2.0 Robert Goddard	1.00 Benjamin Tasker 2.00 Greenbelt 1.00 Hyattsville 1.00 Oxon Hill 1.00 Samuel Ogle 1.00 Thomas Johnson	0.50 Eleanor Roosevelt

Alternative High School Staffing Allocations

SCHOOL	FTE	POSITION
<i>Annapolis Road Academy</i>	1.00	Behavior Intervention Specialist
	13.00	Classroom Teacher
	1.00	In-School Suspension Room Monitor
	1.00	Instructional Specialist
	1.00	Media Specialist
	3.00	Paraprofessional Educator
	1.00	Principal
	1.00	Professional School Counselor
	1.00	Resource Teacher
	1.00	School Accounting Secretary
	1.00	School Registrar
	0.50	School Social Worker
	1.00	Testing Coordinator
	TOTAL	26.50
<i>Croom High School</i>	1.00	Behavior Intervention Specialist
	12.50	Classroom Teacher
	2.00	Classroom Teacher – Architecture & Design
	1.00	Classroom Teacher – Information Technology
	1.00	Classroom Teacher - Transition
	1.00	In-School Suspension Room Monitor
	1.00	Media Specialist
	2.00	Paraprofessional Educator
	1.00	Principal
	1.00	Professional School Counselor
	2.00	Resource Teacher
	1.00	School Registrar
	1.00	School Secretary II
	1.00	Testing Coordinator
TOTAL	28.50	
<i>Green Valley Academy</i>	1.00	Behavior Intervention Specialist
	18.00	Classroom Teacher
	1.00	Classroom Teacher - Transition
	1.00	In-School Suspension Room Monitor
	1.00	Instructional Lead Teacher
	1.00	Media Specialist
	2.00	Paraprofessional Educator
	1.00	Principal
	2.00	Professional School Counselor
	1.00	Program Coordinator
	3.00	Resource Teacher
	1.00	School Registrar
	1.00	School Secretary II
	1.00	School Social Worker
	1.00	Substance Abuse Counselor
1.00	Testing Coordinator	
TOTAL	37.00	

Alternative High School Staffing Allocations

<i>SCHOOL</i>	<i>FTE</i>	<i>POSITION</i>
<i>Tall Oaks High School</i>	1.00	Behavior Intervention Specialist
	14.50	Classroom Teacher
	1.00	Classroom Teacher – Information Technology
	1.00	Classroom Teacher - Transition
	1.00	In-School Suspension Room Monitor
	2.00	Paraprofessional Educator
	1.00	Principal
TOTAL	23.50	

FY 2020 Specialty School Locations

PROGRAM	ADMISSION	ELEMENTARY SCHOOLS	K-8 SCHOOLS	MIDDLE SCHOLS	HIGH SCHOOLS
3D Scholars	Application				Charles Flowers
Academy-Aerospace & Aviation Technology	Application				DuVal
Academy- Health Sciences	Entrance Exam				Prince George's Community College
Academy-Teacher Preparedness	Entrance Exam				Prince George's Community College
Creative and Performing Arts	Lottery Grades K-5; Audition Grades 6-8		Benj. Foulois Thomas Pullen	Hyattsville	
Dual Language	Lottery	Cesar Chavez			
French Immersion	Lottery		Maya Angelou Dora Kennedy		Central
International Baccalaureate	Application / Academic Performance	Melwood	Maya Angelou	D. Eisenhower James Madison	Central Crossland Fred. Douglass Laurel Parkdale Suitland
International School	Application / Lottery				Largo Annapolis Road Academy
Montessori	Lottery		John Hanson Robert Goddard Judith P. Hoyer		
Pathways in Technology (P-TECH) Early	Application				Fred. Douglass
College High School: Hospitality Services Management & Health Information Management					
Science & Technology	Application / Academic Performance / Entrance Exam				Charles Flowers Eleanor Roosevelt Oxon Hill
Spanish Immersion	Lottery	Overlook Phyllis Williams			
Talented & Gifted	Lottery / TAG Identified	Capitol Heights Glenarden Woods Heather Hills Longfields Mattaponi Valley View	Accokeek Academy	Benj. Tasker Greenbelt Kenmoor Walker Mill	
Visual & Performing Arts	Audition				Northwestern Suitland

Note: Specialty programs are programs that require application, lottery, and/or testing for student admittance.

School-Based Resources
Operating Budget Staffing by Position

School Operating Resources	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
Admin Support Specialist	8.00	7.00	-	-
Admin Support Technician	4.00	3.00	2.00	1.00
Assistant Building Supervisor	43.00	43.00	43.00	43.00
Assistant Principal	301.00	311.00	311.00	316.00
Assistant Supervisor	-	1.00	-	-
Auditorium Technician	13.00	13.00	13.00	13.00
Building Supervisor	188.00	187.50	187.50	187.50
Bus Driver	2.00	-	-	-
Child Care Assistant	451.82	451.42	449.42	432.82
Cleaner	493.63	494.13	495.63	495.13
Custodial Equipment Mechanic	1.00	1.00	1.00	1.00
Custodial Equipment Operator	50.00	50.00	50.00	50.00
Elementary Classroom Teacher	4,305.00	4,376.02	4,358.22	4,286.82
Financial Assistant	8.00	9.00	9.00	7.00
Guidance Counselor	337.00	345.00	344.00	345.00
In School Suspension Monitor	59.00	59.00	60.00	79.00
Instr Program Coordinator	53.00	54.00	55.00	55.50
Instructional Assistant	7.00	8.00	8.00	7.00
Instructional Media Aide	10.00	10.00	10.00	9.00
Instructional Specialist	2.00	2.00	2.00	2.00
Media Specialist	130.50	123.50	124.50	122.50
Mentor Teacher	14.00	9.00	8.00	5.00
Night Cleaner Lead	169.00	169.00	169.00	169.00
Other Classroom Teacher	-	17.28	13.28	-
Paraprofessional Educator	1,182.50	1,176.00	1,175.50	1,211.00
Physical Therapist	0.70	-	-	-
Principal	199.00	199.00	199.00	198.00
Program Liaison	101.50	101.00	102.00	100.00
Program Specialist	1.00	1.00	1.00	1.00
Reading Specialist	86.00	83.00	82.00	52.00
Resident Principal	4.00	4.00	4.00	4.00
Resource Teacher	962.00	946.00	946.00	977.00
Secondary Classroom Teacher	3,278.10	3,321.30	3,319.30	3,392.70
Secretary	544.00	544.50	541.50	554.50
Security Assistant	22.00	26.00	25.00	27.00
Social Service Worker	3.00	3.00	3.00	2.00
Teacher Trainer	62.00	57.50	59.50	50.00
Technical Resource Analyst	5.00	5.00	-	-
Testing Coordinator	56.50	57.00	57.00	57.00
Trades Helper	-	-	1.00	-
Wing Coordinator	27.00	27.00	27.00	28.00
Total UNRESTRICTED	13,184.25	13,295.15	13,256.35	13,281.47

School-Based Resources

School Operating Resources	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>RESTRICTED</u>				
Assistant Principal	1.00	0.00	0.00	1.00
Child Care Assistant	4.64	4.64	4.64	4.64
Elementary Classroom Teacher	157.80	132.80	134.80	148.00
Guidance Counselor	0.00	2.00	2.00	6.00
Instructional Specialist	0.00	0.00	0.00	1.00
Paraprofessional Educator	166.00	154.00	155.00	168.00
Program Liaison	3.00	5.00	5.00	11.00
Reading Specialist	0.00	0.00	0.00	1.00
Resource Teacher	99.00	109.40	107.40	111.00
ROTC Instructor	47.00	47.00	47.00	47.00
Secondary Classroom Teacher	51.00	40.00	40.00	61.00
Secretary	1.00	1.00	1.00	2.00
Social Service Worker	0.00	0.00	0.00	1.00
Teacher Trainer	0.00	3.00	3.00	8.00
Wing Coordinator	2.00	2.00	2.00	2.00
Total RESTRICTED	532.44	500.84	501.84	572.64
TOTAL OPERATING STAFFING	13,716.69	13,795.99	13,758.19	13,854.11

Operating Expenditures by Object /Sub-Object

School Operating Resources	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
<u>Salaries & Wages</u>				
2nd Assignment - Instructional	807,268	1,167,887	763,775	1,316,417
2nd Assignment - Support	351,791	689,196	701,105	696,800
Assistant/Vice-Principal/Administrator	29,818,275	32,223,033	32,122,361	33,127,199
Classroom Teacher	517,476,168	543,708,299	539,977,411	557,687,824
Coaches	(2,514)	614,398	614,398	614,398
Dedicated Aide	3,652,200	5,921,044	4,780,560	5,921,044
Discretionary Instructional	1,629	-	-	-
Extracurricular Advisors	5,451,952	5,379,733	5,429,733	5,379,733
Grievance Settlements	340,870	-	84,007	-
Hourly Instructional	929,584	6,248,372	2,839,552	5,923,037
Hourly Interpreter	-	1,988	-	1,988
Laborers, Unskilled	-	100,000	-	-
Librarian/Media Specialist	9,574,462	10,039,628	10,080,244	10,141,014
Lunch/Recess Monitor	-	-	1,858,000	-
Other Admin/Professionals/Specialists	4,998,401	5,594,688	3,073,883	1,335,124
Other Stipends	3,003	-	-	-
Other Support Staff	6,301,203	7,213,430	7,060,502	8,155,973
Other Teacher	119,261,542	122,726,816	121,387,420	125,511,071
Overtime	2,167,637	1,459,888	1,892,924	2,094,354

School Operating Resources	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Salaries & Wages				
PGCEA Senior Teacher Differential	250,446	-	-	-
PGCEA Sp Ed Step 1 Pay Differential	3,584,349	-	-	-
PGCEA Summer Employee Curriculum Developm	659	-	-	-
Principal	25,591,216	25,427,625	25,397,625	26,088,858
Secretaries and Clerks	25,096,758	26,836,946	26,593,227	27,718,413
Service Worker	34,250,456	38,784,170	38,656,891	37,189,175
Sick Leave Bank	(19,129)	-	-	-
Skilled Crafts	3,226,677	3,400,179	3,400,179	3,333,486
Substitute Administrator	825,323	-	294,735	-
Substitute Food Services Assistant	1,593	-	-	-
Substitute Nurses	-	90,000	90,000	90,000
Substitute Paraprofessional ED	329,151	98,384	263,495	94,454
Substitute School Secretary	51,437	-	-	-
Substitute Teacher	19,723,282	14,880,197	17,958,900	14,494,576
Substitutes - Workshop	1,014	23,138	12,869	23,138
Summer Assignment	8,364	1,400	-	1,400
Support Staff	-	658	-	658
Teaching Aide	43,896,981	47,379,884	47,347,299	50,643,261
Technician	539,103	645,632	645,632	529,464
Temp Auditorium Tech	19,616	-	-	-
Temp Bus Attendant	-	-	25,000	-
Temp Classroom Assistant	-	17,553	17,553	17,553
Temp Custodian	36,292	119,000	682,702	119,000
Temp Office Worker	56,037	30,633	35,633	29,433
Terminal Leave Payout	3,789,842	-	-	-
Unrestricted Unallocated Full-Time	1,199,744	57,488,694	21,720,960	76,226,897
Workshop / Staff Development Pay	366,213	524,975	466,412	510,626
Salaries & Wages Total	863,958,893	958,837,468	916,274,987	995,016,368
Employee Benefits				
FICA /Medicare	62,034,448	72,518,561	70,535,407	76,141,601
Insurance Benefits - Active Employees	112,751,476	111,636,125	111,036,075	114,992,907
Life Insurance	2,760,936	3,292,350	3,262,443	3,727,452
Miscellaneous Other Employee Benefits	-	-	501,083	-
Retirement/Pension - Employee	4,042,338	5,474,420	5,411,770	5,335,618
Retirement/Pension - Teachers	45,079	-	-	-
Workman's Compensation	3,986,952	12,108,004	10,697,894	15,806,432
Employee Benefits Total	185,621,229	205,029,460	201,444,672	216,004,010
Contracted Services				
Advertising & Other Costs	-	-	-	10,000
Catering Services	325,953	395,929	414,940	385,955
Food Service - Catering	15,350	29,655	31,555	26,229
Instructional Contracted Services	5,226,788	4,306,689	1,717,814	463,896
M&R Buildings	-	61,509	509	61,509
M&R Equipment	2,162	62,246	41,495	47,400

School Operating Resources	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
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UNRESTRICTED

Contracted Services

Other Contracted Services	324,084	132,645	29,504	4,664
Outside Printing	14,208	36,567	39,686	49,700
Printing In-House	235,021	154,213	138,799	143,881
Professional Contracted Services	25,571,372	31,119,375	31,238,814	32,719,653
Rental of Buildings	571,421	571,421	571,421	821,421
Rental of Vehicles	93,736	216,198	214,158	214,709
School Activity Transportation	2,200,799	2,944,727	2,774,190	2,911,240
Software License	515,977	627,019	550,420	759,656
Technical Contracted Services	224,506	913,728	864,728	946,505
Contracted Services Total	35,321,375	41,571,921	38,628,033	39,566,418

Supplies & Materials

Awards and Recognition Certificates	209,033	235,407	244,610	269,810
Classroom Teacher Supplies	4,015,547	4,778,766	4,404,545	4,814,189
Custodial Supplies	157,378	313,262	318,639	352,894
Health Supplies	61,887	88,932	88,532	100,306
Library Books	116,883	107,698	107,580	63,853
Maintenance Supplies	-	36	36	36
Non-Catered Miscellaneous Food Supplies	168,367	197,976	175,476	203,642
Office Supplies	542,178	557,083	500,619	495,229
Other Miscellaneous Supplies	467,086	923,293	783,117	3,912,899
Postage and Delivery	26,961	128,529	133,146	105,818
Staff Development Supplies	92,018	121,305	127,821	143,623
Student Supplies	622,453	612,245	618,744	585,631
Textbooks	52,955	244,189	124,571	231,144
Supplies & Materials Total	6,532,746	8,308,721	7,627,436	11,279,074

Other Operating Expenses

Dues & Subscriptions	87,143	148,841	102,989	127,442
Electricity	10,103,265	10,449,750	10,862,182	10,462,182
Field Trip Expense Non-Transportation	50,775	115,339	101,989	89,884
Fuel Oil	2,985,469	4,257,550	3,157,550	4,257,550
General Liability-RMF	-	-	-	20,499
Local Travel - Per Mile Basis	27,033	65,801	56,414	57,224
Meeting Expense	21,746	78,584	29,551	63,349
Meetings,Conferences,Convention student Stipen	74,654	203,524	24,024	124,024
Natural Gas	14,621,159	15,240,505	14,790,505	15,240,505
Non-Local Travel Expenses	39,959	63,473	55,575	183,142
Non-Local Travel Lodging	919	-	-	-
Non-Local Travel Transportation	16,800	11,500	19,250	25,500
Other Miscellaneous Expense	-	1,961,999	70,934	1,980,985
Other Travel Related Expenditures	40,538	371,455	-	701,781
Propane Gas	39,584	152,532	152,532	152,532
Registration Fees	135,882	225,617	233,146	215,346

School Operating Resources	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Other Operating Expenses</u>				
Telephone -Centrex	-	313,748	9,779	313,748
Telephone -Equipment	-	-	-	5,000
Tuition Private School - Age 3-21	-	2,000,000	-	2,000,000
Water and Sewage	4,532,598	3,244,500	3,237,125	3,237,125
Other Operating Expenses Total	32,777,524	38,904,718	32,903,545	39,257,818
<u>Capital Outlay</u>				
Athletic Equipment	-	-	-	-
Buildings & Additions	-	-	-	-
Cafeteria Equipment & Furniture	-	-	-	5,000
Classroom Equipment & Furniture	260,331	394,828	436,142	1,670,562
Computers - Instructional	1,058,758	1,186,218	991,917	1,241,589
Computers - Non-Instructional	46,391	63,343	54,235	59,295
Custodial Equipment	-	-	-	5,000
Educational Communication Equipment	213,111	222,637	162,340	143,023
Equipment Purchases Under \$500	249,965	197,732	243,368	242,568
Miscellaneous Other Equipment Over \$499	28,435	-	31,778	24,200
Networking Equipment	-	-	-	-
Office Furniture & Equipment	100,167	182,602	152,960	204,943
Security Alarm Systems	100,360	161,888	173,497	92,349
Site Improvements	1,491	1,491	15,741	1,491
Capital Outlay Total	2,059,009	2,410,739	2,261,978	3,690,020
Total UNRESTRICTED	\$ 1,126,270,776	\$ 1,255,063,027	\$ 1,199,140,651	\$ 1,304,813,708
RESTRICTED				
<u>Salaries & Wages</u>				
2nd Assignment - Instructional	1,236,822	1,386,847	934,014	907,182
2nd Assignment - Support	142,684	222,342	138,418	126,065
Assistant/Vice-Principal/Administrator	7,345	-	-	112,209
Classroom Teacher	11,534,615	11,411,105	9,882,725	14,967,137
Dedicated Aide	4,227	-	-	-
Extracurricular Advisors	114,145	-	-	-
Grants Unallocated Full-Time	-	3,108,328	5,372,540	5,480,220
Hourly Instructional	141,432	-	96,453	-
Other	-	3,676,644	(4,338,310)	14,692,436
Other Admin/Professionals/Specialists	(230)	-	200,149	173,390
Other Stipends	1,200	-	13,704	-
Other Support Staff	66,674	176,119	125,776	616,815
Other Teacher	10,758,060	12,845,113	10,916,395	13,863,109
Overtime	16,245	-	-	-
PGCEA Senior Teacher Differential	5,973	-	-	-
PGCEA Sp Ed Step 1 Pay Differential	202,681	-	-	-
Secretaries and Clerks	50,216	47,440	49,548	99,888
Substitute Child Care Assistant	-	7,087	-	-

School Operating Resources	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
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RESTRICTED

Salaries & Wages

Substitute Paraprofessional ED	38,328	-	-	-
Substitute Teacher	697,422	544,887	554,662	498,008
Substitutes - Workshop	875	-	175	-
Summer Assignment	419,567	1,011,086	1,368,195	1,051,598
Support Staff	363	-	-	-
Teaching Aide	5,079,800	5,178,814	4,824,426	5,940,743
Temp Bus Attendant	1,600	-	-	-
Temp Child Care	49,687	114,347	156,459	100,050
Temp Office Worker	14,248	-	17,524	-
Therapists	2,591	-	-	-
Unrestricted Unallocated Full-Time	26,142	-	-	-
Workshop / Staff Development Pay	714,691	1,071,574	710,150	678,827
Salaries & Wages Total	31,327,403	40,801,733	31,023,003	59,307,677

Employee Benefits

FICA /Medicare	2,090,517	3,130,556	2,603,207	6,011,965
Insurance Benefits - Active Employees	3,627,080	5,114,592	4,486,192	5,689,691
Life Insurance	89,543	115,154	110,187	614,039
Miscellaneous Other Employee Benefits	-	70,955	81,028	50,955
Retirement/Pension - Employee	33,126	122,844	28,483	776,922
Retirement/Pension - Teachers	3,925,962	4,590,519	4,072,930	5,355,422
Workman's Compensation	130,875	812,042	721,798	1,353,527
Employee Benefits Total	9,897,103	13,956,662	12,103,825	19,852,521

Contracted Services

Catering Services	-	-	4,500	-
Food Service - Catering	638	-	-	-
Indirect Cost Recovery	719	247,064	3,103	734,744
Instructional Contracted Services	186,721	538,261	150,747	99,760
M&R Equipment	31,628	31,462	308,061	40,733
Other Contracted Services	371,810	1,215,718	(9,252,489)	12,603,387
Outside Printing	-	-	786	-
Printing In-House	198	1,599	5,771	-
Professional Contracted Services	-	-	17,000	-
Rental of Vehicles	53,742	104,457	70,108	51,118
School Activity Transportation	222,465	386,008	306,842	284,342
Software License	757,110	714,426	562,025	545,419
Technical Contracted Services	-	-	-	-
Contracted Services Total	1,625,032	3,238,995	(7,823,546)	14,359,503

Supplies and Materials

Awards and Recognition Certificates	-	-	3,000	-
Classroom Teacher Supplies	813,688	857,035	381,532	367,215
Health Supplies	912	-	-	-
Non-Catered Miscellaneous Food Supplies	-	-	2,800	-

School Operating Resources	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>RESTRICTED</u>				
<u>Supplies and Materials</u>				
Office Supplies	206	-	12	-
Other Library Media	-	-	3,000	-
Other Miscellaneous Supplies	189,821	857,059	(4,261,476)	5,240,857
Postage and Delivery	147	-	-	-
Staff Development Supplies	61,853	71,612	41,236	33,581
Student Supplies	414,896	426,079	280,885	245,006
Supplies and Materials Total	1,481,523	2,211,785	(3,549,011)	5,886,659
<u>Other Operating Expenses</u>				
Dues & Subscriptions	46,296	66,102	26,537	26,087
Field Trip Expense Non-Transportation	25,794	91,422	37,568	26,464
Local Travel - Per Mile Basis	-	-	500	-
Non-Local Travel Expenses	34,444	8,068	99,744	73,968
Other Miscellaneous Expense	-	782,216	(1,126,385)	1,440,224
Other Travel Related Expenditures	1,367	-	2,493	-
Registration Fees	7,830	-	75,353	38,997
Stipends - AIT/Non-Public School Teachers	14,137	9,000	18,000	9,000
Other Operating Expenses Total	129,868	956,808	(866,190)	1,614,740
<u>Capital Outlay</u>				
Athletic Equipment	91,863	-	68,137	-
Classroom Equipment & Furniture	40,549	-	67,319	-
Computers - Instructional	1,681,481	1,424,198	840,869	728,166
Educational Communication Equipment	434,037	444,514	97,184	85,189
Equipment Purchases Under \$500	90	-	12,180	-
Miscellaneous Other Equipment Over \$499	3,764	758,409	458,486	3,016,927
Networking Equipment	-	-	597	-
Security Alarm Systems	16,074	-	19,849	-
Site Improvements	-	-	-	-
Capital Outlay Total	2,267,858	2,627,121	1,564,621	3,830,282
Total RESTRICTED	\$ 46,728,787	\$ 63,793,104	\$ 32,452,702	\$ 104,851,382
TOTAL OPERATING EXPENDITURES	\$ 1,172,999,563	\$ 1,318,856,131	\$ 1,231,593,353	\$ 1,409,665,090

School-Based Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
00000-09999		\$ 1,409,665,090
TOTAL OPERATING EXPENDITURES		\$ 1,409,665,090

Program Enhancements

School-Based Resources	FTE	Position Costs	Discretionary Funds	Total Cost
Alternative Schools Supports coordinators for Annapolis Road Academy, Croom High School, Green Valley Academy and Tall Oaks High School.	5.00	\$ 562,820	\$ -	\$ 562,820
Class Size Reduction Supports 85.00 classroom teachers, 46.70 paraprofessional educators and discretionary funding for teacher supplies.	131.70	\$ 9,574,650	\$ 2,425,350	\$ 12,000,000
Financial Literacy Launch Financial Literacy Initiative.	0.00	\$ -	\$ 100,000	\$ 100,000
Higher Achievement Provides academic supports and tutoring for students at Greenbelt Middle Schools.	0.00	\$ -	\$ 100,000	\$ 100,000
MGM Crossland Funding for Career & Technical Education programmatic supports at Crossland High School.	0.00	\$ -	\$ 157,600	\$ 157,600
Instructional Lead Teacher Extra Duty Days Supports 10 extra duty days for instructional lead teachers at the discretion of the school principal.	0.00	\$ -	\$ 818,043	\$ 818,043
Total Program Enhancements	136.70	\$ 10,137,470	\$ 3,343,393	\$ 13,738,463

FY 2020 Charter School Per-Pupil Allocation Formula

Total Approved Operating Budget	\$ 2,183,122,900
Restricted Budget	(169,930,859)
Charter School Allocation	(74,791,485)
Fund Balance	(28,000,000)
Tax Incremental Financing	(3,061,125)
State Bill 1030 Blue Print for Maryland's Future Supplemental Pre-K	(14,026,871)
Total Unrestricted Budget	\$ 1,893,312,560
Deductions:	
Special Education - FTE and Related Costs	(268,012,022)
Special Education - Fixed Charges	(44,823,192)
Lease Purchase	(36,463,806)
Total Deductions:	\$ (349,299,020)
Total Budget after Adjustments	\$ 1,544,013,540
PGCPS Actual Enrollment (based on enrollment projections on 9/30/19)	134,160
Per Pupil Amount	\$ 11,509
2% Administration Adjustment (Backed out Admin)	\$ (282)
Per Pupil Allocation	\$ 11,227
Prior Year Approved PPC	\$ 10,851

Interpreting &
Translation

Early Learning

Family & School
Partnerships

Communications & Community Engagement

ESSA & Title I

Career & Technical Education

Equity & Inclusion

School Support & Leadership

Food Services

Student Services

Textbooks

Purchasing & Supply

BENEFITS

Curriculum & Instruction

**Human
Resources**

Organizations

Capital Programs

Creative Arts

Special Education

Monitoring & Accountability

Security Services

Talent

Financial Services

Development

Strategic Planning &
Resource Management

Employee Performance

**Transportation &
Central Garage**

Risk Management

Information Technology

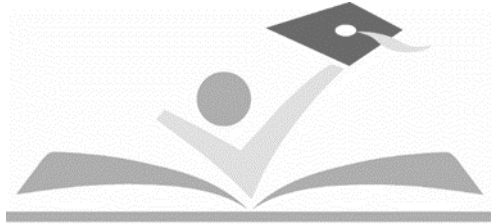
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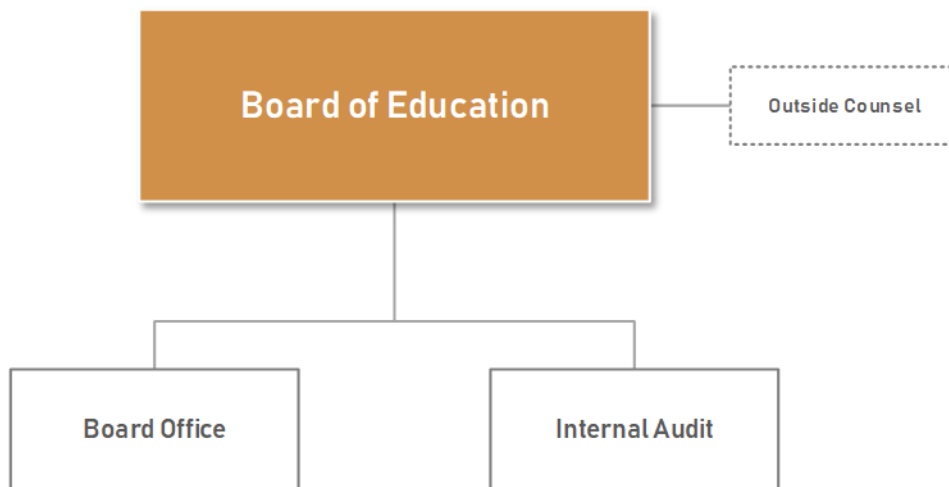
Building Services

Testing, Research & Evaluation

Budget & Management Services

Organizations





Organization Summary

Organization	FY 2020 Approved FTE	FY 2020 Approved Funding
Board of Education	24.00	\$ 2,883,760
Internal Audit	15.00	1,917,111
TOTAL OPERATING STAFFING & EXPENDITURES	39.00	\$ 4,800,871

Board of Education

Budget Accountability: Alvin Thornton, Board Chair

MISSION

The mission of the Board of Education is “to provide a great education that empowers all students and contributes to thriving communities.” In addition, the Board of Education works to advance the achievement of its diverse student body through community engagement, sound policy governance, accountability and fiscal responsibility.

SUPPORTING THE STRATEGIC PLAN

- The Board of Education supports all areas of the Strategic Plan through its community engagement efforts, committee work and public work sessions and meetings.

CORE SERVICES

- Increased family and community engagement through Board meetings and community events.
- Increased dialogue among county and PGCPs leadership, PGCPs staff, students and community members regarding the future of PGCPs.
- Budget and policy development that supports the expressed goals and outcomes of the Strategic Plan.

DISCRETIONARY SPENDING PLAN

Contracted Services supports legal counsel for the Board, catering for Board events, and transportation for the Board's College and Career Readiness Summit.

Supplies & Materials supports office supplies used in the daily operations of the office, and awards and certificates to recognize PGCPs community members for various honors, and Board-sponsored community events.

Other Operating Costs supports non-local travel expenses for Board members and staff who attend professional development conferences, local mileage reimbursement for office staff.

Capital Outlay supports the purchase of office equipment for the Board office.

Operating Budget Staffing by Position

Board of Education	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Administrative Secretary	5.00	5.00	5.00	3.00
Board of Education Members	13.00	13.00	13.00	13.00
Financial Administrator	0.00	0.00	0.00	1.00
Ombudsman	0.00	0.00	1.00	0.00
Officer	1.00	1.00	1.00	1.00
Program Liaison	0.00	0.00	0.00	5.00
Technical Resource Analyst	0.00	0.00	0.00	1.00
Total UNRESTRICTED	19.00	19.00	20.00	24.00
TOTAL OPERATING STAFFING	19.00	19.00	20.00	24.00

Operating Budget Expenditures by Object / Sub-Object

Board of Education	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages Total</u>				
Board Members	232,224	235,000	235,000	235,000
Hourly Admin	-	6,792	6,792	5,000
Other Admin/Professionals/Specialists	135,175	133,209	278,733	338,742
Other Support Staff	-	-	-	375,750
Overtime	3,643	3,475	3,088	3,475
Secretaries and Clerks	399,909	407,199	407,199	224,639
Temp Office Worker	-	-	27,500	-
Salaries & Wages Total	770,951	785,675	958,312	1,182,606
<u>Employee Benefits</u>				
FICA /Medicare	55,857	59,470	70,603	89,779
Insurance Benefits - Active Employees	105,450	102,712	111,312	171,688
Life Insurance	2,193	2,933	4,271	5,004
Retirement/Pension - Employee	45,347	46,261	62,031	80,323
Workman's Compensation	1,291	15,649	14,146	18,871
Employee Benefits Total	210,138	227,025	262,363	365,665
<u>Contracted Services</u>				
Annual Auditing Fees	246,800	225,000	225,000	225,000
Catering Services	26,319	37,520	43,420	38,970
Other Legal Expenses	431,740	658,066	658,066	656,208
Printing In-House	16,871	16,400	17,600	16,400
Professional Contracted Services	-	4,500	2,000	4,500
School Activity Transportation	2,075	2,500	2,500	1,500
Contracted Services Total	723,805	943,986	948,586	942,578

Board of Education	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Supplies & materials</u>				
Awards and Recognition Certificates	16,716	46,300	31,800	46,700
Non-Catered Miscellaneous Food Supplies	353	5,000	5,500	4,100
Office Supplies	20,031	23,200	27,700	23,366
Supplies & Materials Total	37,101	74,500	65,000	74,166
<u>Other Operating Expenses</u>				
Dues & Subscriptions	80,068	81,300	81,700	86,300
Local Travel - Per Mile Basis	11,271	19,150	24,750	19,200
Meeting Expense	52,441	43,100	28,500	43,100
Non-Local Travel Expenses	61,313	74,272	80,422	75,572
Other Miscellaneous Expense	10,623	45,623	60,623	44,073
Other Travel Related Expenditures	2,662	4,400	4,250	3,400
Registration Fees	30,664	37,200	37,200	37,100
Other Operating Expenses Total	249,043	305,045	317,445	308,745
<u>Capital Outlay</u>				
Office Furniture & Equipment	4,877	10,000	10,000	10,000
Capital Outlay Total	4,877	10,000	10,000	10,000
Total UNRESTRICTED	\$ 1,995,915	\$ 2,346,231	\$ 2,561,706	\$ 2,883,760
RESTRICTED				
Awards and Recognition Certificates	-	-	8,300	-
Student Supplies	-	-	550	-
Supplies & Materials Total	-	-	8,850	-
<u>Other Operating Expenses</u>				
Meeting Expense	72	-	-	-
Other Operating Expenses Total	72	-	-	-
Total RESTRICTED	\$ 72	\$ -	\$ 8,850	\$ -
TOTAL OPERATING EXPENDITURES	\$ 1,995,987	\$ 2,346,231	\$ 2,570,556	\$ 2,883,760

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
10001	Board of Education	\$ 2,492,691
10110	Bd Member - Student	7,000
10112	Bd Member - P. Eubanks	41,378
10115	Bd Member - Burroughs, III	32,024
10121	Bd Member - Valentine	26,742
10123	Bd Member - Williams	42,150
10126	Bd Member - K. Alexander Wallace	26,742
10128	Bd Member - R. Ahmed	26,742
10129	Bd Member - D. Murray	26,742
10131	Bd Member - Joshua Thomas	26,742
10132	Bd Member - Pamela Boozer-Strother	26,742
10133	Bd Member - Belinda Queen	26,742
10134	Bd Member - Paul Monteiro	26,742
10135	Bd Member - Alvin Thornton	27,839
10136	Bd Member - Sandra D. Shephard	26,742
Total		\$ 2,883,760

Program Enhancement

Board of Education (Office)	FTE	Position Costs	Discretionary Funds	Total Cost
Staffing	4.00	\$ 321,825	\$ -	\$ 321,825
Supports the reorganization of Board of Education office staff.				
Total Program Enhancement	4.00	\$ 321,825	\$ -	\$ 321,825

Internal Audit

Budget Accountability: Michelle Winston, Director

MISSION

To support members of the Board of Education in the effective discharge of their responsibilities. To this end, Internal Audit will furnish them with analysis, recommendations, advisory services, and information concerning the activities intended. Internal Audit will further evaluate the school system's control procedures to protect its assets and to ensure the preparation of fair and reliable reports to management.

SUPPORTING THE STRATEGIC PLAN

- Supports Organizational Effectiveness by improvement of processes designed for enhancing organizational effectiveness. Internal Audits are designed to add value while strengthening internal controls.
- Supports Safe and Supportive Environments by identifying best practices necessary for development and improvement of policies and procedures that will ensure staff and students can thrive within PGCPs with governance and oversight that contribute toward success.

CORE SERVICES

- Internal audits of schools and operations performed to ensure effective and efficient use of resources, compliance with policies and procedures and accountability.
- Investigations of hotline complaints reported via an anonymous call, web and by affected parties to identify and reduce fraud, waste and abuse.
- Financial analysis and support to Board Office and members to monitor budgetary resources and fiscal accountability.

EXPECTED OUTCOMES

- By June 30, 2020, provide information to management and the Board of Education regarding the condition of internal controls over processes as well as whether process owners are complying with established policies and procedures
- By June 30, 2020, provide results to management and the Board of Education from investigations of fraud, waste and abuse.
- By June 30, 2020, assess accountability for PGCPs assets through performance of property assessments.

DISCRETIONARY SPENDING PLAN

Contracted Services supports Whistleblower Hotline Services which provides round the clock access for reporting fraud, waste and abuse and AuditBoard, Inc. which provides automated solutions for streamlining internal audit work papers and processes.

Supplies & Materials supports supplies and materials are used in day-to-day operations of the office.

Other Operating Costs supports local mileage reimbursement for staff, registration and dues and subscriptions for memberships in Institute of Internal Auditors and the Association of Local Government Auditors.

Operating Budget Staffing by Position

Internal Audit	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Admin Support Technician	3.00	3.00	3.00	3.00
Director	1.00	1.00	1.00	1.00
Financial Administrator	2.00	2.00	2.00	2.00
Financial Analyst	9.00	9.00	9.00	9.00
Total UNRESTRICTED	15.00	15.00	15.00	15.00
TOTAL OPERATING STAFFING	15.00	15.00	15.00	15.00

Operating Budget Expenditures by Object / Sub-Object

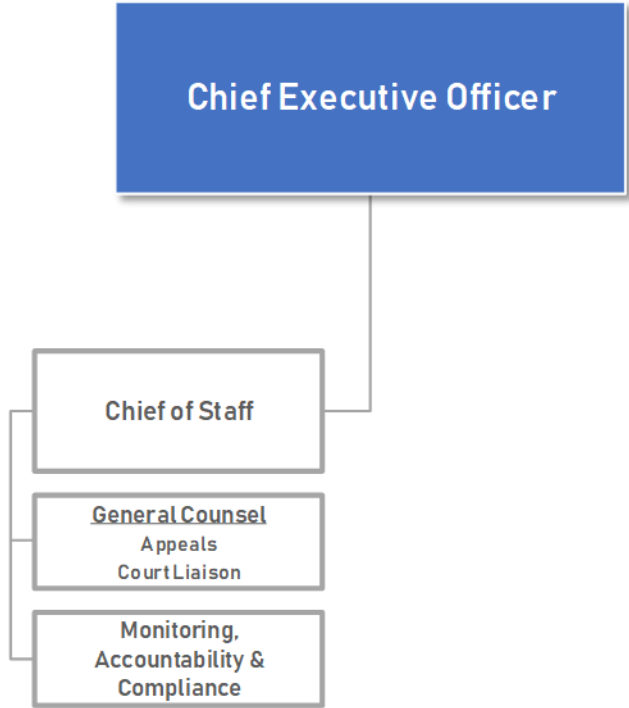
Internal Audit	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages Total</u>				
Other Admin/Professionals/Specialists	1,081,673	1,156,729	1,156,729	1,194,530
Other Support Staff	223,544	223,402	223,402	210,079
Salaries & Wages Total	1,305,217	1,380,131	1,380,131	1,404,609
<u>Employee Benefits</u>				
FICA /Medicare	94,955	104,451	104,451	106,261
Insurance Benefits - Active Employees	158,216	167,049	167,049	167,933
Life Insurance	5,179	5,333	5,333	5,976
Retirement/Pension - Employee	92,879	99,987	99,987	116,057
Workman's Compensation	7,204	27,609	22,598	22,480
Employee Benefits Total	358,434	404,429	399,418	418,707
<u>Contracted Services</u>				
Printing In-House	34,444	40,950	40,950	40,950
Technical Contracted Services	38,645	11,880	11,880	32,075
Contracted Services Total	73,089	52,830	52,830	73,025
<u>Supplies & materials</u>				
Office Supplies	3,717	3,790	3,790	3,790
Supplies & Materials Total	3,717	3,790	3,790	3,790
<u>Other Operating Expenses</u>				
Dues & Subscriptions	2,325	2,477	2,477	2,477
Local Travel - Per Mile Basis	3,889	5,178	5,178	5,178
Registration Fees	4,997	9,325	9,325	9,325
Other Operating Expenses Total	11,211	16,980	16,980	16,980
Total UNRESTRICTED	\$ 1,751,667	\$ 1,858,160	\$ 1,853,149	\$ 1,917,111
TOTAL OPERATING EXPENDITURES	\$ 1,751,667	\$ 1,858,160	\$ 1,853,149	\$ 1,917,111

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
30201	Internal Audit	\$ 1,917,111
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 1,917,111

Program Enhancement

Internal Audit	FTE	Position Costs	Discretionary Funds	Total Cost
Hotline and AuditBoard	0.00	\$ -	\$ 20,195	\$ 20,195
Supports the increased cost of the annual fee for Hotline services that enables round the clock reporting of allegation of fraud, waste and abuse of PGCPs resources; and auditing software that will enable internal audits to be documented more efficiently.				
Total Program Enhancement	0.00	\$ -	\$ 20,195	\$ 20,195



Organization Summary

Organization	FY 2020 Approved FTE	FY 2020 Approved Funding
Chief Executive Officer	3.00	681,808
Chief of Staff	4.00	4,807,576
General Counsel	18.00	3,667,458
Monitoring Accountability & Compliance	3.00	507,444
TOTAL OPERATING STAFFING & EXPENDITURES	28.00 \$	9,664,286

Chief Executive Officer

Budget Accountability: Monica Goldson
Chief Executive Officer

MISSION

To provide leadership in developing and maintaining academically rigorous educational programs and services to meet the needs of each of the approximately 134,000 students in the Prince George's County Public Schools. The Chief Executive Officer guides and directs the administrative, instructional, and support functions of the school system and provides leadership in setting and achieving district goals focused on accelerating student achievement. Through the establishment of measurable district goals, the office oversees the use of all facilities, property, and funds, keeping the best interests of students and the school system at the forefront.

SUPPORTING THE STRATEGIC PLAN

- Provide leadership in the development, implementation, advocacy, and accountability of the Strategic Plan.

CORE SERVICES

- Ensure academic excellence by providing high academic achievement for all students.
- Ensure a high performing workforce supporting the goal of high academic achievement for all students.
- Provide a safe and supportive environment for all students.

EXPECTED OUTCOMES

- By June 30, 2020, the District Performance Plan will serve as the monitoring and accountability tool for setting performance goals that are aligned to benefit the advancement of student achievement.
- By June 30, 2020, the 24 schools that have a star rating of 1 or 2 will improve at least one star rating.
- By June 30, 2020, improve the performance of students with disabilities on the MCAP assessments to Meet or Exceed Expectations on State Assessment:
 - Reading/English Language Arts from 3.7% to 4.2% in grades 3-5 and 3.4% to 3.9% in grades 6-8.
 - Mathematics from 3.8% to 4.0% in grades 3-5 and 1.9% to 2.1% in grades 6-8.

DISCRETIONARY SPENDING PLAN

Contacted Services supports in-house printing services.

Supplies & Materials supports office supplies used in the daily operations of the office.

Other Operating Costs supports meeting expenses for internal and external meetings.

Operating Budget Staffing by Position

Chief Executive Officer	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Administrative Secretary	2.00	2.00	2.00	2.00
Deputy Superintendent	1.00	1.00	0.00	0.00
Superintendent	1.00	1.00	1.00	1.00
Total UNRESTRICTED	4.00	4.00	3.00	3.00
TOTAL OPERATING STAFFING	4.00	4.00	3.00	3.00

Operating Budget Expenditures by Object / Sub-Object

Chief Executive Officer	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Hourly Admin	-	-	155,761	-
Hourly Instructional	-	-	-	-
Grievance Settlements	-	-	790,000	-
Other Admin/Professionals/Specialists	-	226,257	-	-
Other Stipends	-	-	-	-
Secretaries and Clerks	208,683	208,683	208,683	208,938
Superintendent	299,012	299,937	299,937	265,000
Temp Office Worker	-	500	500	-
Terminal Leave Payout	62,515	57,260	57,260	57,260
Unrestricted Unallocated Full-Time	-	-	-	-
Salaries & Wages Total	570,210	792,637	1,512,141	531,198
<u>Employee Benefits</u>				
FICA /Medicare	28,179	39,409	40,157	28,067
Insurance Benefits - Active Employees	46,386	46,116	37,516	48,483
Life Insurance	2,028	2,839	1,965	2,015
Retirement/Pension - Employee	-	17,106	-	-
Supplemental Annual Benefit	2,102	-	-	-
Workman's Compensation	1,662	14,710	9,736	7,584
Employee Benefits Total	80,357	120,180	89,374	86,149
<u>Contracted Services</u>				
Catering Services	10,375	5,000	5,000	-
Outside Printing	-	500	500	-
Printing In-House	1,663	22,573	22,373	22,373
Professional Contracted Services	-	2,000	2,000	-
School Activity Transportation	2,146	2,000	2,000	-
Technical Contracted Services	-	3,084	3,084	-
Contracted Services Total	14,184	35,157	34,957	22,373

Chief Executive Officer	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Supplies & Materials</u>				
Awards and Recognition Certificates	-	928	-	-
Non-Catered Miscellaneous Food Supplies	-	1,628	500	250
Office Supplies	6,031	7,245	3,777	3,777
Other Miscellaneous Supplies	1,452	9,761	9,561	9,561
Postage and Delivery	-	326	200	-
Supplies & Materials Total	7,483	19,888	14,038	13,588
<u>Other Operating Expenses</u>				
Dues & Subscriptions	16,903	9,937	7,112	-
Local Travel - Per Mile Basis	-	1,607	100	-
Meeting Expense	3,460	19,817	6,287	3,500
Non-Local Travel Expenses	3,645	4,000	2,000	-
Other Miscellaneous Expense	8,388	27,670	27,570	25,000
Other Travel Related Expenditures	68	5,000	5,000	-
Registration Fees	1,470	2,226	1,378	-
Other Operating Expenses Total	33,934	70,257	49,447	28,500
<u>Capital Outlay</u>				
Office Furniture and Equipment	-	3,100	-	-
Capital Outlay Total	-	3,100	-	-
Total UNRESTRICTED	\$ 706,167	\$ 1,041,219	\$ 1,699,957	681,808
TOTAL OPERATING EXPENDITURES	\$ 706,167	\$ 1,041,219	\$ 1,699,957	\$ 681,808

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
20001	Chief Executive Officer	\$ 681,808
TOTAL OPERATING EXPENDITURES		\$ 681,808

Chief of Staff

Budget Accountability: Christian Rhodes, Chief of Staff

MISSION

To support the Chief Executive Officer's (CEO) management and administration of the school system; to ensure the quality and timeliness of reports, position papers, correspondence, and related items due to and emanating from the CEO's office; to represent the CEO's interests, to the Board of Education, its Members, and their staff; to advance the intergovernmental relations agenda of the Board and the school system, and to oversee the units for which the Chief of Staff is assigned direct responsibility.

SUPPORTING THE STRATEGIC PLAN

- Support Organizational Effectiveness by promoting excellent, frequent, collaborative and transparent communications to staff, parents, stakeholders, and the public at large.
- Support Organizational Effectiveness by promoting a culture of excellent customer service in schools and offices to ensure responsiveness and foster satisfaction with a concentration on the five focus areas outlined in the CEO's work plan.

CORE SERVICES

- Provide effective advice to the Chief Executive Officer, Executive Cabinet members, and senior staff, to facilitate the day-to-day workings of the school system and the relationships with its many constituencies and partnerships.
- Oversee the direction and timely, efficient and proper delivery of the legal services; public information, equity and inclusion policies and procedures; and intergovernmental relations of the school system, in a manner that serves the interests of Prince George's County Public Schools.

EXPECTED OUTCOMES

- By June 30, 2020 align all Board Policies to administration Administrative Procedures. Update all administrative procedures to ensure they are not older than seven years old. There are 55 Administrative Procedures that must be updated based on this criteria.
- By June 30, 2020, reduce outside legal cost by 10% from \$200,000 to \$180,000.
- By June 30, 2020 decrease the number of employee or student appeals that miss deadlines as outlined by board policy and/or administrative procedure.

DISCRETIONARY SPENDING PLAN

Contracted Services supports branding, marketing, communication and community outreach services; and internal school system functions and initiatives: College Track, VPP Contract and TNI schools.

Supplies & Materials supports supplies for day-to-day operations of the office, meeting expenses and supplies or materials for systemic events.

Other Operating Costs supports off-site meeting expenses; non-local mileage reimbursement for conferences or professional development; registration fees; the purchase of legal and education related materials; and dues and subscriptions for office staff.

Operating Budget Staffing by Position

Chief of Staff	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Administrative Assistant	0.00	0.00	0.00	1.00
Administrative Secretary	0.00	0.00	1.00	1.00
Associate Superintendent	0.00	0.00	1.00	1.00
Admin Support Specialist	0.00	0.00	0.00	1.00
Total UNRESTRICTED	0.00	0.00	2.00	4.00
TOTAL OPERATING STAFFING	0.00	0.00	2.00	4.00

Operating Budget Expenditures by Object / Sub-Object

Chief of Staff	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	-	-	226,257	395,802
Secretaries and Clerks	-	-	-	97,054
Terminal Leave Payout	-	-	-	-
Unrestricted Unallocated Full-Time	-	-	-	-
Salaries & Wages Total	-	-	226,257	492,856
<u>Employee Benefits</u>				
FICA /Medicare	-	-	11,168	32,731
Insurance Benefits - Active Employees	-	-	8,600	48,971
Life Insurance	-	-	874	2,097
Retirement/Pension - Employee	-	-	17,106	35,623
Workman's Compensation	-	-	3,705	7,887
Employee Benefits Total	-	-	41,453	127,309
<u>Contracted Services</u>				
Catering Services	-	-	889	-
Instructional Contracted Services	-	-	5,068,886	4,068,886
Other Contracted Services	-	-	107,500	-
Printing In-House	-	-	984	2,400
Professional Contracted Services	-	-	40,524	61,000
School Activity Transportation	-	-	-	3,009
Software License	-	-	-	20,000
Technical Contracted Services	-	-	85,300	-
Contracted Services Total	-	-	5,304,083	4,155,295
<u>Supplies & Materials</u>				
Awards and Recognition Certificates	-	-	-	-
Non-Catered Miscellaneous Food Supplies	-	-	1,094	250
Office Supplies	-	-	1,544	1,473
Other Miscellaneous Supplies	-	-	-	-
Postage and Delivery	-	-	25	-
Supplies & Materials Total	-	-	2,663	1,723

Chief of Staff	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
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UNRESTRICTED

Other Operating Expenses

Dues & Subscriptions	-	-	150	1,150
Local Travel - Per Mile Basis	-	-	2,850	2,850
Meeting Expense	-	-	19,018	16,808
Non-Local Travel Expenses	-	-	7,157	5,245
Other Travel Related Expenditures	-	-	264	-
Registration Fees	-	-	5,340	4,340
Other Operating Expenses Total	-	-	34,779	30,393

Capital Outlay

Computers - Non-Instructional	-	-	474	-
Capital Outlay Total	-	-	474	-

Total UNRESTRICTED \$ - \$ - \$ 5,609,709 \$ 4,807,576

TOTAL OPERATING EXPENDITURES \$ - \$ - \$ 5,609,709 \$ 4,807,576

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
30002	Chief of Staff	\$ 4,807,576
TOTAL OPERATING EXPENDITURES		\$ 4,807,576

General Counsel

Budget Accountability: Shauna Battle, General Counsel

MISSION

To provide advice of counsel, legal services and representation to Prince George's County Public Schools in order to ensure the Chief Executive Officer, executive staff, principals and other staff receive timely and high quality legal services to advance and support the district's interest for the academic achievement of all students; support administrators, students, parent/guardians, and student advocates by ensuring due process in the area of transfers, employment, homeless, and tuition waivers.

SUPPORTING THE STRATEGIC PLAN

- Organizational Effectiveness: provide efficient, cost effective, legal services and resources to ensure compliance with all applicable laws, policies, regulations and negotiated agreements; provide stellar customer service while minimizing legal costs to the district.
- High Performing Workforce: provide annual review of administrative procedures and policies, and best practices.

CORE SERVICES

- Provide efficient, cost effective legal services to ensure compliance with all applicable laws, policies, regulations and negotiated agreements, including the development of policies, procedures and training to ensure proper implementation.
- Customers receive timely support that ensures the effective operation of the school system.
- Support collective bargaining negotiations, interpretation, and implementation of negotiated agreements.

EXPECTED OUTCOMES

- By June 30, 2020, reduce outside legal cost by 10% from \$200,000 to \$180,000.
- By June 30, 2020, increase response time, timely review, and comment of administrative procedures of PGCPs offices and departments from 30 days to 10 days.
- By June 30, 2020, decrease the number of employee or student appeals that miss deadlines as outlined by board policy and/or administrative procedure.

DISCRETIONARY SPENDING PLAN

Contracted Services supports external legal fees associated with litigation surrounding employment discrimination, general liability, capital and other administrative legal matters; and in-house printing services.

Supplies & Materials supports office supplies, LEXIS-NEXIS, and materials including legal reference books.

Other Operating Costs supports local mileage reimbursement for off-site meetings, trainings, dues and subscriptions for office staff.

Operating Budget Staffing by Position

General Counsel	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Admin Support Specialist	2.00	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00	0.00
Assistant Supervisor	0.00	0.00	1.00	1.00
Attorney	5.00	5.00	5.00	5.00
Deputy General Counsel	1.00	1.00	1.00	1.00
General Counsel	1.00	1.00	1.00	1.00
Instructional Specialist	1.00	1.00	1.00	1.00
Officer	0.00	0.00	0.00	1.00
Paralegal	3.00	3.00	3.00	3.00
Secretary	2.00	2.00	2.00	2.00
Special Assistant	0.00	0.00	0.00	1.00
Total UNRESTRICTED	16.00	16.00	17.00	18.00
TOTAL OPERATING STAFFING	16.00	16.00	17.00	18.00

Operating Budget Expenditures by Object / Sub-Object

General Counsel	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	1,363,563	1,421,728	1,421,728	1,677,314
Secretaries and Clerks	309,840	305,497	305,497	322,660
Support Staff	-	-	250,616	-
Salaries & Wages Total	1,673,403	1,727,225	1,977,841	1,999,974
<u>Employee Benefits</u>				
FICA /Medicare	117,025	124,779	148,963	145,233
Insurance Benefits - Active Employees	169,831	172,357	172,357	187,149
Life Insurance	6,653	6,675	6,675	8,510
Retirement/Pension - Employee	121,607	125,751	125,751	156,938
Workman's Compensation	2,609	34,553	28,281	32,009
Employee Benefits Total	417,725	464,115	482,027	529,839
<u>Contracted Services</u>				
Other Legal Expenses	594,903	1,106,612	1,077,612	1,061,819
Printing In-House	3,224	3,816	3,816	3,816
Professional Contracted Services	-	-	68,600	-
Contracted Services Total	598,127	1,110,428	1,150,028	1,065,635
<u>Supplies & Materials</u>				
Office Supplies	2,868	5,299	5,299	2,900
Other Miscellaneous Supplies	516	100	100	600
Supplies & Materials Total	3,384	5,399	5,399	3,500

General Counsel	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Other Operating Expenses</u>				
Dues & Subscriptions	16,788	3,607	3,607	30,410
Local Travel - Per Mile Basis	5,373	9,900	9,900	6,700
Meeting Expense	209	-	-	200
Non-Local Travel Expenses	-	2,000	2,000	2,000
Other Miscellaneous Expense	-	-	29,000	29,000
Registration Fees	185	-	-	200
Other Operating Expenses Total	22,555	15,507	44,507	68,510
Total UNRESTRICTED	\$ 2,715,194	\$ 3,322,674	\$ 3,659,802	\$ 3,667,458
TOTAL OPERATING EXPENDITURES	\$ 2,715,194	\$ 3,322,674	\$ 3,659,802	\$ 3,667,458

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
30301	General Counsel, Office of	\$ 3,154,396
30501	Student Appeals	353,360
44162	Court Liaison	159,702
TOTAL OPERATING EXPENDITURES		\$ 3,667,458

Monitoring, Accountability & Compliance

Budget Accountability: Robin Welsh, Director

MISSION

To provide students attending Prince George's County Public Schools (PGCPS) a safe and supportive learning environment by facilitating system-wide implementation of administrative procedures, best practices and state-wide mandates associated with student safety, and monitor the implementation of the administrative procedures with fidelity.

SUPPORTING THE STRATEGIC PLAN

- Safe and Supportive Environment: ensuring that administrative procedures and Student Safety Task Force recommendations and considerations are implemented with fidelity ensuring that learning and working environments are safe and supportive for achieving the goal of outstanding academic achievement for all students without concern for personal or collective well-being.

CORE SERVICES

- Provide training to ensure appropriate implementation of Student Safety administrative procedures and compliance with system expectations to hold employees, volunteers, and independent contractors accountable for the safety of students.
- Assure well-trained teachers and counselors provide instruction and methodology for curricula review to ensure that curricula reflects best practices and focuses on child sexual abuse prevention and that the curriculum is appropriately delivered across the school system.
- Develop searchable databases for rapid identification of red flags that can be handled in accordance with the administrative procedures, and to allow for efficient verification that employees, volunteers, and contractors have been screened and trained.

EXPECTED OUTCOMES

- By June 30, 2020 increase the number of employees who complete the training modules on time for school safety by 5%.
- By June 30, 2020, ensure that 100% of school-based administrators (principals and assistant principals) are trained on school safety administrative procedures.
- By June 30, 2020, ensure that school safety assessments are conducted at every school.

DISCRETIONARY SPENDING PLAN

Contracted Services supports systemic training, and the tracking of the training, pertaining to safety and compliance and a wide variety of other legally mandated topics.

Supplies and Materials supports books and resources relevant to Student Safety, office supplies, postage and staff development materials.

Other Operating Costs supports dues and subscriptions, registration fees, local travel and other related expenses, as well as meeting expenses.

Operating Budget Staffing by Position

Monitoring, Accountability & Compliance	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Administrative Assistant	0.00	0.00	1.00	1.00
Director	1.00	1.00	1.00	1.00
Executive Director	1.00	1.00	0.00	0.00
Secretary	1.00	1.00	1.00	1.00
Total UNRESTRICTED	3.00	3.00	3.00	3.00
TOTAL OPERATING STAFFING	3.00	3.00	3.00	3.00

Operating Budget Expenditures by Object / Sub-Object

Monitoring, Accountability & Compliance	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	185,170	310,071	310,071	308,286
Secretaries and Clerks	89,180	87,362	87,362	72,176
Unrestricted Unallocated Full-Time	1,064	-	-	-
Salaries & Wages Total	275,414	397,433	397,433	380,462
<u>Employee Benefits</u>				
FICA /Medicare	18,649	26,954	26,954	26,473
Insurance Benefits - Active Employees	6,983	13,371	13,371	29,806
Life Insurance	1,061	1,536	1,536	1,618
Retirement/Pension - Employee	-	11,002	11,002	6,496
Workman's Compensation	909	7,950	6,507	6,089
Employee Benefits Total	27,602	60,813	59,370	70,482
<u>Contracted Services</u>				
Printing In-House	56	-	500	500
Professional Contracted Services	-	-	50,000	50,000
Contracted Services Total	56	-	50,500	50,500
<u>Supplies & Materials</u>				
Non-Catered Miscellaneous Food Supplies	-	1,500	1,500	-
Office Supplies	8,609	2,500	2,500	2,500
Supplies & Materials Total	8,609	4,000	4,000	2,500
<u>Other Operating Expenses</u>				
Local Travel - Per Mile Basis	687	3,500	3,500	1,500
Non-Local Travel Expenses	-	2,000	2,000	1,500
Registration Fees	-	500	500	500
Other Operating Expenses Total	687	6,000	6,000	3,500
Total UNRESTRICTED	\$ 312,368	\$ 468,246	\$ 517,303	\$ 507,444

Organizations

Monitoring, Accountability & Compliance	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
RESTRICTED				
<u>Salaries & Wages</u>				
2nd Assignment - Instructional	-	-	153,017	-
Overtime	-	-	121,488	-
Salaries & Wages Total	-	-	274,505	-
<u>Employee Benefits</u>				
FICA /Medicare	-	-	30,687	-
Employee Benefits Total	-	-	30,687	-
<u>Supplies & Materials</u>				
Non-Catered Miscellaneous Food Supplies	-	-	1,300	-
Office Supplies	-	-	-	-
Supplies & Materials Total	-	-	1,300	-
<u>Contracted Services</u>				
Other Contracted Services	-	-	31,800	-
Rental of Buildings	-	-	2,400	-
Software License	-	-	9,748	-
Contracted Services Total	-	-	43,948	-
<u>Other Operating Expenses</u>				
Local Travel - Per Mile Basis	-	-	1,640	-
Non-Local Travel Expenses	-	-	13,903	-
Other Operating Expenses Total	-	-	15,543	-
Total RESTRICTED	\$ -	\$ -	\$ 365,983	\$ -
TOTAL OPERATING EXPENDITURES	\$ 312,368	\$ 468,246	\$ 883,286	\$ 507,444

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
20210	Monitoring, Accountability & Compliance Office	\$ 507,444
TOTAL OPERATING EXPENDITURES		\$ 507,444



Chief Academic Officer



Organization Summary

Organization	FY 2020 Approved FTE	FY 2020 Approved Funding
Chief Academic Officer	2.00	\$ 356,702
Career & Technical Education	30.00	8,030,304
Creative Arts	18.00	4,091,676
Curriculum & Instruction	187.10	35,562,728
Early Learning Office	25.00	7,697,813
Textbooks & Summer School Office	8.00	13,693,874
TOTAL OPERATING STAFFING & EXPENDITURES	270.10	\$ 69,433,097

Chief Academic Officer

Budget Accountability: Kara Libby, Chief

MISSION

To provide system-wide leadership to accomplish the school system's mission of ensuring all students are college and career ready upon graduation.

SUPPORTING THE STRATEGIC PLAN

- Outstanding Academic Achievement for all students, Pre-K-12 grade by providing leadership and guidance across all of the departments across the Division.
- Support the work of Early Learning, emphasize rigorous Literacy and Numeracy Plans, College and Career Ready, Career and Technical and Specialty programs for all teams within the Division of Academics.

CORE SERVICES

- Support the work of the rigorous literacy and numeracy implementation; as well as providing support and guidance for the teams overseeing specialty programs, such as: International Baccalaureate (IB), Science, Technology, Engineering and Mathematics (STEM), Montessori, and Creative and Performing Arts.
- Support the work and provide guidance for the teams overseeing Early Learning services in PGCPS.
- Support the Career and Technical Education (CTE) team in assisting in providing teachers the resources they need to help students in earning technical skills assessment certifications (TSA).

EXPECTED OUTCOMES

- By June 30, 2020, improve student achievement and increase college and career readiness of students demonstrated by increased technical skills assessment scores by increasing the percentage of students passing the Technical Skills Assessment from 54.89% to 61.00%.
- By June 30, 2020, increase the direct support to targeted schools by all teams throughout the Division of Academics to at least five times per quarter that include, but not limited to informal observations, data review/clinics, collaborative planning, learning walks, or modeling or demonstration lessons.
- By June 30, 2020:
 - Improve teacher capacity to provide effective instruction as measured by:
 - the number of students at or above the grade level norm on NWEA Elementary Reading will increase by 2% from fall 2019 to winter 2020; and
 - the number of students at or above the grade level norm on NWEA Middle/High Reading will increase by 2% from fall 2019 to winter 2020.
 - Improve teacher capacity to provide effective instruction as measured by a 3% increase in repeated standards on elementary, middle and high school Mathematics from Quarter 1 to Quarter 2 Benchmarks.

DISCRETIONARY SPENDING PLAN

Other Operating Costs supports local and non-local mileage reimbursement for the Chief Academic Officer who is responsible for conducting off-site meetings. These line items also support the participation of conferences.

Supplies & Materials supports the administrative operations of the office.

Operating Budget Staffing by Position

Chief Academic Officer	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Approved	Estimated	Approved
UNRESTRICTED				
Administrative Secretary	0.00	0.00	1.00	1.00
Associate Superintendent	0.00	0.00	1.00	1.00
Total UNRESTRICTED	0.00	0.00	2.00	2.00
TOTAL OPERATING STAFFING	0.00	0.00	2.00	2.00

Operating Budget Expenditures by Object / Sub-Object

Chief Academic Officer	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Approved	Estimated	Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	-	-	186,492	186,492
Secretaries and Clerks	-	-	72,297	72,297
Salaries & Wages Total	-	-	258,789	258,789
<u>Employee Benefits</u>				
FICA /Medicare	-	-	16,475	16,475
Insurance Benefits - Active Employees	-	-	13,590	13,590
Life Insurance	-	-	1,101	1,101
Retirement/Pension - Employee	-	-	-	-
Workman's Compensation	-	-	3,389	4,141
Employee Benefits Total	-	-	34,555	35,307
<u>Supplies & Materials</u>				
Non-Catered Misc Food Supplies	-	-	-	37,606
Office Supplies	-	-	3,000	3,000
Supplies & Materials Total	-	-	3,000	40,606
<u>Other Operating Expenses</u>				
Local Travel - Per Mile Basis	-	-	2,000	2,000
Meetings,Conferences,Conventionstudent Stipends	-	-	15,000	15,000
Non-Local Travel Transportation	-	-	2,049	5,000
Other Travel Related Expenditures	-	-	2,951	-
Other Operating Expenses Total	-	-	22,000	22,000
Total UNRESTRICTED	\$ -	\$ -	\$ 318,344	\$ 356,702
TOTAL OPERATING EXPENDITURES	\$ -	\$ -	\$ 318,344	\$ 356,702

Organizations

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
40001	Chief Academic Officer	\$ 356,702
TOTAL OPERATING EXPENDITURES		\$ 356,702

Organizations

Career & Technical Education

(formerly College & Career Readiness & Innovative Programs)

Budget Accountability: Jean Paul Cadet, Director

MISSION

To provide high quality instructional programs that will prepare students for college and careers by offering experiential learning, post-secondary credits and industry certifications. Students will gain technical and high-level academic skills, equipping them to be lifelong learners and contributing members of society.

SUPPORTING THE STRATEGIC PLAN

- Support Academic Excellence by providing programs and services which aid in reaching the benchmark of 90% of our students graduating on-time.
- Support Academic Excellence by providing programs and services that prepare students for matriculation to two-year and four-year higher education institutions as well as earn professional licenses and certifications.

CORE SERVICES

- Assist students with meeting or exceeding graduation requirements and industry standards.
- Provide authentic teaching and learning experiences through programs and services that enhance academic opportunities and support college and career readiness.
- Support principals, teachers, parents, and students by managing key instructional initiatives that ensure college and readiness.

EXPECTED OUTCOMES

By June 30, 2020, improve the delivery of instruction by building teacher capacity through internal and industry professional development for content development and increase the number of fully certified teachers from 64% to 67.2%.

By June 30, 2020, increase the percentage of students that complete a CTE Program, earn a credential, or complete an Apprenticeship from 12.77% to 19.77%. In order to meet this goal the CTE team will improve communication and collaborative efforts among staff to better support programs, schools and the community through marketing, recruitment and community outreach to increase enrollment by 5% and increase number of students graduating by 7%.

By June 30, 2020, improve student achievement and increase college and career readiness of students demonstrated by increased technical skills assessment scores by increasing the percentage of students passing the Technical Skills Assessment from 54.89% to 61.00%.

DISCRETIONARY SPENDING PLAN

Salaries & Wages supports part-time temporary personnel including substitutes for teachers when attending professional development as well as teachers that accompany students on experiential learning opportunities.

Contracted Services supports instructional consultants, rental of buildings, maintenance and repair of equipment and vehicles, school activity transportation, and printing services.

Supplies & Materials supports classroom teacher, office, staff development, and student supplies, textbooks, awards and postage.

Other Operating Costs supports field trip expenses, local travel reimbursement for site visits and registration fees.

Capital Outlay supports classroom equipment and furniture in support of career and technical education classrooms.

Operating Budget Staffing by Position

Career & Technical Education	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
Admin Support Specialist	3.00	3.00	3.00	2.00
Administrative Assistant	0.00	0.00	0.00	1.00
Clerk	1.00	1.00	1.00	1.00
Director	0.00	0.00	1.00	1.00
Instr Program Coordinator	9.00	9.00	9.00	10.00
Instructional Specialist	4.00	4.00	4.00	4.00
Instructional Supervisor	4.00	4.00	4.00	4.00
Officer	1.00	1.00	1.00	0.00
Resource Teacher	2.00	2.00	2.00	2.00
Secretary	3.00	3.00	3.00	3.00
Support Supervisor	0.00	1.00	1.00	1.00
Total UNRESTRICTED	27.00	28.00	29.00	29.00
<u>RESTRICTED</u>				
Admin Support Technician	1.00	0.00	0.00	0.00
Program Liaison	1.00	1.00	1.00	1.00
Total RESTRICTED	2.00	1.00	1.00	1.00
TOTAL OPERATING STAFFING	29.00	29.00	30.00	30.00

Operating Budget Expenditures by Object / Sub-Object

Career & Technical Education	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
<u>Salaries & Wages</u>				
2nd Assignment - Instructional	18,647	-	10,000	10,000
Classroom Teacher	1,092	-	-	-
Hourly Instructional	129,122	153,072	100,072	152,225
Other Admin/Professionals/Specialists	1,423,510	1,487,059	1,487,059	1,468,358
Other Teacher	976,773	1,097,201	1,097,201	1,138,930
Overtime	17,141	-	3,578	-
PGCEA Senior Teacher Differential	1,014	-	-	-
Secretaries and Clerks	229,694	227,551	227,551	240,392
Substitute Teacher	59,496	40,000	49,000	35,000
Temp Office Worker	4,550	5,000	5,000	5,000
Terminal Leave Payout	10,574	-	-	-
Unrestricted Unallocated Full-Time	9,920	-	-	-
Workshop / Staff Development Pay	52,506	255,000	250,000	300,000
Salaries & Wages Total	2,934,039	3,264,883	3,229,461	3,349,905

Career & Technical Education	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Approved	Estimated	Approved
<u>UNRESTRICTED</u>				
<u>Employee Benefits</u>				
FICA /Medicare	201,673	240,350	240,350	253,709
Insurance Benefits - Active Employees	292,288	312,599	312,599	259,097
Life Insurance	10,506	10,866	10,866	12,280
Retirement/Pension - Employee	46,228	54,870	54,870	44,340
Workman's Compensation	14,092	63,162	52,365	53,621
<i>Employee Benefits Total</i>	564,786	681,847	671,050	623,047
<u>Contracted Services</u>				
Food Service - Catering	15,302	47,000	47,000	35,000
Instructional Contracted Services	354,573	275,000	323,500	302,808
M&R Buildings	-	200,000	200,000	200,000
M&R Equipment	6,404	6,700	6,700	6,700
M&R Vehicles	3,542	25,000	25,000	25,000
Other Contracted Services	87,584	20,000	20,000	-
Outside Printing	-	2,800	2,800	2,800
Printing In-House	48,528	15,558	24,058	15,558
Professional Contracted Services	-	21,000	21,000	10,000
Rental of Buildings	1,884	2,224	2,224	2,224
School Activity Transportation	162,619	219,402	197,402	181,900
<i>Contracted Services Total</i>	680,436	834,684	869,684	781,990
<u>Supplies & Materials</u>				
Awards and Recognition Certificates	1,255	3,000	4,500	3,000
Classroom Teacher Supplies	1,175,870	519,831	519,831	519,831
Non-Catered Misc Food Supplies	43	-	-	-
Office Supplies	52,706	35,500	35,500	18,500
Other Misc Supplies	8,948	9,860	9,860	9,860
Postage and Delivery	8,796	4,000	4,000	4,000
Staff Development Supplies	5,774	7,600	6,100	6,100
Student Supplies	82,679	90,000	101,000	15,000
Testing Supplies & Materials	4,630	-	-	-
Textbooks	231,780	260,000	249,000	260,000
<i>Supplies & Materials Total</i>	1,572,483	929,791	929,791	836,291
<u>Other Operating Expenses</u>				
Electricity	2,563	5,000	5,000	5,000
Field Trip Expense Non-Transportation	52,281	30,000	30,000	8,000
Local Travel - Per Mile Basis	23,768	24,000	24,000	18,000
Natural Gas	691	-	-	-
Non-Local Travel Expenses	13,835	20,230	17,230	9,920
Other Miscellaneous Expense	-	500	500	500
Other Travel Related Expenditures	319	9,188	4,188	5,188
Registration Fees	47,736	151,770	141,770	301,675
<i>Other Operating Expenses Total</i>	141,191	240,688	222,688	348,283

Career & Technical Education	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Capital Outlay</u>				
Buildings & Additions	-	-	100,000	-
Classroom Equipment & Furniture	724,230	642,658	591,158	535,185
Computers - Instructional	91,260	100,000	100,000	200,000
Computers - Non-Instructional	-	100,000	73,500	-
Capital Outlay Total	815,490	842,658	864,658	735,185
Total UNRESTRICTED	\$ 6,708,425	\$ 6,794,551	\$ 6,787,332	\$ 6,674,701
RESTRICTED				
<u>Salaries & Wages</u>				
2nd Assignment - Instructional	103,269	-	83,818	-
2nd Assignment - Support	7,139	-	1,400	-
Hourly Instructional	95,603	17,167	24,000	17,167
Nurse Specialist	-	-	6,000	-
Other Admin/Professionals/Specialists	46,194	-	-	-
Other Support Staff	41,514	53,991	44,000	49,905
Substitute Teacher	18,149	-	1,634	-
Temp Child Care	15,699	-	-	-
Workshop / Staff Development Pay	649	-	4,630	-
Salaries & Wages Total	328,216	71,158	165,482	67,072
<u>Employee Benefits</u>				
FICA /Medicare	16,831	5,446	10,968	5,132
Insurance Benefits - Active Employees	7,363	3,485	1,059	8,600
Life Insurance	337	211	170	213
Retirement/Pension - Employee	5,482	4,498	6,025	4,492
Retirement/Pension - Teachers	3,671	-	-	-
Workman's Compensation	933	1,425	1,834	1,074
Employee Benefits Total	34,616	15,065	20,056	19,511
<u>Contracted Services</u>				
Catering Services	44,275	-	24,000	-
Food Service - Catering	315	-	-	-
Indirect Cost Recovery	-	-	10,394	10,394
Instructional Contracted Services	91,512	18,800	39,144	5,000
Other Contracted Services	114,891	88,247	116,476	97,885
Professional Contracted Services	5,750	10,755	-	-
School Activity Transportation	95,630	71,874	90,480	90,480
Contracted Services Total	352,372	189,676	280,494	203,759
<u>Supplies & Materials</u>				
Awards and Recognition Certificates	1,616	150	1,150	150
Classroom Teacher Supplies	25,135	-	-	-
Office Supplies	-	-	2,500	-
Other Misc Supplies	4,528	-	14,757	-
Staff Development Supplies	137	150	150	150
Student Supplies	354,797	361,810	373,691	354,232
Supplies & Materials Total	386,212	362,110	392,248	354,532

Career & Technical Education	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
RESTRICTED				
<u>Other Operating Expenses</u>				
Local Travel - Per Mile Basis	1,287	232	940	232
Non-Local Travel Expenses	51,585	-	9,549	-
Other Miscellaneous Expense	(1,000)	762	37,000	762
Other Travel Related Expenditures	61,673	57,002	126,895	109,635
Registration Fees	67,395	62,794	96,476	83,124
Other Operating Expenses Total	180,940	120,790	270,860	193,753
<u>Capital Outlay</u>				
Classroom Equipment & Furniture	582,829	369,676	516,976	516,976
Computers - Non-Instructional	86,059	-	-	-
Capital Outlay Total	668,888	369,676	516,976	516,976
Total RESTRICTED	\$ 1,951,245	\$ 1,128,475	\$ 1,646,116	\$ 1,355,603
TOTAL OPERATING EXPENDITURES	\$ 8,659,670	\$ 7,923,026	\$ 8,433,448	\$ 8,030,304

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
41000	Career & Technical Education	\$ 3,927,523
42131	Information & Technology & Computer Science Programs	378,743
42133	JROTC	9,879
42134	Technology, Engineering & Design Programs	1,036,415
42135	Business, Experiential Learning & Health Professions Program	904,812
42136	Family & Consumer Sciences Program	923,134
42138	Public Safety, Security & Services Program	849,798
TOTAL OPERATING EXPENDITURES		\$ 8,030,304

Program Enhancement

Career & Technical Education	FTE	Position Costs	Discretionary Funds	Total Cost
Career & Technical Ed - Evening High School	0.00	\$ -	\$ 610,785	\$ 610,785
Total Program Enhancement	0.00	\$ -	\$ 610,785	\$ 610,785

Supports an evening career and technical education option for students that are not afforded the opportunity to participate during the day. The program will begin with a cohort with a maximum enrollment of 56 students.

Creative Arts (formerly Arts Integration)

Budget Accountability: Lee Gibbs, Officer

MISSION

For all students - Pre-K through-12 - to receive experience, exposure and educational opportunities in every art form (instrumental, vocal and general music, visual art, theatre, dance and media arts), Middle School Technology Concepts and Television Production. Arts Integration (AI) strategies are imbedded in all curricula so all children have access to teaching and learning in and through the arts, and all students have multiple pathways for success.

SUPPORTING THE STRATEGIC PLAN

- Academic Excellence - All students have access to rigorous arts instruction, provided by highly qualified and certified teachers, allotted with adequate and appropriate instructional time, and the necessary materials of instruction essential to the discipline.
- Safe and Supportive Environments - Students receive arts instruction in spaces that are safe, secure, and conducive to quality education in that art form.

CORE SERVICES

- Provide professional development and appropriate instructional materials, based on national, state and county arts, literacy and numeracy standards.
- Provide performance opportunities and assessments to prepare students for college auditions, local and national career opportunities, as well as collect data to inform instruction, targeted professional development and staffing.
- Collaborate with colleagues and stakeholders with a lens on teaching and learning: develop curricula, schedules and courses; provide recommendations for arts staffing, receive support in Title grants, provide guidance to facilities, purchasing and all offices.

EXPECTED OUTCOMES

By June 30, 2020, schools that have participated in a fine art assessment for a minimum of two years will have growth from 5% to 10% of artistic complexity in performing arts assessments for each art form, based on scores and/or adjudicator feedback.

By June 30, 2020, 25% of the schools implementing Arts Integration strategies for the past 3-5 years (2014-2019) will make a one level improvement based on the district's Arts Integration continuum.

By June 30, 2020, increase the number of opportunities the arts content teams will interface and present curriculum monitoring strategies to principals from 1% to 5%.

DISCRETIONARY SPENDING PLAN

Salary and Wages supports 2nd assignments for mentor teachers, professional development, workshop pay and overtime performance costs.

Contracted Services supports assessments and professional development building rentals, maintenance and repair of County equipment, adjudicators, media arts consultants, and classroom equipment, furniture and software licenses.

Supplies & Materials supports office supplies as well as classroom and student supplies.

Other Operating Costs supports local travel for school visits, meetings and performances, non-local travel and conference registration fees.

Capital Outlay supports the replacement of aged instructional computers, media arts equipment and classroom furniture and equipment.

Operating Budget Staffing by Position

Creative Arts	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Administrative Assistant	0.00	1.00	0.00	0.00
Coordinating Supervisor	1.00	1.00	1.00	1.00
Elementary Classroom Teacher	0.00	0.00	0.00	0.00
Instructional Specialist	2.00	2.00	2.00	2.00
Instructional Supervisor	5.00	5.00	5.00	5.00
Officer	1.00	1.00	1.00	1.00
Resource Teacher	3.00	4.00	4.00	4.00
Secretary	4.00	4.00	4.00	4.00
Technical Resource Analyst	1.00	1.00	1.00	1.00
Total UNRESTRICTED	17.00	19.00	18.00	18.00
TOTAL OPERATING STAFFING	17.00	19.00	18.00	18.00

Operating Budget Expenditures by Object / Sub-Object

Creative Arts	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
2nd Assignment - Instructional	79,186	80,972	80,972	61,972
Classroom Teacher	-	-	-	-
Hourly Instructional	11,313	40,889	40,889	43,139
Other Admin/Professionals/Specialists	1,367,550	1,393,182	1,283,652	1,277,431
Other Teacher	251,708	348,114	348,114	353,248
Overtime	1,247	5,500	6,326	3,500
Secretaries and Clerks	218,941	215,859	215,859	229,869
Substitute Teacher	30,677	49,700	37,700	67,700
Substitutes - Workshop	-	300	300	300
Unrestricted Unallocated Full-Time	5,564	-	-	-
Workshop / Staff Development Pay	161,856	155,495	167,495	191,995
Salaries & Wages Total	2,128,041	2,290,011	2,181,307	2,229,154
<u>Employee Benefits</u>				
FICA /Medicare	139,383	168,416	161,261	167,859
Insurance Benefits - Active Employees	176,877	181,029	176,070	184,961
Life Insurance	7,195	7,562	7,135	7,918
Retirement/Pension - Employee	38,085	47,497	37,862	43,520
Workman's Compensation	9,165	45,416	35,728	35,621
Employee Benefits Total	370,705	449,920	418,056	439,879
<u>Contracted Services</u>				
Catering Services	24,943	21,700	24,700	1,500
Instructional Contracted Services	29,280	30,750	29,750	1,000
M&R Equipment	92,887	97,993	104,393	101,493
Other Contracted Services	17,851	35,000	35,000	55,000

Creative Arts	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Contracted Services</u>				
Printing In-House	15,238	15,195	15,195	15,195
Professional Contracted Services	184,989	178,150	181,650	38,500
Rental of Buildings	1,440	7,700	4,700	8,500
School Activity Transportation	77,184	86,500	86,500	77,500
Software License	-	69,914	66,270	65,500
Technical Contracted Services	49,314	55,500	53,000	60,500
Contracted Services Total	493,124	598,402	601,158	424,688
<u>Supplies & Materials</u>				
Classroom Teacher Supplies	173,374	183,823	183,823	181,017
Office Supplies	24,551	26,800	26,800	22,500
Other Misc Supplies	200,000	200,000	200,000	200,000
Student Supplies	56,539	73,500	73,500	78,500
Supplies & Materials Total	454,464	484,123	484,123	482,017
<u>Other Operating Expenses</u>				
Fees Fines and Licenses	6,878	7,000	7,000	7,000
Non-Local Travel Expenses	-	-	-	11,000
Local Travel - Per Mile Basis	8,922	18,875	12,475	14,375
Registration Fees	885	4,950	4,950	8,450
Other Operating Expenses Total	16,685	30,825	24,425	40,825
<u>Capital Outlay</u>				
Classroom Equipment & Furniture	166,563	189,990	198,044	184,990
Computers - Instructional	91,845	114,589	110,179	76,959
Capital Outlay Total	258,408	304,579	308,223	261,949
Total UNRESTRICTED	\$ 3,721,427	\$ 4,157,860	\$ 4,017,292	\$ 3,878,512
RESTRICTED				
<u>Salaries & Wages</u>				
2nd Assignment - Instructional	-	900	18,059	900
Other Stipends	22,000	12,000	50,189	73,250
Substitute Teacher	859	4,900	25,153	22,400
Workshop / Staff Development Pay	10,300	13,125	39,601	13,125
Salaries & Wages Total	33,159	30,925	133,002	109,675
<u>Employee Benefits</u>				
FICA /Medicare	2,128	2,367	9,896	8,392
Workman's Compensation	153	619	750	1,756
Employee Benefits Total	2,280	2,986	10,646	10,148
<u>Contracted Services</u>				
Catering Services	7,846	-	18,391	-
Indirect Cost Recovery	1,722	1,649	3,501	1,649
Other Contracted Services	8,006	-	18,987	-
Printing In-House	1,905	-	-	-
Professional Contracted Services	33,438	14,080	70,233	61,580

Creative Arts	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
RESTRICTED				
<u>Salaries & Wages</u>				
<u>Contracted Services</u>				
Rental of Vehicles	8,758	-	10,736	-
School Activity Transportation	10,114	-	12,395	-
Contracted Services Total	71,789	15,729	134,243	63,229
<u>Supplies & Materials</u>				
Awards and Recognition Certificates	-	-	100	-
Classroom Teacher Supplies	11,470	3,319	25,896	3,319
Other Misc Supplies	4,810	1,822	6,301	5,834
Staff Development Supplies	2,058	390	27,368	5,640
Student Supplies	-	-	1,412	-
Supplies & Materials Total	18,339	5,531	61,077	14,793
<u>Other Operating Expenses</u>				
Dues & Subscriptions	550	500	785	500
Non-Local Travel Expenses	8,257	9,676	14,924	9,799
Other Miscellaneous Expense	68,263	-	11,796	-
Registration Fees	3,535	5,020	9,325	5,020
Other Operating Expenses Total	80,605	15,196	36,830	15,319
Total RESTRICTED	\$ 206,172	\$ 70,367	\$ 375,798	\$ 213,164
TOTAL OPERATING EXPENDITURES	\$ 3,927,599	\$ 4,228,227	\$ 4,393,090	\$ 4,091,676

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
42154	Creative Arts Office	\$ 1,652,083
42157	Vocal/General Music	550,838
42158	Instrumental Music	568,586
42159	Art	837,709
42161	Arts Integration	156,722
42162	Dance	150,606
42163	Theatre	175,132
TOTAL OPERATING EXPENDITURES		\$ 4,091,676

Curriculum & Instruction (formerly Academic Programs)

Budget Accountability: Judith White, Director

MISSION

To provide curriculum, instructional materials, and resources, along with professional development to teachers, students, parents, community, school administration, and other central offices to increase teacher capacity in an effort to impact outstanding academic achievement for all students, across all contents and to prepare students for college and careers.

SUPPORTING THE STRATEGIC PLAN

- Outstanding Academic Achievement for all students by ensuring that the allocation and use of resources are aligned to supporting the goals of academic excellence, across all departmental budgets.
- Support the work of the Emphasize Rigorous Literacy Strategy Plan, College and Career Ready Strategy Team and Specialty Programs Strategy Team.

CORE SERVICES

- Provide curricula that is aligned with Maryland College and Career Ready Standards (MCCRS) and appropriate content standards as well as support schools and the Rigorous Literacy Plan.
- Provide professional development to teachers and school leaders on the components of the Rigorous Literacy Plan, teaching best practices, and system curriculum.
- Support local and national STEM activities and partnerships that provide opportunities for students to connect the application of literacy and scientific skills.

EXPECTED OUTCOMES

- By June 30, 2020, Increase the amount of professional development provided to Advanced Placement teachers from 36% to 40%.
- By June 30, 2020, Increase the capacity of more teachers to deliver analytic writing instruction, the number of teachers that attend the leveled literacy training sessions will increase by 10% from 1,400 participants to 1,540 participants.
- By June 30, 2020:
 - Improve teacher capacity to provide effective instruction as measured by:
 - the number of students at or above the grade level norm on NWEA Elementary Reading will increase by 2% from fall 2019 to winter 2020; and
 - the number of students at or above the grade level norm on NWEA Middle/High Reading will increase by 2% from fall 2019 to winter 2020.
 - Improve teacher capacity to provide effective instruction as measured by a 3% increase in repeated standards on elementary, middle and high school Mathematics from Quarter 1 to Quarter 2 Benchmarks.

DISCRETIONARY SPENDING PLAN

Salaries & Wages supports part-time personnel including temporary office workers and substitutes.

Contracted Services supports Professional and Technical consultants, in-house printing services, school activity transportation, and lease purchases.

Supplies & Materials supports the purchase of textbooks, office and staff development supplies, and postage to support the professional development opportunities provided to teachers, school leaders and administrators.

Other Operating Costs supports transportation costs related to programs like "Make a Splash," Junior Achievement Finance Park (JAFFP) and STEM. These programs provide enrichment opportunities to our students. This category also supports mandatory program costs like Advanced Placement (AP), International Baccalaureate (IB) and Advancement VIA Individual Determination (AVID).

Capital Outlay supports the central office refresh and school learning devices.

Operating Budget Staffing by Position

Curriculum and Instruction	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
Admin Support Technician	2.00	2.00	2.00	2.00
Building Supervisor	2.00	2.00	2.00	2.00
Cleaner	0.50	0.50	0.50	0.50
Clerk	1.00	1.00	1.00	1.00
Coordinating Supervisor	1.00	2.00	2.00	2.00
Director	1.00	1.00	1.00	1.00
Financial Analyst	1.00	2.00	2.00	2.00
Instr Program Coordinator	1.00	1.00	1.00	1.00
Instructional Assistant	1.00	1.00	1.00	1.00
Instructional Specialist	32.00	28.00	28.00	28.00
Instructional Supervisor	17.00	19.00	19.00	19.00
Mentor Teacher	2.00	2.00	2.00	2.00
Night Cleaner Lead	2.00	2.00	2.00	2.00
Other Classroom Teacher	8.00	8.00	8.00	8.00
Outreach Teacher	7.00	7.00	7.00	7.00
Program Specialist	6.60	6.60	6.60	6.60
Regional Instr Specialist	1.00	0.00	0.00	0.00
Resource Teacher	38.00	42.00	42.00	42.00
Secondary Classroom Teacher	0.00	0.00	0.00	0.00
Secretary	16.00	16.00	16.00	16.00
Teacher Trainer	43.00	43.00	43.00	43.00
Total UNRESTRICTED	183.10	186.10	186.10	186.10
<u>RESTRICTED</u>				
Teacher Trainer	1.00	1.00	1.00	1.00
Total RESTRICTED	1.00	1.00	1.00	1.00
TOTAL OPERATING STAFFING	184.10	187.10	187.10	187.10

Operating Budget Expenditures by Object / Sub-Object

Curriculum and Instruction	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
<u>Salaries & Wages</u>				
2nd Assignment - Instructional	74,139	117,165	76,084	110,965
2nd Assignment - Support	14,791	-	-	12,600
Classroom Teacher	637,569	631,008	631,008	668,374
Extracurricular Advisors	3,518	-	-	-
Hourly Instructional	30,000	206,107	205,107	198,689
Hourly Interpreter	102	-	-	-

Organizations

Curriculum and Instruction	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Salaries & Wages				
Other Admin/Professionals/Specialists	6,199,330	6,520,358	6,520,358	6,786,159
Other Stipends	-	20,377	-	20,377
Other Support Staff	127,479	126,241	126,241	132,004
Other Teacher	7,453,574	7,996,415	7,996,415	8,277,222
Overtime	9,099	13,415	9,498	9,015
PGCEA Senior Teacher Differential	12,266	-	-	-
PGCEA Sp Ed Step 1 Pay Differential	14,274	-	-	-
Secretaries and Clerks	1,010,919	1,029,162	1,029,162	1,046,075
Service Worker	202,443	215,062	215,062	212,670
Substitute Paraprofessional ED	507	-	-	-
Substitute Teacher	363,857	507,558	610,924	646,888
Substitutes - Workshop	204	6,188	6,188	5,188
Support Staff	255	-	-	-
Temp Bus Attendant	1,038	-	-	-
Temp Custodian	488	-	-	-
Temp office Worker	2,973	-	-	-
Terminal Leave Payout	118,305	-	-	-
Unrestricted Unallocated Full-Time	49,701	-	-	-
Workshop / Staff Development Pay	899,162	890,988	1,148,080	871,125
Salaries & Wages Total	17,225,991	18,280,044	18,574,127	18,997,351
Employee Benefits				
FICA /Medicare	2,625,593	1,389,343	1,389,343	1,445,378
Insurance Benefits - Active Employees	1,982,374	2,015,928	2,015,928	2,091,126
Life Insurance	58,805	63,856	63,856	72,864
Retirement/Pension - Employee	47,267	63,176	63,176	63,234
Workman's Compensation	160,377	365,799	301,259	303,590
Employee Benefits Total	4,874,415	3,898,102	3,833,562	3,976,192
Contracted Services				
Catering Services	-	6,000	12,500	-
Food Service - Catering	7,265	3,000	3,000	-
Instructional Contracted Services	292,187	430,913	429,266	351,603
M&R Equipment	10,072	10,000	8,000	10,000
M&R Vehicles	22,261	28,000	28,000	28,000
Other Contracted Services	54,801	51,000	51,000	51,000
Printing In-House	306,076	229,358	234,358	233,358
Professional Contracted Services	126,427	288,439	219,439	237,439
Rental of Buildings	25,034	32,000	57,447	36,000
School Activity Transportation	367,316	524,978	409,978	559,604
Software License	694,192	694,370	694,370	688,070
Technical Contracted Services	5,000	5,000	5,000	5,000
Contracted Services Total	1,910,632	2,303,058	2,152,358	2,200,074
Supplies & Materials				
Awards and Recognition Certificates	6,531	7,200	7,200	12,765
Classroom Teacher Supplies	1,132,155	881,923	932,463	1,231,215
Custodial Supplies	9,695	9,845	9,845	6,845

Curriculum and Instruction	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
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UNRESTRICTED

Supplies & Materials

Library Books	319,274	324,175	324,175	324,175
Maintenance Supplies	1,068	1,000	1,000	1,000
Non-Catered Misc Food Supplies	85,897	69,000	75,500	55,000
office Supplies	140,053	118,416	122,766	118,416
Other Library Media	5,419	5,419	5,419	5,419
Other Misc Supplies	10,990	12,170	12,170	12,170
Postage and Delivery	20	575	575	75
Staff Development Supplies	11,597	11,294	11,294	21,294
Student Supplies	152,246	146,200	146,200	140,200
Testing Supplies & Materials	1,012,883	1,464,226	1,464,226	814,226
Textbooks	179,634	50,000	50,000	40,000
Supplies & Materials Total	3,067,463	3,101,443	3,162,833	2,782,800

Other Operating Expenses

Dues & Subscriptions	161,445	215,034	183,834	239,953
Electricity	74,332	60,000	60,000	60,000
Fees Fines and Licenses	13,267	13,634	13,634	13,634
Fuel Oil	6,311	15,000	15,000	15,000
Local Travel - Per Mile Basis	45,774	76,140	59,990	57,653
Meetings,Conferences,Conventionstudent Stipends - Ai	19,954	20,000	20,000	20,000
Natural Gas	10,180	85,000	85,000	85,000
Non-Local Travel Expenses	22,477	37,189	45,977	123,811
Non-Local Travel Transportation	60,624	99,195	99,195	54,195
Other Travel Related Expenditures	555	-	-	-
Propane Gas	11,378	16,000	16,000	16,000
Registration Fees	3,396	13,475	16,887	14,275
Other Operating Expenses Total	429,693	650,667	615,517	699,521

Capital Outlay

Classroom Equipment & Furniture	49,507	49,558	49,558	49,558
Computers - Instructional	33,621	35,000	35,000	15,000
Computers - Non-Instructional	3,000	3,000	3,000	3,000
Capital Outlay Total	86,128	87,558	87,558	67,558

Total UNRESTRICTED \$ 27,594,323 \$ 28,320,872 \$ 28,425,955 \$ 28,723,496

RESTRICTED

Salaries & Wages

2nd Assignment - Instructional	1,163,026	125,391	491,435	125,391
2nd Assignment - Support	335	174,483	13,245	174,483
Classroom Teacher	4,576	-	-	-
Discretionary Support	204	-	-	-
Hourly Instructional	259,601	880,033	139,659	880,033
Hourly Interpreter	11,917	53,850	116,119	53,850
Local 400 Evaluation Stipend	4,025	-	-	-
Other Stipends	999,748	1,151,075	2,181,973	1,159,075
Other Support Staff	25,136	-	81,600	-

Curriculum and Instruction	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
RESTRICTED				
<u>Salaries & Wages</u>				
Other Teacher	-	72,633	-	75,482
Substitute Teacher	218,095	497,870	660,938	518,619
Substitutes - Workshop	-	53,225	-	53,225
Workshop / Staff Development Pay	73,477	199,323	404,011	314,668
Salaries & Wages Total	2,760,140	3,207,883	4,088,980	3,354,826
<u>Employee Benefits</u>				
Employee Tuition-Outside Instit	-	30,073	-	30,073
FICA /Medicare	206,386	245,414	338,337	256,655
Insurance Benefits - Active Employees	2,521	8,600	13,605	6,688
Life Insurance	112	281	585	321
Retirement/Pension - Teachers	3,757	11,411	18,232	11,647
Workman's Compensation	11,603	64,164	94,880	53,685
Employee Benefits Total	224,379	359,943	465,639	359,069
<u>Contracted Services</u>				
Catering Services	9,399	49,163	10,654	44,958
Indirect Cost Recovery	281,743	199,894	385,473	233,436
Instructional Contracted Services	18,668	273,956	721,449	223,101
Other Contracted Services	54,510	1,000	266,563	81,350
Outside Printing	-	500	10,000	500
Printing In-House	35,468	5,732	84,265	4,994
Professional Contracted Services	2,198,065	214,686	3,260,346	915,325
Rental of Buildings	246,795	77,666	527,409	77,666
Rental of Vehicles	14,989	31,959	47,566	51,159
School Activity Transportation	171,910	88,126	244,835	84,247
Software License	362,211	45,362	664,803	46,430
Technical Contracted Services	-	115,197	-	115,197
Contracted Services Total	3,393,757	1,103,241	6,223,363	1,878,363
<u>Supplies & Materials</u>				
Awards and Recognition Certificates	-	3,783	-	3,783
Classroom Teacher Supplies	579,993	153,813	296,162	156,790
Library Books	-	-	36,570	-
Non-Catered Misc Food Supplies	8,080	59,476	19,342	59,476
office Supplies	-	4,470	-	4,470
Other Misc Supplies	137,356	97,881	1,239,625	297,394
Postage and Delivery	-	5,439	-	5,439
Staff Development Supplies	272,305	259,004	513,703	232,243
Student Supplies	90,770	-	91,385	65
Supplies & Materials Total	1,088,503	583,866	2,196,787	759,660
<u>Other Operating Expenses</u>				
Dues & Subscriptions	4,429	7,996	6,937	7,996
Field Trip Expense Non-Transportation	1,050	-	2,607	-
Local Travel - Per Mile Basis	54,142	45,986	92,496	44,843
Non-Local Travel Expenses	79,380	105,268	230,364	106,025
Other Miscellaneous Expense	465	-	152	-

Curriculum and Instruction	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
RESTRICTED				
<u>Other Operating Expenses</u>				
Other Travel Related Expenditures	828	57,303	4,375	57,303
Registration Fees	170,847	143,119	203,319	138,713
Relocation Expense	52,222	-	420,278	-
Stipends - Ait/Non-Pub Schl Tchrs	9,038	5,350	13,682	5,350
Tuition - Maryland Leas	100,949	28,750	495,422	28,750
Other Operating Expenses Total	473,349	393,772	1,469,632	388,980
<u>Capital Outlay</u>				
Classroom Equipment & Furniture	9,711	-	2,950	-
Computers - Instructional	24,027	42,883	4,500	42,883
Computers - Non-Instructional	10,384	140	-	-
Educational Communication Equipment	-	900	-	900
Equipment Purchases Under \$500	-	14,010	-	14,010
Misc Other Equip Over \$499	-	6,035	80,741	40,541
Capital Outlay Total	44,121	63,968	88,191	98,334
Total RESTRICTED	\$ 7,984,250	\$ 5,712,673	\$ 14,532,592	\$ 6,839,232
TOTAL OPERATING EXPENDITURES	\$ 35,578,573	\$ 34,033,545	\$ 42,958,547	\$ 35,562,728

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
42110	Curriculum & Instruction	\$ 6,754,991
42109	Academic - Literacy	3,530,878
42112	Reading / English / Language Arts	4,701,402
42113	Math	4,237,708
42114	Science	896,101
42115	H. B. Owens Science Center	1,321,895
42116	Wm Schmidt Environmental Center	2,173,687
42117	Social Studies	666,376
42118	World Language	709,448
42119	Talented and Gifted (TAG)	1,384,979
42121	STEM	194,924
42122	Immersion	693,918
42152	Library Media Services	1,769,649
42155	Health Education	385,637
42156	Physical Education	260,406
42410	ESOL - English for Speakers of Other Languages	5,880,729
TOTAL OPERATING EXPENDITURES		\$ 35,562,728

Early Learning (formerly Early Childhood Education)

Budget Accountability: Gladys Whitehead, Director

MISSION

To provide and enhance support and professional practice in teaching and learning, through the development of curriculum and the identification of supporting resources and provide professional development activities, with an emphasis on mathematics, science, social studies, reading/English language arts for early learning.

SUPPORTING THE STRATEGIC PLAN

- Providing necessary leadership of Early Learning initiatives including the federal and state grant opportunities.
- Providing summer enrichment opportunities for students.

CORE SERVICES

- Provide oversight and guidance to all areas, including prekindergarten, BASELP, early learning centers, and the Judy Center to ensure achievement for all students.
- Provide opportunities for all staff to participate in professional development to build capacity and skills.

EXPECTED OUTCOMES

By June 30, 2020, increase scores on the Kindergarten Readiness Assessments (KRAs) by 5% from 34% to 39%.

By June 30, 2020, increase professional support and training for early childhood staff and administrators by 10% from 30% to 40%.

By June 30, 2020, increase family workshop trainings from 5% to 15% for elementary schools with prekindergarten.

DISCRETIONARY SPENDING PLAN

Salaries & Wages supports 2nd assignments for summer and office support for early learning programs.

Contracted Services supports services to provide mental health and wraparound services for Montessori Pre-K and kindergarten students as well as upgrades to classrooms and playgrounds for accreditation.

Supplies & Materials supports staff and programs with trainings and furnishings for Pre-K, early learning centers and Montessori classrooms. In addition trainings are provided for parental training.

Other Operating Costs supports local mileage reimbursements for school visitations and attendance at MSDE meetings and local conferences.

Capital Outlay supports the purchases of laptops for security use in before and after care programs, furniture and other classroom needs of the Early Learning programs.

Operating Budget Staffing by Position

Early Learning Office	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Admin Support Specialist	1.00	1.00	1.00	2.00
Admin Support Technician	2.00	0.00	0.00	0.00
Administrative Assistant	1.00	1.00	0.00	0.00
Clerk	1.00	0.00	0.00	0.00
Coordinating Supervisor	1.00	1.00	1.00	1.00
Data Entry Technician	1.00	1.00	1.00	0.00
Director	0.00	0.00	1.00	1.00
Executive Director	1.00	1.00	0.00	0.00
Instructional Assistant	1.00	1.00	1.00	1.00
Instructional Specialist	4.00	3.00	3.00	3.00
Instructional Supervisor	2.00	3.00	3.00	3.00
Night Cleaner Lead	2.00	0.00	2.00	2.00
Program Liaison	0.00	2.00	2.00	2.00
Resource Teacher	5.00	5.00	5.00	5.00
Secretary	5.00	5.00	4.00	4.00
Support Supervisor	1.00	1.00	1.00	1.00
Technical Resource Analyst	1.00	0.00	0.00	0.00
Total UNRESTRICTED	29.00	25.00	25.00	25.00
Program Liaison	2.00	0.00	0.00	0.00
Total RESTRICTED	2.00	0.00	0.00	0.00
TOTAL OPERATING STAFFING	31.00	25.00	25.00	25.00

Operating Budget Expenditures by Object / Sub-Object

Early Learning Office	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Salaries & Wages				
2nd Assignment - Instructional	49,261	113,440	113,440	99,316
2nd Assignment - Support	1,891	18,000	18,000	18,425
Hourly Instructional	72,726	73,600	73,600	82,974
Hourly Interpreter	128	-	-	-
Other Admin/Professionals/Specialists	1,172,222	1,440,780	1,527,686	1,444,022
Other Support Staff	4,543	132,621	132,621	126,241
Other Teacher	413,892	536,342	536,342	366,666
Overtime	1,324	5,000	5,977	-
PGCEA Senior Teacher Differential	1,029	-	-	-
Secretaries and Clerks	251,202	344,398	344,398	228,555
Service Worker	-	-	-	87,989
Substitute Paraprofessional ED	75	-	-	-
Substitute Teacher	2,080	35,759	35,759	33,954

Early Learning Office	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Temp Child Care	3,631	-	-	-
Temp Custodian	6,049	-	5,842	1,380
Temp Office Worker	35,179	131,330	131,330	123,306
Terminal Leave Payout	112,616	-	-	-
Unrestricted Unallocated Full-Time	5,525	-	-	-
Workshop / Staff Development Pay	14,571	45,050	45,050	41,650
Salaries & Wages Total	2,147,945	2,876,320	2,970,045	2,654,478
<u>Employee Benefits</u>				
FICA /Medicare	149,723	216,744	223,392	198,333
Insurance Benefits - Active Employees	215,658	268,235	276,835	252,490
Life Insurance	7,157	9,488	9,506	9,589
Retirement/Pension - Employee	47,384	87,546	99,712	97,395
Workman's Compensation	9,310	58,125	49,490	42,491
Employee Benefits Total	429,231	640,138	658,935	600,298
<u>Contracted Services</u>				
Instructional Contracted Services	559,548	738,000	719,000	741,000
Printing In-House	35,727	161,159	157,159	157,159
Professional Contracted Services	669,396	913,191	913,191	196,191
Rental of Buildings	49,955	50,000	50,000	50,000
School Activity Transportation	13,824	37,676	37,676	15,117
Contracted Services Total	1,328,449	1,900,026	1,877,026	1,159,467
<u>Supplies & Materials</u>				
Classroom Teacher Supplies	555,251	868,932	868,932	1,057,092
Non-Catered Misc Food Supplies	456,051	461,220	461,220	449,220
Office Supplies	11,523	30,200	30,200	28,147
Staff Development Supplies	5,494	8,197	8,197	4,083
Supplies & Materials Total	1,028,318	1,368,549	1,368,549	1,538,542
<u>Other Operating Expenses</u>				
Dues & Subscriptions	-	9,944	11,944	11,944
Local Travel - Per Mile Basis	11,442	-	22,000	22,337
Non-Local Travel Expenses	-	15,000	22,000	1,000
Registration Fees	21,830	27,000	20,000	20,000
Other Operating Expenses Total	33,272	51,944	75,944	55,281
<u>Capital Outlay</u>				
Classroom Equipment & Furniture	53,646	216,010	211,010	216,010
Capital Outlay Total	53,646	216,010	211,010	216,010
Total UNRESTRICTED	\$ 5,020,861	\$ 7,052,987	\$ 7,161,509	\$ 6,224,076
RESTRICTED				
<u>Salaries & Wages</u>				
2nd Assignment - Instructional	60,595	50,400	68,445	39,200
2nd Assignment - Support	10,802	7,500	-	-
Classroom Teacher	-	-	636,325	-

Early Learning Office	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
RESTRICTED				
Salaries & Wages				
Grants Unallocated Full-Time	86,000	-	100,000	-
Hourly Instructional	144	-	-	-
Nurse Specialist	-	-	7,200	7,200
Other Support Staff	119,369	8,635	24,460	-
Substitute Teacher	69,817	79,700	91,792	84,700
Teaching Aide	-	-	352,046	-
Temp Child Care	2,540	-	-	-
Temp Classroom Asst	-	3,000	35,123	32,400
Temp Office Worker	1,281	-	18,000	18,000
Workshop / Staff Development Pay	25,675	18,450	31,190	-
Salaries & Wages Total	376,223	167,685	1,364,581	181,500
Employee Benefits				
FICA /Medicare	20,548	12,832	61,464	13,886
Insurance Benefits - Active Employees	29,073	15,670	43,093	-
Life Insurance	475	35	3,897	-
Retirement/Pension - Employee	4,549	-	49,750	-
Retirement/Pension - Teachers	8,134	10,317	78,479	-
Workman's Compensation	2,631	3,355	19,951	2,907
Employee Benefits Total	65,410	42,209	256,634	16,793
Contracted Services				
Catering Services	2,814	-	-	-
Indirect Cost Recovery	28,628	44,855	28,698	18,490
Instructional Contracted Services	167,386	405,362	36,394	36,394
Other Contracted Services	144,729	96,920	215,006	133,520
Printing In-House	6,835	-	15,954	6,954
Professional Contracted Services	162,789	75,495	910,145	905,145
Rental of Buildings	-	15,816	-	-
School Activity Transportation	17,170	10,500	15,365	12,500
Technical Contracted Services	4,800	4,800	1,200	1,200
Contracted Services Total	535,151	653,748	1,222,762	1,114,203
Supplies & Materials				
Classroom Teacher Supplies	22,925	82,490	22,105	57,776
Library Books	1,000	1,000	241	241
Non-Catered Misc Food Supplies	4,679	4,000	13,612	10,000
Office Supplies	5,923	1,711	6,598	6,598
Other Misc Supplies	-	-	136,209	24,909
Staff Development Supplies	19,753	26,245	28,462	-
Supplies & Materials Total	54,279	115,446	207,227	99,524
Other Operating Expenses				
Dues & Subscriptions	-	-	14,424	14,424
Field Trip Expense Non-Transportation	1,689	-	-	-
Local Travel - Per Mile Basis	-	-	3,500	3,500

Early Learning Office	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
RESTRICTED				
<u>Other Operating Expenses</u>				
Non-Local Travel Expenses	5,568	18,571	5,067	5,000
Registration Fees	2,715	2,700	24,950	31,550
Other Operating Expenses Total	9,972	21,271	47,941	54,474
<u>Capital Outlay</u>				
Classroom Equipment & Furniture	18,396	18,175	7,243	7,243
Misc Other Equip Over \$499	-	-	45,071	-
Site Improvements	247,057	-	-	-
Capital Outlay Total	265,452	18,175	52,314	7,243
Total RESTRICTED	\$ 1,306,488	\$ 1,018,534	\$ 3,151,459	\$ 1,473,737
TOTAL OPERATING EXPENDITURES	\$ 6,327,348	\$ 8,071,521	\$ 10,312,968	\$ 7,697,813

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
42001	Early Learning Office	\$ 1,030,323
42420	Early Childhood Education	6,529,380
42434	Before and After School	138,110
TOTAL OPERATING EXPENDITURES		\$ 7,697,813

Textbooks & Summer School Office

Budget Accountability: Toni Brooks, Supervisor

MISSION

To provide and enhance support and professional practice in teaching and learning, through the management of instructional materials and summer programs that support college and career ready students

SUPPORTING THE STRATEGIC PLAN

- Provide excellent customer service and communication to schools and other offices.
- Support student achievement by coordination of resources and programs.

CORE SERVICES

- Adoption, contracting, procurement, distribution, and inventory services for adopted textbooks for students and teachers in schools.
- Coordinating supporting services for summer programs to include Human Resources, Payroll, Food Services, Transportation, Security, Communications, Nursing, Budget, and Facilities.
- Leadership in planning and implementing services to include: scheduling and leading meetings, annual planning, communication of services to related stakeholders, set up and maintenance of artifacts and documenting materials.

EXPECTED OUTCOMES

By June 30, 2020, reduce the textbooks local budget by 5% from \$1,351,426.00 to \$1,283,854.00 through inventory management improvements (Textbooks Coordinators, Warehouseman I positions).

By June 30, 2020, reduce delivery time of materials in schools within 10 days of requisition through inventory management improvements (Textbooks Coordinators, Warehouseman I positions), a reduction from the current time of 35 days including weekends and holidays.

By June 30, 2020, reduce Warehouse Inventory by 5% from 140,106 to 133,000 through inventory management improvements (Textbooks Coordinators, Warehouseman I positions) and increased utilization of digital products.

DISCRETIONARY SPENDING PLAN

Salaries & Wages supports warehouse summer staff to assist with transporting summer temporary staff to all schools, the pickup of obsolete textbook and the management of warehouse inventory.

Contracted Services supports digital license agreements used to maintain the Inventory Management System (TIPWeb) as well as the maintenance and purchasing of warehouse equipment. Also, supports TIPWeb inventory management training for new school staff.

Supplies & Materials supports barcode labels for each textbook unit ordered and general office needs.

Other Operating Costs supports local travel costs to summer program meetings and sites.

Capital Outlay supports computer replacements.

Operating Budget Staffing by Position

Textbooks & Summer School Office	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Admin Support Technician	1.00	3.00	3.00	4.00
Clerk	0.00	1.00	1.00	1.00
Secretary	0.00	0.00	1.00	1.00
Support Supervisor	0.00	0.00	1.00	1.00
Technical Resource Analyst	0.00	1.00	1.00	1.00
Total UNRESTRICTED	1.00	5.00	7.00	8.00
TOTAL OPERATING STAFFING	1.00	5.00	7.00	8.00

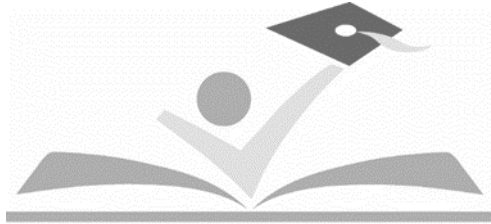
Operating Budget Expenditures by Object / Sub-Object

Textbooks & Summer School Office	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Salaries & Wages				
2nd Assignment - Instructional	132,228	-	-	-
2nd Assignment - Support	6,538	202,461	202,461	202,461
Hourly Instructional	341,096	303,962	303,962	390,589
Other Admin/Professionals/Specialists	38,755	77,146	77,146	221,633
Other Support Staff	82,791	164,733	164,733	229,274
Overtime	-	13,560	641	-
Secretaries and Clerks	17,335	34,473	34,473	109,055
Substitutes - Workshop	77	1,000	1,000	65,301
Temp - Warehouseman	-	-	61,000	102,000
Temp Office Worker	66,425	101,000	40,000	4,000
Salaries & Wages Total	685,244	898,335	885,416	1,324,313
Employee Benefits				
FICA /Medicare	17,850	52,125	52,125	100,876
Insurance Benefits - Active Employees	13,020	22,329	22,329	61,516
Life Insurance	537	1,069	1,069	2,382
Retirement/Pension - Employee	7,254	19,174	19,174	46,130
Workman's Compensation	919	13,629	11,630	21,195
Employee Benefits Total	39,580	108,326	106,327	232,099
Contracted Services				
Food Service - Catering	-	2,007	2,007	-
Lease/Purchases - Non-Energy	13,939,164	13,375,648	17,348,301	10,581,390
Printing In-House	1,121	16,304	16,304	16,304
Professional Contracted Services	97,478	91,700	91,700	71,700
School Activity Transportation	72,491	73,067	73,067	-
Technical Contracted Services	75,754	96,904	96,904	96,904
Contracted Services Total	14,186,009	13,655,630	17,628,283	10,766,298

Textbooks & Summer School Office	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Supplies & Materials</u>				
Classroom Teacher Supplies	56,473	77,387	77,387	57,387
Office Supplies	4,349	4,300	4,300	4,300
Postage and Delivery	-	200	200	200
Textbooks	1,462,954	1,372,462	1,889,715	1,306,873
Supplies & Materials Total	1,523,775	1,454,349	1,971,602	1,368,760
<u>Other Operating Expenses</u>				
Local Travel - Per Mile Basis	346	404	404	404
Other Operating Expenses Total	346	404	404	404
<u>Capital Outlay</u>				
Computers - Non-Instructional	1,297	2,000	2,000	2,000
Capital Outlay Total	1,297	2,000	2,000	2,000
Total UNRESTRICTED	\$ 16,436,250	\$ 16,119,044	\$ 20,594,032	\$ 13,693,874
TOTAL OPERATING EXPENDITURES	\$ 16,436,250	\$ 16,119,044	\$ 20,594,032	\$ 13,693,874

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
42153	Textbook Office	\$ 12,471,334
42433	Summer School	1,222,540
TOTAL OPERATING EXPENDITURES		\$ 13,693,874





Organization Summary

Organization	FY 2020 Approved FTE	FY 2020 Approved Funding
Chief Accountability Officer	2.00 \$	341,724
ESSA & Title I	30.00	11,310,234
Monitoring & Accountability Office	10.00	1,584,162
Strategic Planning & Resource Management	6.00	878,038
Testing, Research & Evaluation	32.00	6,710,391
TOTAL OPERATING STAFFING & EXPENDITURES	80.00 \$	20,824,549

Organizations

Chief Accountability Officer

Budget Accountability: Doug Strader, Chief

MISSION

To provide, manage, and support transparent accountability measures for Prince George's County Public Schools that will lead to students prepared for college and careers.

SUPPORTING THE STRATEGIC PLAN

- Academic Excellence: define and steward the district's education accountability program which includes the monitoring of student performance to inform the district's instruction program.
- Organizational Effectiveness: steward the development and implementation of the district's Strategic Plan.

CORE SERVICES

- Support student achievement by providing testing, research, program evaluation services, actionable data, and excellent committed support to schools and the community.
- Identify, secure, and manage external grant funding resources.
- Manage performance by implementing Prince George's County Public Schools' accountability system.

EXPECTED OUTCOMES

By September 1, 2019, the School Performance Plan program, including the quarterly reporting of data, will be fully developed and implemented for the 2019-2020 school year.

By June 2020, disciplined strategic planning will produce an approved annual Master Plan which will support: 100% Compliance with MSDE Bridge to Excellence legislative requirements as measured by timely submission, approval of reported content, and sustained federal and state funding allocations at or above an average of \$40 million annually.

By June 30, 2020, the Division of Accountability will monitor the successful administration of all mandated district, state, and federal assessment programs such that each administration is accomplished with fidelity following all testing protocols and procedures with less than .025% or fewer than 500 reporting of testing irregularities across all test administrations.

DISCRETIONARY SPENDING PLAN

Contracted Services supports software licenses to support data analysis and for managing various projects.

Supplies & Materials supports an inventory of office supplies for various staff development trainings onsite and offsite and for daily operations of the department.

Other Operating Costs supports local mileage reimbursement for staff travel to schools and off-site meetings; dues and subscriptions, registration fees, meeting expenses and non-local travel to supports staff attendance at conferences for the purpose of professional development.

Capital Outlay supports the upgrade of technology for staff to support the work of the department.

Operating Budget Staffing by Position

Chief Accountability Officer	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Approved	Estimated	Approved
UNRESTRICTED				
Administrative Secretary	0.00	0.00	1.00	1.00
Associate Superintendent	0.00	0.00	1.00	1.00
Total UNRESTRICTED	0.00	0.00	2.00	2.00
TOTAL OPERATING STAFFING	0.00	0.00	2.00	2.00

Operating Budget Expenditures by Object / Sub-Object

Chief Accountability Officer	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Approved	Estimated	Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	-	-	-	171,269
Secretaries and Clerks	-	-	-	104,469
Salaries & Wages Total	-	-	-	275,738
<u>Employee Benefits</u>				
FICA /Medicare	-	-	-	18,716
Insurance Benefits - Active Employees	-	-	-	16,435
Life Insurance	-	-	-	1,172
Retirement/Pension - Employee	-	-	-	-
Workman's Compensation	-	-	-	4,413
Employee Benefits Total	-	-	-	40,736
<u>Contracted Services</u>				
Printing In-House	-	-	1,000	1,000
Software License	-	-	2,500	2,500
Contracted Services Total	-	-	3,500	3,500
<u>Supplies & Materials</u>				
Non-Catered Miscellaneous Food Supplies	-	-	-	250
Office Supplies	-	-	3,000	3,000
Supplies & Materials Total	-	-	3,000	3,250
<u>Other Operating Expenses</u>				
Dues & Subscriptions	-	-	1,500	1,500
Meeting Expense	-	-	5,000	5,000
Local Travel - Per Mile Basis	-	-	3,000	3,000
Non-Local Travel Expenses	-	-	4,000	4,000
Registration Fees	-	-	3,000	3,000
Other Operating Expenses Total	-	-	16,500	16,500
<u>Capital Outlay</u>				
Computers - Instructional	-	-	2,000	2,000
Capital Outlay Total	-	-	2,000	2,000
Total UNRESTRICTED	\$ -	\$ -	\$ 25,000	\$ 341,724
TOTAL OPERATING EXPENDITURES	\$ -	\$ -	\$ 25,000	\$ 341,724

Organizations

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
46001	Chief Accountability Officer	\$ 341,724
TOTAL OPERATING EXPENDITURES		\$ 341,724

Organizations

ESSA (Every Student Succeeds Act) & Title I ***(formerly State & Federal Programs)***

Budget Accountability: Tracey J. Adesegun, Director

MISSION

To provide supplemental resources to diverse schools that contribute to preparing students for college and career readiness.

SUPPORTING THE STRATEGIC PLAN

- **Academic Excellence:** increase the percentage of students having access to a well-rounded curriculum.
- **Family and Community Engagement:** increase the percentage of collaborative partnership that will create opportunities for engaging parents/families in supporting student learning and success.

CORE SERVICES

- Provide technical support for designing a Title I program based on a comprehensive needs assessment.
- Supporting activities to increase parent, family, and community engagement in order to bridge the gap between home, school, and community.
- Provide sound fiscal management to strengthen fiscal processes and guidance for better decision-making and more efficient operations to maximize grant resources.

EXPECTED OUTCOMES

By June 30, 2020, 100% of Title I 8th grade students participating in the NorthBay experience will matriculate into high school with 12 service learning hours.

By June 30, 2020, Title I central office staff will host three regional Parent Cafe (parent and family engagement) sessions focused on student learning and academic success. Twenty (20) percent of the parent population will attend.

By September 30, 2019, 85% of the discretionary Title I grant funds will be expended.

DISCRETIONARY SPENDING PLAN

Supplies & Materials supports staff development supplies for central office and school-based trainings as well as office supplies used in the daily operations of the office.

Other Operating Costs supports local mileage reimbursements for staff who conduct school visits and attend off-site meetings as well as registration fees to attend conferences for professional development.

Capital Outlay supports equipment for presentations and replacement of older/obsolete devices.

Operating Budget Staffing by Position

ESSA & Title I	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Director	1.00	1.00	1.00	1.00
Instr Program Coordinator	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00
Total UNRESTRICTED	3.00	3.00	3.00	3.00
RESTRICTED				
Admin Support Technician	2.00	2.00	2.00	1.00
Coordinating Supervisor	1.00	1.00	1.00	1.00
Financial Administrator	1.00	1.00	1.00	1.00
Financial Analyst	2.00	4.00	4.00	4.00
Financial Assistant	2.00	0.00	0.00	0.00
Instr Program Coordinator	1.00	1.00	1.00	1.00
Instructional Specialist	13.00	14.00	13.00	13.00
Instructional Supervisor	2.00	2.00	2.00	2.00
Resource Teacher	2.00	2.00	2.00	3.00
Secretary	1.00	1.00	1.00	1.00
Total RESTRICTED	27.00	28.00	27.00	27.00
TOTAL OPERATING STAFFING	30.00	31.00	30.00	30.00

Operating Budget Expenditures by Object / Sub-Object

ESSA & Title I	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	128,501	123,133	123,133	175,079
Other Teacher	-	101,443	101,443	101,443
Overtime	25,289	-	-	-
Secretaries and Clerks	25,935	68,724	68,724	83,625
Substitute Teacher	10	-	-	-
Terminal Leave Payout	78,527	-	-	-
Salaries & Wages Total	258,262	293,300	293,300	360,147
<u>Employee Benefits</u>				
FICA /Medicare	12,099	22,439	22,439	24,938
Insurance Benefits - Active Employees	7,301	23,490	23,490	25,035
Life Insurance	600	1,134	1,134	1,533
Retirement/Pension - Employee	8,716	15,737	15,737	-
Workman's Compensation	886	5,867	4,802	5,764
Employee Benefits Total	29,602	68,667	67,602	57,270
<u>Contracted Services</u>				
Printing In-House	3,116	1,500	1,500	1,500
Contracted Services Total	3,116	1,500	1,500	1,500

ESSA & Title I	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Supplies & Materials</u>				
Office Supplies	3,666	7,000	7,000	7,000
Staff Development Supplies	11,559	9,500	9,500	9,500
Supplies & Materials Total	15,225	16,500	16,500	16,500
<u>Other Operating Expenses</u>				
Local Travel - Per Mile Basis	750	1,500	1,500	1,500
Registration Fees	2,280	1,500	1,500	1,500
Other Operating Expenses Total	3,030	3,000	3,000	3,000
<u>Capital Outlay</u>				
Computers - Non-Instructional	3,000	1,500	1,500	1,500
Capital Outlay Total	3,000	1,500	1,500	1,500
UNRESTRICTED Expenditures	\$ 312,235	\$ 384,467	\$ 383,402	\$ 439,917
RESTRICTED				
<u>Salaries & Wages</u>				
2nd Assignment - Instructional	4,200	-	-	-
2nd Assignment - Support	-	8,800	-	-
Assistant/Vice-Principal/Administrator	80,039	-	-	-
Hourly Instructional	3,767	3,767	-	-
Hourly Interpreter	-	-	45,600	-
Other Admin/Professionals/Specialists	2,100,692	2,337,588	2,520,395	2,281,805
Other Stipends	700	-	-	-
Other Support Staff	129,305	141,776	3,780	73,519
Other Teacher	358,834	290,960	293,034	410,077
Overtime	2,654	307	-	-
Secretaries and Clerks	52,174	51,950	54,476	54,476
Substitute Administrator	12,529	-	28,647	28,647
Substitute Paraprofessional ED	81	-	-	-
Substitute Teacher	12,960	5,000	-	-
Summer Assignment	294,442	310,581	4,715,110	-
Technician	74,242	-	329	-
Temp Office Worker	2,882	-	7,847	7,847
Unrestricted Unallocated Full-Time	16,161	-	-	-
Workshop / Staff Development Pay	81,469	52,300	191,818	191,818
Salaries & Wages Total	3,227,128	3,203,029	7,861,036	3,048,189
<u>Employee Benefits</u>				
FICA /Medicare	233,537	243,068	213,664	231,599
Insurance Benefits - Active Employees	329,648	325,074	229,500	313,080
Life Insurance	11,169	10,912	10,728	12,000
Retirement/Pension - Employee	44,062	53,117	45,508	62,195
Retirement/Pension - Teachers	358,002	348,267	386,032	332,358
Workman's Compensation	16,429	64,073	63,655	48,793
Employee Benefits Total	992,847	1,044,511	949,087	1,000,025

ESSA & Title I	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
RESTRICTED				
<u>Contracted Services</u>				
Annual Auditing Fees	-	9,600	9,600	9,600
Catering Services	5,450	-	5,000	-
Indirect Cost Recovery	1,065,759	1,071,488	1,088,489	754,447
Instructional Contracted Services	4,262,850	2,267,138	4,701,577	5,136,487
M&R Vehicles	3,144	2,471	4,000	4,000
Printing In-House	-	1,500	4,750	6,000
Rental of Vehicles	105,509	139,000	222,000	80,000
School Activity Transportation	20,824	39,760	250,626	12,066
Software License	450,408	473,500	-	-
Contracted Services Total	5,913,944	4,004,457	6,286,042	6,002,600
<u>Supplies & Materials</u>				
Classroom Teacher Supplies	228	33,663	1,099,789	500,000
Non-Catered Miscellaneous Food Supplies	116	3,144	4,480	8,980
Office Supplies	4,143	12,962	11,406	11,406
Other Miscellaneous Supplies	1,035	300	10,300	765
Staff Development Supplies	560	4,433	16,428	-
Student Supplies	-	12,808	-	-
Supplies & Materials Total	6,082	67,310	1,142,403	521,151
<u>Other Operating Expenses</u>				
Dues & Subscriptions	75,361	8,707	114,073	14,073
Field Trip Expense Non-Transportation	-	-	55,000	-
Internet Service	-	-	600	600
Local Travel - Per Mile Basis	9,891	24,524	73,082	73,082
Non-Local Travel Expenses	57,691	142,861	313,555	156,555
Other Travel Related Expenditures	510	-	8,000	4,000
Registration Fees	39,352	25,300	130,467	30,042
Other Operating Expenses Total	182,806	201,392	694,777	278,352
<u>Capital Outlay</u>				
Computers - Instructional	14,988	31,432	410,000	-
Computers - Non-Instructional	-	-	20,000	20,000
Educational Communication Equipment	4,017	-	50,000	-
Capital Outlay Total	19,005	31,432	480,000	20,000
Total RESTRICTED	\$ 10,341,812	\$ 8,552,131	\$ 17,413,345	\$ 10,870,317
TOTAL OPERATING EXPENDITURES	\$ 10,654,047	\$ 8,936,598	\$ 17,796,747	\$ 11,310,234

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
42205	ESSA (Every Student Succeeds Act)	\$ 588,504
42210	Title I, Office	10,721,730
TOTAL OPERATING EXPENDITURES		\$ 11,310,234

Monitoring & Accountability

Budget Accountability: Doug Strader, Chief Accountability Officer

MISSION

To improve student achievement by providing reliable, actionable information and cultivating a culture of data-based decision making, to ensure the district monitors adheres to the BTE Master Plan.

SUPPORTING THE STRATEGIC PLAN

- Academic Excellence: define and steward the district's accountability program, which includes the monitoring of student performance to inform the district's instruction program. Assist schools in the creation of goal- and objective-based school performance plans. Support schools' and area offices' capacity to create, follow, and monitor progress within those plans.
- Organizational Effectiveness: organize structures for holding schools and offices accountable for the work they perform and the effects of that work.

CORE SERVICES

- Managing Performance: develop and implement PGCPs' accountability system.
- Turning Accountability Data Into Information: provide decision makers with accurate, unbiased data to support their accountability efforts.
- Supporting Data Structures and Reporting: support the data management and reporting systems used for accountability.

EXPECTED OUTCOMES

By June 30, 2020, the School Performance Plan template will be finalized for school use and 100% of schools will demonstrate proficient use of the document for school improvement.

By June 30, 2020, the Data Team will provide the data required for quarterly data releases and other accountability projects.

By June 30, 2020, the District Performance Plan template will be finalized for central office use in FY 2020 and 100% of central offices will demonstrate proficient use of the document for setting FY 2020 performance goals that are aligned to benefit the advancement of student achievement.

DISCRETIONARY SPENDING PLAN

Supplies & Materials will maintain an inventory of office supplies for various staff development trainings onsite and offsite and for daily operations of the department.

Other Operating Costs supports local mileage reimbursement for staff travel to schools and offsite meetings as well as non-local travel, dues and subscriptions, and registration fees to support staff attendance at conferences for the purpose of professional development.

Capital Outlay supports laptop refresh and projectors for meetings.

Operating Budget Staffing by Position

Monitoring & Accountability Office	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Director	0.00	0.00	0.00	1.00
Instructional Specialist	0.00	0.00	3.00	3.00
Secretary	0.00	0.00	0.00	1.00
Support Officer	0.00	0.00	1.00	1.00
Support Supervisor	0.00	0.00	1.00	1.00
Technical Resource Analyst	0.00	0.00	3.00	3.00
Total UNRESTRICTED	0.00	0.00	8.00	10.00
TOTAL OPERATING STAFFING	0.00	0.00	8.00	10.00

Operating Budget Expenditures by Object / Sub-Object

Monitoring & Accountability Office	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	-	-	-	1,185,267
Secretaries and Clerks	-	-	-	72,176
Salaries & Wages Total	-	-	-	1,257,443
<u>Employee Benefits</u>				
FICA /Medicare	-	-	-	92,763
Insurance Benefits - Active Employees	-	-	-	94,241
Life Insurance	-	-	-	5,347
Retirement/Pension - Employee	-	-	-	66,245
Workman's Compensation	-	-	-	20,123
Employee Benefits Total	-	-	-	278,719
<u>Contracted Services</u>				
Printing In-House	-	-	2,500	2,500
Software License	-	-	3,500	3,500
Contracted Services Total	-	-	6,000	6,000
<u>Supplies & Materials</u>				
Office Supplies	-	-	3,000	3,000
Supplies & Materials Total	-	-	3,000	3,000
<u>Other Operating Expenses</u>				
Dues & Subscriptions	-	-	2,500	2,500
Local Travel - Per Mile Basis	-	-	3,500	20,000
Non-Local Travel Expenses	-	-	3,500	8,500
Registration Fees	-	-	3,500	5,000
Other Operating Expenses Total	-	-	13,000	36,000

Organizations

Monitoring & Accountability Office	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Capital Outlay</u>				
Computers - Instructional	-	-	3,000	3,000
Capital Outlay Total	-	-	3,000	3,000
Total UNRESTRICTED	\$ -	\$ -	\$ 25,000	\$ 1,584,162
TOTAL OPERATING EXPENDITURES	\$ -	\$ -	\$ 25,000	\$ 1,584,162

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
20301	Monitoring and Accountability, Office of	1,584,162
TOTAL OPERATING EXPENDITURES		\$ 1,584,162

Program Enhancement

Monitoring & Accountability	FTE	Position Costs	Discretionary Funds	Total Cost
Monitoring & Accountability Office Leadership	2.00	\$ 286,608	\$ -	\$ 286,608
The Office of Monitoring and Accountability was newly created in FY 2019 and reports directly to the Chief Accountability Officer. This request supports 1.00 Director and 1.00 Secretary position to provide a more concentrated focus and oversight of its staff.				
Total Program Enhancement	2.00	\$ 286,608	\$ -	\$ 286,608

Strategic Planning & Resource Management

Budget Accountability: Veronica Harrison, Director

MISSION

To support PGCPs leadership by facilitating the development of PGCPs' strategic plan, priorities, and improvement strategies through disciplined strategic planning; enable student achievement by maximizing grant funding acquisition through competitive grants development; and support central office staff by fostering a culture of grants accountability, compliance, and retention through effective grant management.

SUPPORTING THE STRATEGIC PLAN

- Operational Effectiveness: ensures organizational clarity of PGCPs' strategic direction and aligned execution of systemic priorities among stakeholders, enables successful program outcomes through increased funding resource acquisition, and supports systemic stewardship and compliance in managing external grant funds.

CORE SERVICES

- Facilitate PGCPs' legislative compliance through development, compilation, and submission of the annual Bridge to Excellence Master Plan and support executive leadership in the development of PGCPs' strategic plan and priorities.
- Support district staff by finding and partnering in grant opportunities in excess of \$20,000, facilitating the development and submission of compelling grant applications, and securing competitive grant awards to support the achievement of PGCPs strategic priorities.
- Provide monitoring and oversight for the district's grant awards over \$20,000 to ensure administrative requirements are in compliance with federal, state, local, and foundation regulations and the PGCPs' standards.

EXPECTED OUTCOMES

By June 2020, disciplined strategic planning will produce an approved annual Master Plan which will support: 100% Compliance with MSDE Bridge to Excellence legislative requirements as measured by timely submission, approval of reported content, and sustained federal and state funding allocations at or above an average of \$40 million annually.

By June 2020, effective grant-seeking will be expected to acquire a minimum of \$5 million in competitive non-continuation awards funding resources needed for academic, operational, and strategic programming. Each year the baseline is \$0.

Throughout FY 2020, systemic grant management will ensure an increase in PGCPs compliance with federal, state, and local regulations from 86% to 90% for use of public funds, and private foundation fiscal requirements enabling PGCPs retention and sustainability of external grant funding resources.

DISCRETIONARY SPENDING PLAN

Contracted Services supports part-time temporary to support technical document management and writing/editing support in connection with the compilation and assembly of the Master Plan and ad hoc grant development support.

Supplies & Materials supports general office supplies, specialty grant folders, and filing items for required document retention.

Capital Outlay supports replacement of aged staff desktop technology.

Operating Budget Staffing by Position

Strategic Planning & Resource Management	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Approved	Estimated	Approved
UNRESTRICTED				
Admin Support Specialist	2.00	2.00	3.00	3.00
Admin Support Technician	0.00	0.00	1.00	1.00
Director	1.00	1.00	1.00	1.00
Secretary	0.00	0.00	1.00	1.00
Total UNRESTRICTED	3.00	3.00	6.00	6.00
TOTAL OPERATING STAFFING	3.00	3.00	6.00	6.00

Operating Budget Expenditures by Object / Sub-Object

Strategic Planning & Resource Management	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Approved	Estimated	Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	362,618	387,847	387,847	539,407
Secretaries and Clerks	-	-	-	57,253
Other Support Staff	-	-	-	97,218
Terminal Leave Payout	11,772	-	-	-
Salaries & Wages Total	374,390	387,847	387,847	693,878
<u>Employee Benefits</u>				
FICA /Medicare	24,966	26,916	26,916	49,793
Life Insurance	1,465	1,499	1,499	2,952
Insurance Benefits - Active Employees	30,052	31,615	31,615	47,348
Retirement/Pension - Employee	30,935	33,201	33,201	48,549
Workman's Compensation	2,002	7,758	6,350	11,105
Employee Benefits Total	89,419	100,989	99,581	159,747
<u>Contracted Services</u>				
M&R Equipment	-	-	-	798
Printing In-House	1,903	6,170	6,170	6,170
Technical Contracted Services	-	7,719	7,719	7,719
Contracted Services Total	1,903	13,889	13,889	14,687
<u>Supplies & Materials</u>				
Office Supplies	710	1,596	1,596	798
Supplies & Materials Total	710	1,596	1,596	798
<u>Other Operating Expenses</u>				
Dues & Subscriptions	545	2,043	2,043	2,043
Local Travel - Per Mile Basis	161	300	300	300
Registration Fees	258	6,585	6,585	6,585
Other Operating Expenses Total	964	8,928	8,928	8,928
Total UNRESTRICTED	\$ 467,386	\$ 513,249	\$ 511,841	\$ 878,038
TOTAL OPERATING EXPENDITURES	\$ 467,386	\$ 513,249	\$ 511,841	\$ 878,038

Organizations

Operating Budget by Cost Center

Cost Center Number	Description		FY 2020 Approved
42140	Strategic Planning & Resource Management	\$	878,038
TOTAL OPERATING EXPENDITURES		\$	878,038

Organizations

Testing, Research & Evaluation

Budget Accountability: Doug Strader, Chief Accountability Officer

MISSION

To support all PGCPs stakeholders through effective testing, research, and evaluation services and to provide assistance to schools and offices in utilizing and analyzing data.

SUPPORTING THE STRATEGIC PLAN

- **Academic Excellence:** assess student performance providing meaningful/actionable information to stakeholders including parents, schools and district office to improve upon the instructional program.
- **Safe and Supportive Environments:** Conduct the School Climate Survey capturing student, staff and parents' opinions and attitudes concerning the school system.

CORE SERVICES

- Oversee and monitor national, state, and district assessments, providing resources, professional development, and ongoing support to schools and offices.
- Develop fair, reliable, and valid assessments that measure student learning and provide consultations, professional development, and related assessment services including oversight of the online, paper test, and scanning platform used by the district.
- Provide data quality, report validity, and applied research services to support effective and efficient data and reporting processes and to provide actionable data and information.

EXPECTED OUTCOMES

By June 30, 2020, provide at least 10 more professional development opportunities, from 20 to 30, to school-based staff on the use of assessment related data and on the creation of common assessments within the Unify platform as well as professional development opportunities regarding Maryland's accessibility features and accommodations for IEP, 504, ELL and Gen Ed students.

By June 30, 2020, monitor the successful administration of all mandated district, state, and federal assessment programs such that each administration is accomplished with fidelity following all testing protocols and procedures with less than .025% or fewer than 500 reporting of testing irregularities across all test administrations.

By June 30, 2020, complete four major research/evaluation projects aligned with the district's strategic plan that will contain specific and actionable recommendations.

DISCRETIONARY SPENDING PLAN

Salaries & Wages supports 2nd assignments and overtime for the administrations of Saturday Specialty Programs assessment.

Contracted Services supports testing programs/assessments that measure student achievement and provide feedback to schools, students, and parents on academic progress as well as service level maintenance agreements for scanners, barcode reader, and other office equipment.

Supplies & Materials supports an inventory of supplies for various staff development trainings both onsite and offsite and the daily operations of the department.

Other Operating Costs supports conference attendance and professional development opportunities, specifically Innovative Readiness Training (IRT), Maryland Assessment Group (MAG) and the Evaluators Institute; as well as local mileage reimbursement for staff who conduct school visitations and attend offsite meetings.

Capital Outlay supports the purchase/replacement of devices and equipment to support the district's assessment program.

Operating Budget Staffing by Position

Testing, Research & Evaluation	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
Admin Support Specialist	12.00	12.00	12.00	12.00
Admin Support Technician	5.00	5.00	5.00	5.00
Building Supervisor	1.00	1.00	1.00	1.00
Clerk	3.00	3.00	3.00	3.00
Director	0.00	1.00	1.00	1.00
Executive Director	1.00	0.00	0.00	0.00
Night Cleaner Lead	1.00	1.00	1.00	1.00
Secretary	3.00	3.00	3.00	3.00
Support Supervisor	5.00	5.00	5.00	5.00
Technical Resource Analyst	1.00	1.00	1.00	1.00
Total UNRESTRICTED	32.00	32.00	32.00	32.00
TOTAL OPERATING STAFFING	32.00	32.00	32.00	32.00

Operating Budget Expenditures by Object / Sub-Object

Testing, Research & Evaluation	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
<u>Salaries & Wages</u>				
2nd Assignment - Instructional	7,020	-	15,129	10,000
Grievance Settlements	37,968	-	-	-
Hourly Instructional	-	10,000	-	-
Other Admin/Professionals/Specialists	1,762,370	2,057,945	2,057,945	2,232,463
Other Support Staff	220,190	288,416	288,416	305,539
Overtime	964	1,000	3,510	1,000
Secretaries and Clerks	359,979	456,675	456,675	435,194
Service Worker	89,668	76,422	76,422	94,817
Terminal Leave Payout	10,279	-	-	-
Unrestricted Unallocated Full-Time	9,240	-	-	-
Salaries & Wages Total	2,497,677	2,890,458	2,898,097	3,079,013
<u>Employee Benefits</u>				
FICA /Medicare	182,192	216,943	217,335	233,558
Insurance Benefits - Active Employees	304,182	345,149	345,149	325,432
Life Insurance	9,925	11,132	11,132	13,056
Retirement/Pension - Employee	90,471	122,742	122,742	147,651
Workman's Compensation	13,164	57,607	47,262	48,249
Employee Benefits Total	599,935	753,573	743,620	767,946

Organizations

Testing, Research & Evaluation	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Contracted Services</u>				
Instructional Contracted Services	915,569	1,246,604	1,299,238	1,798,774
M&R Equipment	45,362	50,700	40,200	20,700
Printing In-House	129,759	109,140	149,140	109,140
Software License	193,383	28,272	28,272	31,272
Technical Contracted Services	24,407	24,400	13,900	8,600
Contracted Services Total	1,308,481	1,459,116	1,530,750	1,968,486
<u>Supplies & Materials</u>				
Other Miscellaneous Supplies	-	-	-	-
Office Supplies	10,424	9,800	12,300	9,800
Postage and Delivery	-	14,919	14,919	14,919
Testing Supplies & Materials	1,053,414	1,020,604	1,895,604	822,377
Supplies & Materials Total	1,063,837	1,045,323	1,922,823	847,096
<u>Other Operating Expenses</u>				
Dues & Subscriptions	289	300	1,300	300
Local Travel - Per Mile Basis	2,732	4,050	7,050	3,550
Meetings, Conferences, Convention student Stip	17,754	18,500	28,500	18,500
Non-Local Travel Expenses	1,627	-	15,000	19,250
Other Travel Related Expenditures	63	-	2,500	-
Registration Fees	-	-	7,000	6,250
Other Operating Expenses Total	22,465	22,850	61,350	47,850
Total UNRESTRICTED	\$ 5,492,395	\$ 6,171,320	\$ 7,156,640	\$ 6,710,391
TOTAL OPERATING EXPENDITURES	\$ 5,492,395	\$ 6,171,320	\$ 7,156,640	\$ 6,710,391

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
46101	Testing	\$ 5,872,882
46401	Research & Evaluation	837,509
TOTAL OPERATING EXPENDITURES		\$ 6,710,391

Program Enhancement

Testing, Research & Evaluation	FTE	Position Costs	Discretionary Funds	Total Cost
Testing Materials	0.00	\$ -	\$ 728,773	\$ 728,773
Supports annual SAT testing materials to comply with the <i>Maryland College and Career Ready Act</i> to assess all students for college readiness by the end of 11th grade, as well as funding to support a new math interim assessment program to meet Title I requirements.				
Total Program Enhancement	0.00	\$ -	\$ 728,773	\$ 728,773



Organization Summary

Organization	FY 2020 Approved FTE	FY 2020 Approved Funding
Chief, Communications & Community Engagement	3.00	\$ 567,736
Communications	25.00	4,587,065
Community Partnerships	5.00	616,898
TOTAL OPERATING STAFFING & EXPENDITURES	33.00	\$ 5,771,699

Chief, Communications & Community Engagement

Budget Accountability: Christian Rhodes, Chief of Staff

MISSION

To serve as principal advisor providing comprehensive and proactive communications, strategies and planning, media relations, and news analysis to the Board of Education and Chief Executive Officer (CEO). The stakeholder target audience includes the Board of Education, the Chief Executive Officer's leadership team, school district employees, and news media and community leaders.

SUPPORTING THE STRATEGIC PLAN

- Support the vision and assist with guiding the work of the Communication and Transparency Plan outlined in the Interim CEO's Work Plan.
- Develop strategies and focus on areas to support the district in improving how, when, and what we communicate to our stakeholders along with engaging our core customers.

CORE SERVICES

- Develop a strategic communication plan aligned with PGCPs' mission, vision and goals, to enhance the district's image and "brand" while imparting public information in a transparent manner;

CORE SERVICES

- Synchronizes endeavors among offices with distinct responsibilities for employee/student diversity matters; family and community outreach/engagement; and business/corporate partnerships so as to ensure that efforts are coherent, consistent, cost-effective, and coordinated, staying on message;
- Create and implement a marketing program that enhances PGCPs' image in the eye of the public and elected officials, as well as the corporate and grant community, with a recognizable "brand" reflective of a school district on an upward trajectory able to meet the needs of all its students.

EXPECTED OUTCOMES

By June 30, 2020, increase engagement by 10% from 28.8% to 38.8% with internal and external stakeholders as measured monthly by website/social media analytics and e-message/newsletter open rates.

By June 30, 2020, increase the number of strategic partnerships by 25% from 80 to 100.

By June 30, 2020, increase the public's perception of PGCPs by 5% from 37% to 42% through climate survey and perception data.

DISCRETIONARY SPENDING PLAN

Contracted Services supports various surveys, communication and branding services, marketing or software services or tools, services to facilitate community or systemic events through consulting firms, and equipment to market the school district.

Supplies & Materials supports staff development supplies; professional development; trainings; materials and supplies needed for community or systemic events- all to support the daily operations of the office.

Other Operating Costs supports local mileage reimbursement for office staff that travel to schools and/or various sites conducting business, or to attend off-site meetings; to cover non-local travel expenses for registration and conferences attended for professional development purposes.

Operating Budget Staffing by Position

Chief, Communications & Community Engagement	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Administrative Secretary	0.00	0.00	1.00	1.00
Associate Superintendent	0.00	0.00	1.00	1.00
Support Officer	0.00	0.00	0.00	1.00
Total UNRESTRICTED	0.00	0.00	2.00	3.00
TOTAL OPERATING STAFFING	0.00	0.00	2.00	3.00

Operating Budget Expenditures by Object / Sub-Object

Chief, Communications & Community Engagement	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	-	-	32,515	316,550
Secretaries and Clerks	-	-	-	104,469
Salaries & Wages Total	-	-	32,515	421,019
<u>Employee Benefits</u>				
FICA /Medicare	-	-	2,487	28,886
Insurance Benefits - Active Employees	-	-	2,150	32,813
Life Insurance	-	-	138	1,790
Retirement/Pension - Employee	-	-	4,552	28,491
Workman's Compensation	-	-	520	6,737
Employee Benefits Total	-	-	9,847	98,717
<u>Contracted Services</u>				
Printing In-House	-	-	22	-
Professional Contracted Services	-	-	119,000	-
Technical Contracted Services	-	-	-	25,000
Contracted Services Total	-	-	119,022	25,000
<u>Supplies & Materials</u>				
Office Supplies	-	-	-	1,000
Supplies & Materials Total	-	-	-	1,000
<u>Other Operating Expenses</u>				
Meeting Expense	-	-	-	5,000
Local Travel - Per Mile Basis	-	-	-	3,000
Other Operating Expenses Total	-	-	-	8,000
Total UNRESTRICTED	-	-	161,384	553,736
TOTAL OPERATING EXPENDITURES	\$ -	\$ -	\$ 161,384	\$ 553,736

Organizations

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
20101	Chief, Communications & Community Engagement	\$ 567,736
TOTAL OPERATING EXPENDITURES		\$ 567,736

Organizations

Communications

Budget Accountability: Raven Hill
Public Information / Communications Executive Director

MISSION

To utilize public information, digital and visual communications and web services to inform and educate targeted audiences about Prince George's County public school programs, achievements and initiatives.

SUPPORTING THE STRATEGIC PLAN

- Supports the strategic plan through the development and implementation of strategies for the Improve Customer Service, Communication and Culture teams.
- Develops related communication and marketing strategies for the other strategy teams.

CORE SERVICES

- Manage media relations, employee communications, digital marketing and crisis communications.
- Provide accurate, compelling and timely public information.
- Enhance the PGCPs reputation and brand through effective marketing and communications strategies.

EXPECTED OUTCOMES

By June 30, 2020, increase engagement by 10% from 28.8% to 38.8% with internal and external stakeholders as measured monthly by website/social media analytics and e-message/newsletter open rates.

By June 30, 2020, improve PGCPs public perception as measured by respondents by quarterly surveys and fall/spring focus groups.

By June 30, 2020, enhance outreach to Latino families by developing a Spanish-language social media site and video program with goal of 10% of Spanish-speaking families accessing tools.

DISCRETIONARY SPENDING PLAN

Salaries & Wages supports temporary office assistance and overtime for hourly staff who work beyond their contracted hours at the request of their supervisor.

Contracted Services supports the cost of vendor contracts for social media monitoring, unlimited messaging services, website content publishing, and translation services; software licenses for digital and visual communications; and advertising costs for promoting PGCPs events via radio, social media, and newspaper supplements.

Supplies & Materials supports supplies used in the daily operations of the office.

Other Operating Costs supports local travel reimbursement for office staff who attend off-site meetings; dues and subscriptions for educational memberships such as the National School Public Relations Association; and registration and non-local travel.

Capital Outlay supports the purchase/replacement of studio, television and camera equipment as needed.

Operating Budget Staffing by Position

Communications	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Admin Support Specialist	13.00	12.00	12.00	12.00
Admin Support Technician	1.00	2.00	2.00	2.00
Director	0.00	0.00	0.00	1.00
Executive Director	1.00	1.00	1.00	1.00
Instructional Supervisor	1.00	1.00	1.00	1.00
Officer	1.00	1.00	1.00	0.00
Secretary	2.00	2.00	2.00	2.00
Translator	6.00	6.00	6.00	6.00
Total UNRESTRICTED	25.00	25.00	25.00	25.00
RESTRICTED				
Admin Support Technician	1.00	0.00	0.00	0.00
Total RESTRICTED	1.00	0.00	0.00	0.00
TOTAL OPERATING STAFFING	26.00	25.00	25.00	25.00

Operating Budget Expenditures by Object / Sub-Object

Communications	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Hourly Interpreter	701,876	325,961	741,961	629,850
Other Admin/Professionals/Specialists	1,461,436	1,507,134	1,507,134	1,517,301
Other Support Staff	277,627	424,781	424,781	451,263
Overtime	2,799	7,902	7,902	4,000
PGCEA Sp Ed Step 1 Pay Differential	46	-	-	-
Secretaries and Clerks	149,219	146,161	146,161	157,207
Temp Office Worker	9,412	5,050	5,050	5,050
Unrestricted Unallocated Full-Time	14,627	-	-	-
Salaries & Wages Total	2,617,043	2,416,989	2,832,989	2,764,671
<u>Employee Benefits</u>				
FICA /Medicare	186,602	182,827	207,384	210,485
Insurance Benefits - Active Employees	214,758	239,566	239,566	232,133
Life Insurance	7,551	8,035	8,035	9,047
Retirement/Pension - Employee	100,329	120,915	120,915	126,996
Workman's Compensation	8,599	48,194	45,920	44,184
Employee Benefits Total	517,838	599,537	621,820	622,845
<u>Contracted Services</u>				
Advertising & Other Costs	2,028	3,000	3,000	3,000
Catering Services	1,050	700	700	-
Instructional Contracted Services	159,464	60,000	92,436	60,000
M&R Equipment	536	-	-	-

Communications	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
<u>Contracted Services</u>				
Other Contracted Services	-	-	-	170,000
Printing In-House	24,850	32,102	32,974	32,102
Professional Contracted Services	182,745	170,759	170,759	143,406
School Activity Transportation	440	-	-	-
Software License	5,039	14,000	301,500	581,000
Technical Contracted Services	106,881	9,368	131,806	173,268
Contracted Services Total	483,033	289,929	733,175	1,162,776
<u>Supplies & Materials</u>				
Office Supplies	2,705	2,703	3,696	2,705
Other Miscellaneous Supplies	1,591	500	500	500
Supplies & Materials Total	4,297	3,203	4,196	3,205
<u>Other Operating Expenses</u>				
Dues & Subscriptions	725	703	478	970
Excess Property-RMF	-	2,250	-	-
Local Travel - Per Mile Basis	6,420	15,082	13,560	7,500
Non-Local Travel Expenses	2,361	5,000	5,000	2,500
Other Travel Related Expenditures	139	-	-	-
Registration Fees	715	4,906	7,038	2,625
Other Operating Expenses Total	10,359	27,941	26,076	13,595
<u>Capital Outlay</u>				
Educational Communication Equipment	22,495	19,973	109,973	19,973
Capital Outlay Total	22,495	19,973	109,973	19,973
Total UNRESTRICTED	\$ 3,655,066	\$ 3,357,572	\$ 4,328,229	\$ 4,587,065
<u>RESTRICTED</u>				
<u>Salaries & Wages</u>				
Other Support Staff	73,778	-	-	-
Overtime	2,372	-	70	-
Salaries & Wages Total	76,150	-	70	-
<u>Employee Benefits</u>				
FICA /Medicare	5,659	-	5	-
Insurance Benefits - Active Employees	6,707	-	-	-
Life Insurance	287	-	-	-
Retirement/Pension - Employee	-	-	-	-
Retirement/Pension - Teachers	11,620	-	-	-
Workman's Compensation	411	-	-	-
Employee Benefits Total	24,683	-	5	-

Communications	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
RESTRICTED				
<u>Contracted Services</u>				
Rental of Buildings	-	-	57,671	-
Contracted Services Total	-	-	57,671	-
<u>Supplies & Materials</u>				
Other Miscellaneous Supplies	2,760	-	19,598	-
Supplies & Materials Total	2,760	-	19,598	-
<u>Other Operating Expenses</u>				
Other Miscellaneous Expense	-	-	-	-
Other Operating Expenses Total	-	-	-	-
<u>Capital Outlay</u>				
Educational Communication Equipment	-	-	82,225	-
Capital Outlay Total	-	-	82,225	-
Total RESTRICTED	\$ 103,593	\$ -	\$ 159,569	\$ -
TOTAL OPERATING EXPENDITURES	\$ 3,758,659	\$ 3,357,572	\$ 4,487,798	\$ 4,587,065

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
20100	Communications	\$ 2,765,872
42411	Interpreting & Translation	1,821,193
TOTAL OPERATING EXPENDITURES		\$ 4,587,065

Program Enhancements

Communications	FTE	Position Costs	Discretionary Funds	Total Cost
Web Services - Content Management System Upgrade	0.00	\$ -	\$ 575,000	\$ 575,000
Supports the migration of PGCPs' current website content management system (Ektron) which serves as the chief publisher of content to all school and office webpages and the main PGCPs homepage to a new content management system as Ektron was discontinued back in 2015 and the company plans to end support for Ektron soon.				
Interpreting & Translation	0.00	\$ -	\$ 485,000	\$ 485,000
Supports increased requests for interpreters that provide written and verbal language access services to families and central office staff, and translation of materials and Special Education Individual Education plans (IEPs).				
Total Program Enhancements	0.00	\$ -	\$ 1,060,000	\$ 1,060,000

Community Partnerships

Budget Accountability: Barbara Holt Streeter, Partnerships Officer

MISSION

To create programs and opportunities with internal and external Partners in Education which will benefit students and schools, secure funding for strategic priorities, execute and oversee community events through strategic marketing and public relations opportunities while raising the PGCPs brand profile.

SUPPORTING THE STRATEGIC PLAN

- Provide opportunities for collaboration and support of businesses, non-profits, volunteers and community organizations to provide direct services to the schools which will support students and staff.

CORE SERVICES

- Develop a Partners in Education program and process to create system-wide opportunities with external partners to provide academic/scholastic enrichment, college and career readiness, donation/sponsorship, facilities support, job shadow/internship, literacy improvement, social-emotional development/ mentoring, parent/family engagement, and staff development.

CORE SERVICES

- Increase the brand profile of PGCPs while monitoring marketing real estate across PGCPs platform, to expand existing sponsor relationships while building new opportunities to cover the cost of budget expenses, to provide a funding source for programs and create opportunities for students and staff. To create system-wide and school centered events that will financial support students through strategic marketing and public relations opportunities.
- Develop a School Volunteer Program for all Prince George's County public school communities through training of school leadership and site-based volunteer coordinators, management of the volunteer process, oversight of school volunteer data and establishment of systemic volunteer program guidelines.

EXPECTED OUTCOMES

By June 30, 2020, increase engagement with Partners in Education (our external partners) by 25% and increase financial donations through external partnerships 25% from \$50,000 to \$62,500.

By June 30, 2020, host two additional community events from 3 to 5 to showcase student and school achievements in collaboration with each Area Office and the Office of Communications.

By June 30, 2020, ensure 100% of Prince George's County public schools have at least one partnership with an external organization or volunteers.

DISCRETIONARY SPENDING PLAN

Contracted Services supports venue and transportation related to the Back to School Fair.

Supplies & Materials supports office supplies used in the daily operation of the office; and student supplies and snacks for events such as the Back to School Fair.

Other Operating Costs supports off-site meeting expenses; local mileage reimbursement of off-site meetings; registration fees; and dues and subscriptions for office staff.

Operating Budget Staffing by Position

Community Partnerships	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Admin Support Specialist	0.00	0.00	4.00	3.00
Officer	0.00	0.00	1.00	1.00
Secretary	0.00	0.00	1.00	1.00
Total UNRESTRICTED	0.00	0.00	6.00	5.00
TOTAL OPERATING STAFFING	0.00	0.00	6.00	5.00

Operating Budget Expenditures by Object / Sub-Object

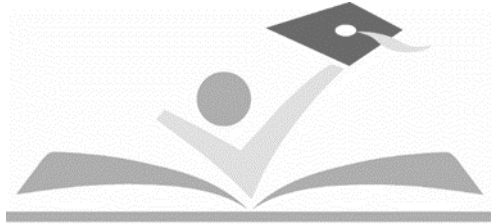
Community Partnerships	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	-	-	-	363,017
Secretaries and Clerks	-	-	-	54,476
Salaries & Wages Total	-	-	-	417,493
<u>Employee Benefits</u>				
FICA /Medicare	-	-	-	31,942
Insurance Benefits - Active Employees	-	-	-	36,852
Life Insurance	-	-	-	1,777
Retirement/Pension - Employee	-	-	-	32,675
Workman's Compensation	-	-	-	6,683
Employee Benefits Total	-	-	-	109,929
<u>Contracted Services</u>				
Other Contracted Services	-	-	51	20,041
Professional Contracted Services	-	-	27,000	17,500
Printing In-House	-	-	11,500	11,500
School Activity Transportation	-	-	2,489	3,000
Contracted Services Total	-	-	41,040	52,041
<u>Supplies & Materials</u>				
Non-Catered Miscellaneous Food Supplies	-	-	1,000	-
Office Supplies	-	-	4,230	1,500
Student Supplies	-	-	26,000	22,935
Supplies & Materials Total	-	-	31,230	24,435
<u>Other Operating Expenses</u>				
Local Travel - Per Mile Basis	-	-	6,500	6,500
Meeting Expense	-	-	6,500	3,500
Other Miscellaneous Expense	-	-	1,000	1,000
Registration Fees	-	-	400	2,000
Other Operating Expenses Total	-	-	14,400	13,000

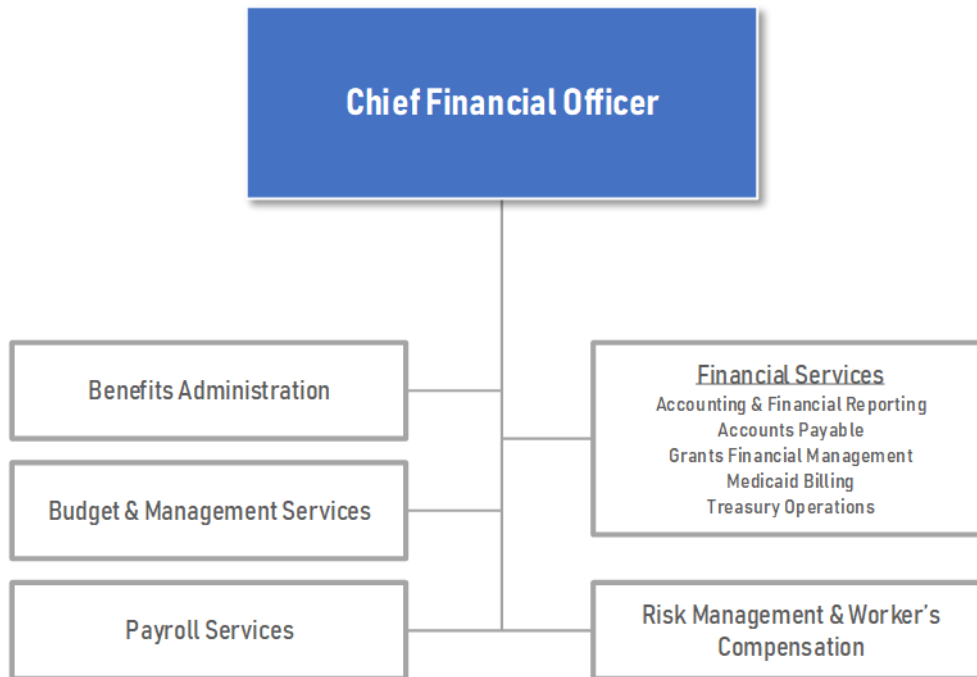
Community Partnerships	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Capital Outlay</u>				
Computers - Non-Instructional	-	-	870	-
Capital Outlay Total	-	-	870	-
Total UNRESTRICTED	\$ -	\$ -	\$ 87,540	\$ 616,898
RESTRICTED				
<u>Contracted Services</u>				
Rental of Buildings	-	-	5,000	-
Contracted Services Total	-	-	5,000	-
<u>Supplies & Materials</u>				
Other Miscellaneous Supplies	-	-	1,120	-
Supplies & Materials Total	-	-	1,120	-
<u>Other Operating Expenses</u>				
Other Miscellaneous Expense	-	-	41,750	-
Other Operating Expenses Total	-	-	41,750	-
Total RESTRICTED	\$ -	\$ -	\$ 47,870	\$ -
TOTAL OPERATING EXPENDITURES	\$ -	\$ -	\$ 135,410	\$ 616,898

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
20303	Community Partnerships	\$ 616,898
TOTAL OPERATING EXPENDITURES		\$ 616,898

Organizations





Organization Summary

Organization	FY 2020 Approved FTE	FY 2020 Approved Funding
Chief Financial Officer	3.00	\$ 1,035,601
Benefits Administration*	3.00	546,817
Budget & Management Services	15.00	3,176,051
Financial Services	52.00	6,757,804
Payroll Services	26.00	2,592,050
Risk Management & Worker's Compensation*	8.00	4,826,326
Other Fixed Charges	0.00	109,821,160
TOTAL OPERATING STAFFING & EXPENDITURES	107.00	\$ 18,934,649

*Contains a Non-operating budget component. See the Supplemental Section for details.

Chief Financial Officer

Budget Accountability: Michael Herbstman, Chief

MISSION

To provide financial oversight, integrity and effective use of school system resources. Providing quality service that is effective, efficient, and accountable. Services and products provided must meet our customers' needs with fiscal responsibility, innovation, and accuracy; while providing customer service that is professional and responsive to the needs of students, staff, the community and regulatory agencies. Our work directly supports the adults who support students to ensure that all students are academically prepared for success.

SUPPORTING THE STRATEGIC PLAN

- Supports Organizational Effectiveness by ensuring services guide, innovate, support and facilitate the management of all fiscal and organizational school system resources.
- Supports High-Performing Workforce by ensuring staff have access to professional development and training opportunities.

CORE SERVICES

- Guide effective planning, management and accountability for all fiscal and organizational school system resources.
- Ensure all departments provide exceptional customer service.
- Continuously improve effectiveness and efficiency of operations and services.

EXPECTED OUTCOMES

By June 30, 2020, the CFO will ensure that the Comprehensive Annual Financial Report (CAFR) models excellence and integrity in accounting and financial reporting and will comply with accepted accounting principles, as promulgated by the Governmental Accounting Standards Board (GASB). This will be demonstrated through an unmodified opinion from the independent auditor and through the Government Finance Officers Association (GFOA) recognizing PGCPs with the Certificate of Achievement for Excellence in Financial Reporting.

By June 30, 2020, the CFO will ensure that the Revenue Efficiency will be between 98% and 102% for FY 2020. The final actual ratio was 98.7% for FY 2018.

By June 30, 2020, the CFO will ensure that the Unrestricted Fund Balance Ratio will be between 7% and 10%. The actual FY 2018 ratio as of June 30, 2018 was 8.7%.

DISCRETIONARY SPENDING PLAN

Contracted Services supports the MSDE Independent Performance Audit, Graduation Audit and contract for the Student-Based Budgeting formula templates.

Supplies and Materials supports supplies used in the operation of the office.

Other Operating Costs supports dues and subscriptions, local mileage reimbursements for office staff attending off site meetings as well as non-local travel, registration fees, ground transportation and other expenses while in travel status.

Operating Budget Staffing by Position

Chief Financial Officer	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Approved	Estimated	Approved
UNRESTRICTED				
Administrative Secretary	1.00	1.00	1.00	1.00
Associate Superintendent	1.00	1.00	1.00	1.00
Support Officer	1.00	1.00	1.00	1.00
Technical Resource Analyst	1.00	0.00	0.00	0.00
Total UNRESTRICTED	4.00	3.00	3.00	3.00
TOTAL OPERATING STAFFING	4.00	3.00	3.00	3.00

Operating Budget Expenditures by Object / Sub-Object

Chief Financial Officer	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Approved	Estimated	Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	302,617	322,714	322,714	301,327
Secretaries and Clerks	106,262	106,262	106,262	104,469
Unrestricted Unallocated Full-Time	1,781	-	-	-
Salaries & Wages Total	410,660	428,976	428,976	405,796
<u>Employee Benefits</u>				
FICA /Medicare	29,960	28,316	28,316	28,666
Insurance Benefits - Active Employees	26,652	29,898	29,898	29,015
Life Insurance	1,602	1,658	1,658	1,725
Retirement/Pension - Employee	14,587	10,521	10,521	27,121
Workman's Compensation	1,680	8,582	7,024	6,494
Employee Benefits Total	74,482	78,975	77,417	93,021
<u>Contracted Services</u>				
Printing In-House	2,424	950	950	950
Technical Contracted Services	542,475	698,568	118,568	532,000
Contracted Services Total	544,899	699,518	119,518	532,950
<u>Supplies & Materials</u>				
Non-Catered Miscellaneous Food Supplies	-	-	-	289
Office Supplies	657	39,200	38,000	500
Supplies & Materials Total	657	39,200	38,000	789
<u>Other Operating Expenses</u>				
Dues & Subscriptions	89	553	553	760
Local Travel - Per Mile Basis	281	100	100	250
Non-Local Travel Expenses	799	950	950	1,450
Other Travel Related Expenditures	-	100	100	50
Registration Fees	1,504	550	550	535
Other Operating Expenses Total	2,673	2,253	2,253	3,045

Chief Financial Officer	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
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UNRESTRICTED

Capital Outlay

Office Furniture & Equipment	3,718	-	-	-
Capital Outlay Total	3,718	-	-	-

Total UNRESTRICTED	\$ 1,037,089	\$ 1,248,922	\$ 666,164	\$ 1,035,601
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RESTRICTED

Supplies & Materials

Other Miscellaneous Supplies	-	-	3,500	-
Supplies & Materials Total	-	-	3,500	-

Total RESTRICTED	\$ -	\$ -	\$ 3,500	\$ -
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TOTAL OPERATING EXPENDITURES	\$ 1,037,089	\$ 1,248,922	\$ 669,664	\$ 1,035,601
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Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
35001	Chief Financial Officer	\$ 1,035,601
TOTAL OPERATING EXPENDITURES		\$ 1,035,601

Benefits Administration

Budget Accountability: Tracy Dennis, Director

MISSION

To provide exceptional service and administration of all benefit plans for school system employees and retirees including medical, dental, prescription drug, life insurance, disability insurance, tax sheltered annuities, flexible spending, employee assistance plan, and deferred compensation plans. To assist employees with enrollment in the Maryland State and Retirement and Pension System (MSRPS) upon hire and to coordinate timely processing with MSRPS upon retirement.

SUPPORTING THE STRATEGIC PLAN

- Support Organizational Effectiveness by balancing a competitive, valuable benefits program for employees and retirees with financial sustainability and fiscally sound use of dollars.
- Support Safe and Supportive Environments by supporting the health and wellness of all staff members.

CORE SERVICES

- Administer the medical, dental, prescription drug, life insurance, disability insurance, tax sheltered annuities, flexible spending, employee assistance plan, and deferred compensation plans.
- Balance competitive and valuable benefits program with financial stability and fiscally sound use of dollars.
- Promote and support health and wellness of staff members.

EXPECTED OUTCOMES

By June 30, 2020, ensure eligible employees, retirees and their dependents will be educated on PGCPs' comprehensive benefits, services, and programs and will receive the required information on an ongoing and timely basis. As a result of this, at least 5,000 employees will actively participate in Open Enrollment. In FY 2018, 978 employees actively participated.

By June 30, 2020, provide ongoing equitable benefits which will include sound fiscal and contract management of benefit programs and will explore alternate or additional benefits and financial structures that maximize affordable coverage for all eligible PGCPs employees. Through these efforts, we will maintain or exceed the FY 2018 participation rates in Health Care coverage: 65% for active employees and 35% for retirees.

By June 30, 2020, ensure employees are provided with activities and materials that will improve employee health and promote well-being. During FY 2018, there were 1,421 employee participants in wellness events. In FY 2020, that number will increase to at least 3,000 employee participants in wellness events.

DISCRETIONARY SPENDING PLAN

Salaries & Wages supports usage of temporary and/or part-time support during peak seasons for the benefit and retirement areas.

Supplies & Materials supports health and wellness initiatives, benefit presentations for school staff, as well as office supplies used in the daily operations of the office.

Other Operating Expenses supports mileage reimbursement for staff, dues and subscriptions, local and non-local travel and registration fees to attend conferences for the purpose of professional development, hosting two retirement conferences each year, benefits fairs, and other benefit related events.

Capital Outlay support the purchase of technology related items as well as the purchase/replacement of office furniture.

Operating Budget Staffing by Position

Benefits Administration	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Clerk	2.00	2.00	2.00	2.00
Support Supervisor	1.00	1.00	1.00	1.00
Total UNRESTRICTED	3.00	3.00	3.00	3.00
TOTAL OPERATING STAFFING	3.00	3.00	3.00	3.00

Operating Budget Expenditures by Object / Sub-Object

Benefits Administration	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	105,664	104,813	104,813	110,914
Overtime	1,570	-	3,096	2,688
Secretaries and Clerks	159,120	159,732	159,732	161,320
Unrestricted Unallocated Full-Time	1,133	-	-	-
Salaries & Wages Total	267,487	264,545	267,641	274,922
<u>Employee Benefits</u>				
FICA /Medicare	19,689	20,239	20,239	20,827
Insurance Benefits - Active Employees	38,750	38,756	38,756	38,756
Life Insurance	1,067	1,023	1,023	1,158
Retirement/Pension - Employee	9,030	8,973	8,973	9,983
Workman's Compensation	1,470	5,293	4,332	4,357
Employee Benefits Total	70,007	74,284	73,323	75,081
<u>Contracted Services</u>				
Catering Services	365	365	163	-
Printing In-House	1,663	5,000	5,000	5,000
Professional Contracted Services	770	1,270	1,270	8,900
Technical Contracted Services	-	-	155,000	155,000
Third Party Processing-Active	-	2,000	-	-
Contracted Services Total	2,798	8,635	161,433	168,900
<u>Supplies & Materials</u>				
Office Supplies	2,970	3,000	4,520	5,000
Postage and Delivery	-	2,443	2,443	2,443
Staff Development Supplies	2,876	2,000	3,520	2,000
Supplies & Materials Total	5,846	7,443	10,483	9,443
<u>Other Operating Expenses</u>				
Dues & Subscriptions	454	-	534	325
Fees Fines and Licenses	12,700	21,000	22,200	14,000
Local Travel - Per Mile Basis	1,020	500	1,205	606
Other Operating Expenses Total	14,174	21,500	23,939	14,931

Benefits Administration	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Capital Outlay</u>				
Medical & Health Equipment	-	3,365	-	540
Office Furniture & Equipment	3,488	6,000	5,086	3,000
Capital Outlay Total	3,488	9,365	5,086	3,540
Total UNRESTRICTED	\$ 363,800	\$ 385,772	\$ 541,905	\$ 546,817
RESTRICTED				
<u>Salaries & Wages</u>				
Overtime	-	-	3,029	-
Salaries & Wages Total	-	-	3,029	-
<u>Employee Benefits</u>				
FICA /Medicare	-	-	231	-
Workman's Compensation	-	-	63	-
Employee Benefits Total	-	-	294	-
<u>Contracted Services</u>				
Catering Services	2,656	-	-	-
Other Contracted Services	2,241	-	2,502	-
Contracted Services Total	4,897	-	2,502	-
<u>Other Operating Expenses</u>				
Registration Fees	-	-	4,575	-
Other Operating Expenses Total	-	-	4,575	-
Total RESTRICTED	\$ 4,897	\$ -	\$ 10,400	\$ -
TOTAL OPERATING EXPENDITURES	\$ 368,696	\$ 385,772	\$ 552,305	\$ 546,817

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
35222	Benefits Administration	\$ 546,817
TOTAL OPERATING EXPENDITURES		\$ 546,817

Budget & Management Services

Budget Accountability: Michael Herbstman, CFO

MISSION

As the central analytical unit of Prince George's County Public Schools (PGCPS), provides timely, accurate, and complete information and analyses services. Its members actively partner with PGCPS leaders in guiding strategic resource appropriation and allocation to ensure the most effective use of resources, fostering new initiatives, and supporting dynamic decision-making.

SUPPORTING THE STRATEGIC PLAN

- Supports Organizational Effectiveness by ensuring the allocation and use of resources are aligned to supporting the Strategic Plan, across all departmental budgets.
- Supports Family and Community Engagement by developing materials and processes to garner more community stakeholder input into the budget process.

CORE SERVICES

- Budget Formulation by managing the process for identifying and acquiring its annual budgetary resources.
- Budget Execution by ensuring that the current budget is obligated in compliance with all applicable federal, state, county and Board policies and procedures. The office tracks and reports current and prior year data for all departments and schools and tracks and manages all authorized full time equivalent (FTE) positions.
- Budget Management, Analyses and Financial systems by providing information and analyses for decision making and reviewing methodologies to improve resource allocation and availability.

EXPECTED OUTCOMES

By June 30, 2020, prepare the operating budget for approval by the Board of Education and County Council. Expenditure efficiency will be between 100% and 105%. In both FY 2017 and FY 2018, the actual result was 103%.

By June 30, 2020, monitor and control operating and non-operating budgets to ensure expenditures do not exceed adopted state mandated categories at the end of each fiscal year. Operating Fund Balance ratio will remain between 5% and 10%. The final ratios for FY 2017 and FY 2018 were 7% and 9% respectively.

By June 30, 2020, maintain authorized full time equivalent (FTE) positions within authorized levels. Instructional FTE compared to total district FTE will continue to meet or exceed the FY 2018 ratio of 47%.

DISCRETIONARY SPENDING PLAN

Contracted Services supports the annual expenses related to the Oracle Hyperion Planning and Budgeting Cloud Service licenses.

Supplies & Materials supports budget document publishing supplies; general office supplies for staff; central office and school based staff development during the Hyperion Budget Cloud planning implementation and Oracle University training for the Hyperion implementation.

Other Operating Expenses supports professional certification for staff, ASBO (Association of School Business Officials) membership and GFOA (Government Finance Officer Association) membership as well as other conference fees related to GFOA trainings for "Better Budgeting" seminars, and ASBO Spring Conference.

Capital Outlay supports replacement computer and equipment for office staff.

Operating Budget Staffing by Position

Budget & Management Services	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Admin Support Specialist	1.00	1.00	1.00	1.00
Director	1.00	1.00	1.00	1.00
Financial Administrator	5.00	5.00	5.00	5.00
Financial Analyst	7.00	8.00	8.00	8.00
Total UNRESTRICTED	14.00	15.00	15.00	15.00
TOTAL OPERATING STAFFING	14.00	15.00	15.00	15.00

Operating Budget Expenditures by Object / Sub-Object

Budget & Management Services	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	1,176,550	1,604,949	1,604,949	1,582,157
Unrestricted Unallocated Full-Time	7,426	-	-	-
Salaries & Wages Total	1,183,976	1,604,949	1,604,949	1,582,157
<u>Employee Benefits</u>				
FICA /Medicare	87,580	130,042	130,042	120,079
Insurance Benefits - Active Employees	106,437	141,980	141,980	146,858
Life Insurance	4,786	6,683	6,683	6,732
Retirement/Pension - Employee	59,874	102,047	102,047	106,135
Workman's Compensation	6,535	34,597	28,318	25,321
Employee Benefits Total	265,212	415,349	409,070	405,125
<u>Contracted Services</u>				
Other Contracted Services	-	7,200	3,700	-
Printing In-House	22,436	17,835	17,835	17,835
Software License	99,107	136,000	136,000	136,000
Technical Contracted Services	-	-	-	891,000
Contracted Services Total	121,543	161,035	157,535	1,044,835
<u>Supplies & Materials</u>				
Office Supplies	1,137	5,300	5,300	1,800
Staff Development Supplies	118	-	-	-
Supplies & Materials Total	1,256	5,300	5,300	1,800
<u>Other Operating Expenses</u>				
Dues & Subscriptions	165	1,000	1,000	1,000
Local Travel - Per Mile Basis	-	500	500	500
Meetings,Conferences,Convention student Stip	-	5,000	-	5,000
Non-Local Travel Expenses	-	5,000	5,000	5,000
Other Travel Related Expenditures	-	-	-	500
Registration Fees	735	3,500	103,500	129,134
Other Operating Expenses Total	900	15,000	110,000	141,134

Budget & Management Services	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Capital Outlay</u>				
Computers - Non-Instructional	-	4,000	3,000	1,000
Office Furniture & Equipment	25,468	-	9,500	-
Capital Outlay Total	25,468	4,000	12,500	1,000
Total UNRESTRICTED	\$ 1,598,354	\$ 2,205,633	\$ 2,299,354	\$ 3,176,051
TOTAL OPERATING EXPENDITURES	\$ 1,598,354	\$ 2,205,633	\$ 2,299,354	\$ 3,176,051

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
35101	Budget & Management Services	\$ 3,176,051
TOTAL OPERATING EXPENDITURES		\$ 3,176,051

Program Enhancement

Budget & Management Services	FTE	Position Costs	Discretionary Funds	Total Cost
Oracle Enterprise Planning and Cloud Services	0.00	\$ -	\$ 95,360	\$ 95,360
Supports contracted services for the implementation of Oracle Enterprise Planning and Cloud Services and registration fees for staff training.				
Total Program Enhancement	0.00	\$ -	\$ 95,360	\$ 95,360

Financial Services

Budget Accountability: J. Michael Dougherty, Director

MISSION

To offer the highest degree of customer service, open communications, strong internal controls and financial transparency – utilizing training and technology – geared towards enhancement of student success.

SUPPORTING THE STRATEGIC PLAN

- Supports Organizational Effectiveness by ensuring that finance practices and processes are collaborative, efficient, properly planned, prioritized, managed and aligned with strategic goals.
- Supports a High Performing Workforce by valuing employees through clear rewards, recognition, and professional development as a means of fostering collaboration and exceptional customer service.

CORE SERVICES

- Provides accurate, timely accounting and reporting of financial position and result of operations by expeditious periodic closing of the books and completion of reconciliations soon thereafter.
- Guarantees quality service, timely and accurate payments to vendors, so schools and offices get the goods and services they need to educate students and make a difference.
- Ensures efficient and sound fiscal management so that grant awards are fully spent, on time, and in compliance with statutory and other requirements.

EXPECTED OUTCOMES

By June 30, 2020, Financial Services will ensure expenditure requests and authorized disbursements are processed on a timely basis. Accounts Payable will increase payment requests within 30 days from receipt from 91% to 92%.

By June 30, 2020, Financial Services will continue to supplement the costs of providing special education and health services to PGCPs students. Service logs for Medicaid-eligible students with an IEP will increase from 91% to 92%.

By June 30, 2020, Financial Services will ensure that all accounts receivable invoices will be billed within 48 hours of receipt. Treasury Operations will increase invoicing and billing process within the specified timeframe by 3% from 95% to 98%.

DISCRETIONARY SPENDING PLAN

Contracted Services supports technical consultants for bank services, account analysis and fraud prevention, and software licenses.

Supplies & Materials supports supplies used in the daily operations of the department.

Other Operating Expenses supports bank services and fees; performance bonds, dues and subscriptions, and registration for staff development and seminars; and local and non-local travel.

Capital Outlay supports the purchase new computers and office furniture.

Operating Budget Staffing by Position

Financial Services	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
Admin Support Specialist	1.00	1.00	1.00	1.00
Admin Support Technician	1.00	1.00	1.00	1.00
Clerk	13.00	13.00	13.00	13.00
Director	1.00	1.00	1.00	1.00
Financial Administrator	6.00	6.00	6.00	6.00
Financial Analyst	13.00	13.00	13.00	13.00
Financial Assistant	2.00	2.00	2.00	2.00
Program Manager	1.00	1.00	1.00	1.00
Secretary	2.00	2.00	2.00	2.00
Support Supervisor	2.00	2.00	2.00	2.00
Total UNRESTRICTED	42.00	42.00	42.00	42.00
<u>RESTRICTED</u>				
Admin Support Specialist	3.00	3.00	3.00	3.00
Admin Support Technician	3.00	3.00	3.00	3.00
Clerk	2.00	2.00	2.00	2.00
Program Manager	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00
Total RESTRICTED	10.00	10.00	10.00	10.00
TOTAL OPERATING STAFFING	52.00	52.00	52.00	52.00

Operating Budget Expenditures by Object / Sub-Object

Financial Services	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	2,376,555	2,493,467	2,493,467	2,650,018
Other Support Staff	77,137	75,711	75,711	79,157
Overtime	2,580	1,709	1,961	2,300
Secretaries and Clerks	856,494	929,406	929,406	941,891
Sick Leave Bank	9,324,153	-	-	-
Technician	117,493	132,129	132,129	136,305
Terminal Leave Payout	12,181	-	-	-
Unrestricted Unallocated Full-Time	23,702	-	-	-
Salaries & Wages Total	12,790,294	3,632,422	3,632,674	3,809,671
<u>Employee Benefits</u>				
FICA /Medicare	261,197	274,076	274,076	286,887
Insurance Benefits - Active Employees	353,359	377,582	377,582	376,307
Life Insurance	14,172	14,033	14,033	16,204
Retirement/Pension - Employee	156,576	175,512	175,512	196,308

Financial Services	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
<u>Employee Benefits</u>				
Retirement/Pension - Teachers	13,003	-	-	-
Workman's Compensation	19,301	72,635	59,453	60,939
Employee Benefits Total	817,608	913,838	900,656	936,645
<u>Contracted Services</u>				
M&R Equipment	2,846	3,895	3,895	3,395
Outside Printing	2,994	3,900	4,450	3,280
Printing In-House	15,304	9,077	9,077	9,077
Software License	98,553	97,700	95,000	100,700
Technical Contracted Services	77,736	60,800	58,800	52,500
Contracted Services Total	197,433	175,372	171,222	168,952
<u>Supplies & Materials</u>				
Office Supplies	14,889	13,205	13,435	12,689
Postage and Delivery	-	650	270	250
Supplies & Materials Total	14,889	13,855	13,705	12,939
<u>Other Operating Expenses</u>				
Bank Analysis Fees	119,494	164,000	164,000	130,000
Dues & Subscriptions	4,423	8,145	7,645	5,850
Fees Fines and Licenses	11,163	10,000	12,000	11,500
Local Travel - Per Mile Basis	755	2,940	2,940	1,649
Non-Local Travel Expenses	331	-	1,950	1,180
Other Travel Related Expenditures	2,133	4,360	4,060	2,800
Performance Bonds	363	1,250	1,250	1,250
Registration Fees	11,984	24,497	19,922	17,345
Other Operating Expenses Total	150,646	215,192	213,767	171,574
<u>Capital Outlay</u>				
Office Furniture & Equipment	2,870	3,640	9,585	2,414
Computers - Non-Instructional	5,368	2,500	2,280	9,000
Capital Outlay Total	8,238	6,140	11,865	11,414
Total UNRESTRICTED	\$ 13,979,108	\$ 4,956,819	\$ 4,943,889	\$ 5,111,195
<u>RESTRICTED</u>				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	352,182	349,339	362,437	369,686
Other Support Staff	221,582	217,111	227,759	235,381
Secretaries and Clerks	141,201	140,920	142,569	148,562
Unrestricted Unallocated Full-Time	3,778	-	-	-
Salaries & Wages Total	718,744	707,370	732,765	753,629
<u>Employee Benefits</u>				
FICA /Medicare	52,590	54,118	56,057	57,657
Insurance Benefits - Active Employees	126,026	133,718	86,000	116,467
Life Insurance	2,847	2,735	2,828	3,207

Financial Services	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
RESTRICTED				
<u>Employee Benefits</u>				
Retirement/Pension - Employee	35,069	34,643	99,362	39,101
Retirement/Pension - Teachers	33,877	33,491	-	34,633
Workman's Compensation	2,960	14,151	14,655	12,065
Employee Benefits Total	253,369	272,856	258,902	263,130
<u>Contracted Services</u>				
Instructional Contracted Services	3,766	15,500	15,500	15,500
Printing In-House	3,692	3,250	3,250	3,250
Rental of Buildings	8,872	10,000	8,000	8,000
Software License	85,490	90,000	90,000	90,000
Contracted Services Total	101,821	118,750	116,750	116,750
<u>Supplies & Materials</u>				
Classroom Teacher Supplies	240,701	277,200	277,200	277,200
Office Supplies	2,512	3,000	3,000	3,000
Health Supplies	-	-	30,000	30,000
Postage and Delivery	-	10,900	16,900	16,900
Supplies & Materials Total	243,212	291,100	327,100	327,100
<u>Other Operating Expenses</u>				
Fees Fines and Licenses	100,000	100,000	115,000	115,000
Insurance	45,687	45,600	45,600	45,600
Local Travel - Per Mile Basis	2,477	2,300	2,300	2,300
Non-Local Travel Expenses	289	-	-	-
Non-Local Travel Lodging	1,108	2,500	2,500	2,500
Non-Local Travel Transportation	-	1,800	1,800	1,800
Registration Fees	1,235	2,500	2,500	2,500
Other Operating Expenses Total	150,796	154,700	169,700	169,700
<u>Capital Outlay</u>				
Classroom Equipment & Furniture	12,268	47,000	13,000	13,000
Computers - Non-Instructional	2,194	3,300	3,300	3,300
Capital Outlay Total	14,462	50,300	16,300	16,300
Total RESTRICTED	\$ 1,482,404	\$ 1,595,076	\$ 1,621,517	\$ 1,646,609
TOTAL OPERATING EXPENDITURES	\$ 15,461,513	\$ 6,551,895	\$ 6,565,406	\$ 6,757,804

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
35201	Financial Services	\$ 310,453
35210	Accounting and Financial Reporting	1,820,823
35211	Accounts Payable	1,154,292
35225	Grants Management	1,145,300
35227	Medicaid Office	1,646,609
35230	Treasury Operations	680,327
TOTAL OPERATING EXPENDITURES		\$ 6,757,804

Payroll Services

Budget Accountability: Frieda Hudson, Director

MISSION

To compensate employees correctly, to maintain fiscal and human accountability by complying with school system, county, state and federal accountability requirements for time and leave, tax compliance, and financial reporting.

SUPPORTING THE STRATEGIC PLAN

- Support High Performance Workforce by hiring highly qualified and skilled staff.
- Support Organizational Effectiveness by ensuring internal and external customers are aware of our processes and procedures.

CORE SERVICES

- Provide excellent customer services.
- Ensure that all employee time is appropriately tracked and employees are paid correctly and on-time.
- Automate processes within Oracle to make processes and procedures more customer friendly.

EXPECTED OUTCOMES

By June 30, 2020, identify and monitor the number of employees who do not utilize Oracle for leave entry purposes. At least 99% of staff will enter leave requests within Oracle. Through October 2018, the FY 2019 rate was 98%.

By June 30, 2020, ensure that 100% of timecards will be approved by the timecard approval deadline. Through October 2018, the FY 2019 rate was 99%.

By June 30, 2020, limit the number of quick pay checks and direct deposits that are processed outside of the regular payroll cycle. An average of fewer than 200 checks will be processed outside of each regular payroll. For the November 2, 2018 payroll, 266 quick pay checks and direct deposits were issued.

DISCRETIONARY SPENDING PLAN

Salaries & Wages supports part-time personnel to assist the payroll and absence management staff during increase workloads.

Contracted Services supports the additional funding needed to purchase check stock for payroll and garnishment checks and to purchase envelopes for W2 distribution.

Supplies & Materials supports supplies used in the daily operations of the office.

Other Operating Costs supports local mileage reimbursements for staff who conducts training, school visitations, and orientations. Funds is also used for annual memberships and annual payroll guidance manuals. Supports local training sessions for staff.

Capital Outlay supports the purchase of outdated computers, laptops, printers, and other pertinent equipment for staff.

Operating Budget Staffing by Position

Payroll Services	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Approved	Estimated	Approved
UNRESTRICTED				
Admin Support Specialist	1.00	1.00	1.00	1.00
Clerk	14.00	14.00	14.00	14.00
Director	1.00	1.00	1.00	1.00
Financial Analyst	3.00	3.00	3.00	3.00
Financial Assistant	3.00	3.00	3.00	3.00
Secretary	1.00	1.00	1.00	1.00
Support Supervisor	3.00	3.00	3.00	3.00
Total UNRESTRICTED	26.00	26.00	26.00	26.00
TOTAL OPERATING STAFFING	26.00	26.00	26.00	26.00

Operating Budget Expenditures by Object / Sub-Object

Payroll Services	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Approved	Estimated	Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	877,099	879,450	879,450	912,207
Overtime	6,061	12,004	27,004	10,000
Secretaries and Clerks	731,691	835,734	835,734	835,268
Technician	236,038	235,486	235,486	240,164
Temp Office Worker	3,882	4,000	23,500	3,882
Unrestricted Unallocated Full-Time	6,443	-	-	-
Salaries & Wages Total	1,861,214	1,966,674	2,001,174	2,001,521
<u>Employee Benefits</u>				
FICA /Medicare	138,281	138,560	138,560	151,376
Insurance Benefits - Active Employees	262,285	267,056	267,056	274,579
Life Insurance	7,468	7,542	7,542	8,459
Retirement/Pension - Employee	68,365	88,880	88,880	74,092
Workman's Compensation	10,252	39,106	32,008	31,880
Employee Benefits Total	486,650	541,144	534,046	540,386
<u>Contracted Services</u>				
Outside Printing	12,060	11,000	11,000	11,000
Printing In-House	13,475	7,282	7,282	7,282
Technical Contracted Services	3,294	5,388	1,134	883
Contracted Services Total	28,829	23,670	19,416	19,165
<u>Supplies & Materials</u>				
Office Supplies	5,810	4,462	5,566	5,300
Other Miscellaneous Supplies	-	1,565	-	-
Postage and Delivery	-	4,900	940	3,900
Staff Development Supplies	1,502	2,025	75	75
Supplies & Materials Total	7,311	12,952	6,581	9,275

Payroll Services	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Other Operating Expenses</u>				
Dues & Subscriptions	-	500	249	500
Fees Fines and Licenses	1,728	2,725	4,685	2,725
Local Travel - Per Mile Basis	423	2,850	246	350
Registration Fees	6,139	5,161	4,161	5,661
Other Operating Expenses Total	8,290	11,236	9,341	9,236
<u>Capital Outlay</u>				
Office Furniture & Equipment	8,288	8,400	16,420	12,467
Capital Outlay Total	8,288	8,400	16,420	12,467
Total UNRESTRICTED	\$ 2,400,582	\$ 2,564,076	\$ 2,586,978	\$ 2,592,050
TOTAL OPERATING EXPENDITURES	\$ 2,400,582	\$ 2,564,076	\$ 2,586,978	\$ 2,592,050

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
35220	Payroll Services	\$ 2,592,050
TOTAL OPERATING EXPENDITURES		\$ 2,592,050

Risk Management & Worker's Compensation

Budget Accountability: Philip Hughes, Manager

MISSION

To create a safe working environment for employees and students while protecting the financial assets of the school system. Some of the strategies that we will implement to achieve our mission are the identification and analysis of risk, the implementation of loss control programs and the purchasing of insurance to transfer risk. In addition, we will return employees back work through our Transition to Work Program.

SUPPORTING THE STRATEGIC PLAN

- Creating safe and supportive school environments by implementing strategies that identifies risk and eliminate/reduce injuries for students, employees and community.
- Supporting schools that have incurred a property loss while looking for ways to transfer our risk and exposure.

CORE SERVICES

- Reduce injuries for students, staff and the community.
- Returning injured employees to work through the Transition to Work Program.
- Reducing the District's financial liability through the transfer of risk and the management of the self-insured fund.

EXPECTED OUTCOMES

By June 30, 2020, reduce worker's compensation expenditures by 1% from FY 2018 expenditures of \$16,414,836 to FY 2020 expenditures below \$16,250,688.

By June 30, 2020, reduce worker's compensation average reserves by 1% from FY 2018 average reserves of \$14,836,872 to FY 2020 average reserves below \$14,688,503.

By June 30, 2020, ensure that at least 130 employees are transitioned through the Transition to Work Program.

DISCRETIONARY SPENDING PLAN

Contracted Services supports third party administrators responsible for investigation and adjudication of both liability and worker's compensation claims made against the District.

Supplies & Materials supports supplies used in the daily operations of the office as well as training supplies and materials for safety classes.

Other Operating Costs supports local mileage reimbursement for staff who perform school safety inspections, registration fees for continuing education credit, insurance for medical malpractice and underground storage tanks, membership dues to the MD Public Risk Management Association and Risk Management Society.

Capital Outlay supports the purchase/replacement of office, classroom equipment and furniture as needed due to flood/fire/mold, etc.

Operating Budget Staffing by Position

Risk Management & Worker's Compensation	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Admin Support Specialist	2.00	2.00	2.00	2.00
Clerk	1.00	1.00	1.00	1.00
Financial Administrator	1.00	1.00	1.00	1.00
Secretary	3.00	3.00	3.00	3.00
Technical Resource Analyst	1.00	1.00	1.00	1.00
Total UNRESTRICTED	8.00	8.00	8.00	8.00
TOTAL OPERATING STAFFING	8.00	8.00	8.00	8.00

Operating Budget Expenditures by Object / Sub-Object

Risk Management & Worker's Compensation	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	392,888	390,451	390,451	392,709
Overtime	26,814	17,955	-	17,955
Secretaries and Clerks	267,660	269,791	269,791	273,153
Unrestricted Unallocated Full-Time	3,218	-	-	-
Salaries & Wages Total	690,581	678,197	660,242	683,817
<u>Employee Benefits</u>				
FICA /Medicare	49,187	50,513	50,513	50,944
Insurance Benefits - Active Employees	92,031	89,865	89,865	94,604
Life Insurance	2,668	2,553	2,553	2,835
Retirement/Pension - Employee	25,636	25,473	25,473	26,819
Workman's Compensation	3,663	13,209	10,812	10,660
Employee Benefits Total	173,185	181,613	179,216	185,862
<u>Contracted Services</u>				
Printing In-House	12,715	14,432	14,432	14,432
Technical Contracted Services	-	80,000	80,000	80,013
Contracted Services Total	12,715	94,432	94,432	94,445
<u>Supplies & Materials</u>				
Classroom Teacher Supplies	-	130,000	130,000	-
Office Supplies	3,079	3,820	5,182	3,300
Other Miscellaneous Supplies	-	73,802	73,802	-
Staff Development Supplies	1,995	1,000	1,000	1,500
Supplies & Materials Total	5,073	208,622	209,984	4,800
<u>Other Operating Expenses</u>				
Auto Liability-Self Insurance	1,433,000	1,433,000	1,433,000	1,433,000
Dues & Subscriptions	-	200	200	100
Equipment Property-Self Insurance	288,671	250,000	250,000	325,000
Excess Property-RMF	822,409	1,565,221	1,215,221	1,100,000

Risk Management & Worker's Compensation	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
<u>Other Operating Expenses</u>				
General Liability-RMF	3,651,852	832,870	1,182,870	832,870
Insurance	-	98,000	98,000	71,000
Local Travel - Per Mile Basis	2,617	4,500	4,500	3,500
Loss Prevention	9,954	10,000	10,000	10,000
Other Miscellaneous Expense	-	-	4,500	4,500
Registration Fees	690	1,432	70	1,432
Underground Storage Insurance	-	75,000	75,000	75,000
<i>Other Operating Expenses Total</i>	6,209,193	4,270,223	4,273,361	3,856,402
<u>Capital Outlay</u>				
Classroom Equipment & Furniture	-	50,000	50,000	-
Equipment Purchases Under \$500	1,938	1,000	1,000	1,000
Computers - Non-Instructional	-	-	-	-
<i>Capital Outlay Total</i>	1,938	51,000	51,000	1,000
Total UNRESTRICTED	\$ 7,092,686	\$ 5,484,087	\$ 5,468,235	\$ 4,826,326
TOTAL OPERATING EXPENDITURES	\$ 7,092,686	\$ 5,484,087	\$ 5,468,235	\$ 4,826,326

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
35240	Risk Management & Worker's Compensation	\$ 4,826,326
TOTAL OPERATING EXPENDITURES		\$ 4,826,326

Other Fixed Charges

Budget Accountability: Michael Herbstman, Chief Financial Officer

Other Fixed Charges reflects employee benefits, insurance, reserves and other expenditures that are not distributed to other cost centers. There are no FTE associated with Fixed Charges.

Operating Budget Expenditures by Object / Sub-Object

Other Fixed Charges	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
2250 ASE/ASFSA Certification Test	-	200,638	200,638	200,638
2250 Attendance Stipends	-	-	525,000	-
Extracurricular Advisors	-	380,000	380,000	380,000
Local 2250 ASE/ASFSA Certification Test	300	-	-	-
Management and BOE Scale Stipend	61,000	-	-	-
Other Stipends	-	-	-	-
Other Stipends	1,678,508	58,975	58,975	58,975
PGCEA Nat'l Bd Prof Teaching Standards	890,000	1,209,958	1,209,958	1,209,958
PGCEA Nat'l Prof Certification Payments	652,000	808,182	808,182	808,182
PGCEA Other Stipends	4,132,973	-	4,500,000	-
PGCEA Senior Teacher Differential	2,772	325,000	325,000	325,000
PGCEA Sp Ed Step 1 Pay Differential	1,235	3,451,900	4,175,641	3,451,900
Terminal Leave Payout	892,519	5,380,427	7,489,445	5,380,427
Unit II Stipends Longevity & Performance	1,104,448	1,010,500	1,000,500	1,010,500
Unit III Stipends	204,976	1,757,108	1,452,608	1,752,608
Unrestricted Unallocated Full-Time	-	(29,790,261)	(29,790,261)	(29,790,261)
Salaries & Wages Total	9,620,730	(15,207,573)	(7,664,314)	(15,212,073)
<u>Employee Benefits</u>				
Employee Retirement	-	80,000	80,000	80,000
FICA /Medicare	45,643	(1,576,318)	(1,576,318)	(1,576,662)
Insurance Benefits - Active Employees	155,392	8,659,820	8,659,820	12,867,018
Insurance Benefits - Retirees	48,670,190	50,796,973	50,796,973	52,796,973
Life Insurance	5,091,620	4,593,333	5,093,333	2,943,333
Retirement/Pension - Employee	4,767,874	630,162	2,530,162	19,399
Retirement/Pension - Teachers	36,017,073	42,602,769	37,102,769	42,602,769
Unemployment Insurance	1,154,769	1,000,000	1,000,000	1,000,000
Workman's Compensation	(688,955)	(412,107)	(444,783)	(448,988)
Employee Benefits Total	95,213,606	106,374,632	103,241,956	110,283,842
<u>Contracted Services</u>				
Indirect Cost Recovery	(1,463,671)	(2,900,000)	(2,900,000)	(900,000)
Lease/Purchases - Non-Energy	-	-	-	(348,287)
Lease/Purchases - Energy Mgmt	-	-	-	(132,322)
OPEB	15,000,000	15,000,000	15,000,000	15,000,000

Organizations

Other Fixed Charges	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Contracted Services</u>				
Other Financing Use	410,000	3,855,990	410,000	1,119,000
Professional Contracted Services	30,000	-	-	-
Contracted Services Total	13,976,329	15,955,990	12,510,000	14,738,391
<u>Supplies & Materials</u>				
Other Miscellaneous Supplies	-	10,000	10,000	10,000
Supplies & Materials Total	-	10,000	10,000	10,000
<u>Other Operating Expenses</u>				
Electricity	260,494	-	-	-
Other Miscellaneous Expense	47,045	1,000	1,000	1,000
Other Operating Expenses Total	307,539	1,000	1,000	1,000
Total UNRESTRICTED	\$ 119,118,203	\$ 107,134,049	\$ 108,098,642	\$ 109,821,160
TOTAL OPERATING EXPENDITURES	\$ 119,118,203	\$ 107,134,049	\$ 108,098,642	\$ 109,821,160

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
80001	PGCPS District Wide Cost Center - Finance	
	Brava Subsidy	\$ 410,000
	Extracurricular Advisors	380,000
	FICA	(1,576,662)
	Food Services Subsidy	709,000
	Health Insurance - Active Employees	12,867,018
	Health Insurance - Retirees	52,796,973
	Indirect Cost Recovery	(900,000)
	Lease Purchase - Refinance Savings	(480,609)
	Life Insurance	2,943,333
	Other Miscellaneous Expense	1,000
	Other Miscellaneous Supplies	10,000
	Other Post Employment Benefits (OPEB)	15,000,000
	Retirement - Employees	99,399
	Retirement - Teachers	42,602,769
	Salary Lapse	(29,790,261)
	Stipends	8,817,761
	Terminal Leave Payout	5,380,427
	Unemployment Insurance	1,000,000
	Workman's Compensation	(448,988)
TOTAL OPERATING EXPENDITURES		\$ 109,821,160





Organization Summary

Organization	FY 2020 Approved FTE	FY 2020 Approved Funding
Chief Human Resource Officer	2.00	437,491
Employee and Labor Relations	9.00	1,479,357
Human Resources Operations & Staffing	75.00	11,877,780
Talent Development	98.50	29,983,331
TOTAL OPERATING STAFFING & EXPENDITURES	184.50	\$ 43,777,959

Chief Human Resources Officer

Budget Accountability: Kristi I. Murphy, Chief

MISSION

To recruit, retain and develop a high quality diverse workforce that promotes and supports academic excellence while providing excellent customer service as a valued strategic partner to internal and external stakeholders who support teaching and learning.

SUPPORTING THE STRATEGIC PLAN

- Lead the Division of Human Resources to achieve the vision of making Prince George's County Public Schools the employer of choice.
- Lead the Division of Human Resources in achieving identified measurable outcomes and milestones outlined in the strategic plan.

CORE SERVICES

- Provide strategic oversight and support for workforce planning and decision-making through the alignment of HR data, strategic planning and process improvements to have a direct impact on positive student achievement.
- Provide a robust offering of professional learning and practices for all employees through the development of a wide range of specialized programs based on a comprehensive performance development program in alignment with the Maryland State Department of Education and COMAR.
- Ensure and maintain positive labor/management relationships that engages and support employees throughout the district.

EXPECTED OUTCOMES

- By June 2020, 100% of elementary teacher vacancies will be filled by a certified teacher.
- By June 2020, a three-year professional learning framework for all educators based on professional learning competencies and performance development data will be developed and ready for implementation FY 2021.
- By June 2020, Employee and Labor Relations will ensure 100% of due process matters are held within 48 hours of the notice of incident in question.

DISCRETIONARY SPENDING PLAN

Contracted Services supports in-house printing and catering needs for divisional meetings, job fairs, and sub trainings.

Supplies & Materials supports employee recognition, office supplies and professional development materials to support the day-to-day needs of the division.

Other Operating Costs supports local travel reimbursement for site visits and other miscellaneous expenses.

Operating Budget Staffing by Position

Chief Human Resource Officer	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Approved	Estimated	Approved
UNRESTRICTED				
Administrative Secretary	1.00	1.00	1.00	1.00
Associate Superintendent	1.00	1.00	1.00	1.00
Total UNRESTRICTED	2.00	2.00	2.00	2.00
TOTAL OPERATING STAFFING	2.00	2.00	2.00	2.00

Operating Budget Expenditures by Object / Sub-Object

Chief Human Resource Officer	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Approved	Estimated	Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Grievance Settlements	-	-	93,639	-
Other Admin/Professionals/Specialists	185,679	180,224	180,224	186,492
Secretaries and Clerks	116,202	88,132	88,132	104,469
Temp Office Worker	-	10,000	10,000	-
Terminal Leave Payout	39,000	-	-	-
Unrestricted Unallocated Full-Time	622	-	-	-
Salaries & Wages Total	341,504	278,356	371,995	290,961
<u>Employee Benefits</u>				
FICA /Medicare	22,171	18,336	18,336	18,936
Insurance Benefits - Active Employees	21,886	20,047	20,047	21,903
Life Insurance	1,161	1,092	1,092	1,237
Retirement/Pension - Employee	18,008	15,428	15,428	26,188
Workman's Compensation	1,094	5,654	4,628	4,656
Employee Benefits Total	64,320	60,557	59,531	72,920
<u>Contracted Services</u>				
Catering Services	3,000	5,000	5,000	-
Printing In-House	706	5,000	5,000	5,000
Professional Contracted Services	-	-	114,000	17,500
Contracted Services Total	3,706	10,000	124,000	22,500
<u>Supplies & Materials</u>				
Awards and Recognition Certificates	1,935	-	-	-
Office Supplies	4,417	6,076	6,076	6,076
Non-Catered Miscellaneous Food Supplies	-	-	-	34,979
Staff Development Supplies	-	3,000	3,000	3,000
Supplies & Materials Total	6,352	9,076	9,076	44,055
<u>Other Operating Expenses</u>				
Dues & Subscriptions	-	3,000	3,000	3,000
Local Travel - Per Mile Basis	72	-	-	2,000

Chief Human Resource Officer	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Other Operating Expenses</u>				
Meeting Expense	1,497	3,500	3,500	-
Other Miscellaneous Expense	12,081	5,979	5,979	2,055
Registration Fees	3,000	-	-	-
Other Operating Expenses Total	16,650	12,479	12,479	7,055
Total UNRESTRICTED	\$ 432,532	\$ 370,468	\$ 577,081	\$ 437,491
RESTRICTED				
<u>Other Operating Expenses</u>				
Non-Local Travel Expenses	1,421	-	-	-
Other Operating Expenses Total	1,421	-	-	-
Total RESTRICTED	\$ 1,421	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENDITURES	\$ 433,953	\$ 370,468	\$ 577,081	\$ 437,491

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
31001	Chief Human Resources Officer	\$ 437,491
TOTAL OPERATING EXPENDITURES		\$ 437,491

Employee & Labor Relations

Budget Accountability: Director - Vacant

MISSION

To provide leadership, collaboration, strategic consultation and advice to Prince George's County Public Schools by balancing the rights and responsibilities of the system with those of its employees.

SUPPORTING THE STRATEGIC PLAN

- Works with management and other staff to ensure compliance with procedures, policies and binding agreements.
- Ensures that employees are afforded due process and assists them in identifying avenues for further development of their skill-sets.

CORE SERVICES

- Resolve and facilitate resolution of employment centered disputes and alleged policy violations within the school system.
- Ensures that decisions and recommendations are consistent and in alignment with the Negotiated Agreements, Board policies, administrative procedures, as well as local, state and federal laws.
- Conduct negotiations with employee bargaining units; administer and interpret collective bargaining agreements. The office maintains positive labor/management relationships and empowers employees as a result of ratified negotiated agreements.

EXPECTED OUTCOMES

- By June 2020, all managers and supervisors will receive training on progressive discipline, administrative procedures and policy interpretation to ensure that managers are taking reasonable and consistent actions in cases of performance deficiency and misconduct.
- By June 2020, ensure 100% of due process matters are held within 48 hours of the notice of incident in question.
- By June 2020, ensure that 100% of employee conduct matter are closed with a final disposition within 45 days of determination from CPS and/or law enforcement.

DISCRETIONARY SPENDING PLAN

Salaries & Wages supports part-time assistant to file and scan ELRO folders during the school year.

Contracted Services supports arbitration services, independent medical examinations, settlements, unemployment, hearing examiners and printing services.

Supplies & Materials provides office supplies and materials used in the day-to-day operations of the office.

Other Operating Costs supports registrations fees and dues and subscriptions.

Operating Budget Staffing by Position

Employee and Labor Relations	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Admin Support Specialist	6.00	6.00	6.00	5.00
Attorney	0.00	0.00	0.00	1.00
Director	1.00	1.00	1.00	1.00
Secretary	2.00	2.00	2.00	2.00
Special Assistant	1.00	1.00	2.00	0.00
Total UNRESTRICTED	10.00	10.00	11.00	9.00
TOTAL OPERATING STAFFING	10.00	10.00	11.00	9.00

Operating Budget Expenditures by Object / Sub-Object

Employee and Labor Relations	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Dedicated Aide	55,046	-	-	-
Other Admin/Professionals/Specialists	920,787	957,336	957,336	869,616
Secretaries and Clerks	111,008	124,738	124,738	136,327
Temp Office Worker	58,686	4,550	4,550	5,000
Unrestricted Unallocated Full-Time	4,285	-	-	-
Salaries & Wages Total	1,149,813	1,086,624	1,086,624	1,010,943
<u>Employee Benefits</u>				
FICA /Medicare	82,882	78,779	78,779	74,002
Insurance Benefits - Active Employees	66,934	74,970	74,970	62,096
Life Insurance	4,129	4,181	4,181	4,282
Retirement/Pension - Employee	67,556	71,508	71,508	67,115
Workman's Compensation	4,936	21,736	17,791	16,185
Employee Benefits Total	226,438	251,174	247,229	223,680
<u>Contracted Services</u>				
Catering Services	719	-	222	-
Other Legal Expenses	120,399	107,714	120,932	122,714
Printing In-House	3,025	33,989	33,489	33,489
Professional Contracted Services	24,035	10,031	12,300	11,531
Technical Contracted Services	10,615	-	-	-
Third Party Processing-Active	43,250	70,000	50,313	70,000
Contracted Services Total	202,043	221,734	217,256	237,734
<u>Supplies & Materials</u>				
Office Supplies	5,371	2,400	2,400	2,400
Supplies & Materials Total	5,371	2,400	2,400	2,400

Employee and Labor Relations	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
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UNRESTRICTED

Other Operating Expenses

Dues & Subscriptions	2,117	300	2,545	300
Local Travel - Per Mile Basis	1,581	5,400	2,489	2,300
Non-Local Travel Expenses	-	-	1,733	-
Other Miscellaneous Expense	9,161	11,010	11,010	-
Registration Fees	2,000	-	2,911	2,000
Other Operating Expenses Total	14,859	16,710	20,688	4,600

Total UNRESTRICTED \$ 1,598,524 \$ 1,578,642 \$ 1,574,197 \$ 1,479,357

TOTAL OPERATING EXPENDITURES \$ 1,598,524 \$ 1,578,642 \$ 1,574,197 \$ 1,479,357

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
31140	Employee and Labor Relations	\$ 1,479,357
TOTAL OPERATING EXPENDITURES		\$ 1,479,357

HR Operations & Staffing

Budget Accountability: Pearl Harmon, Director

MISSION

To recruit, retain, support and develop a high quality diverse workforce that endorses academic excellence and serves as a valued strategic human resources partner to all internal and external stakeholders through operational excellence.

SUPPORTING THE STRATEGIC PLAN

- Optimize strategic recruitment and hiring of high performing employees, with a focus on ensuring a workforce that reflects the diversity of Prince George's County public school students.
- Provide quality customer services and a centralized single point of contact and resource for internal and external stakeholders who have inquiries regarding their employment needs and/or inquires.

CORE SERVICES

- Strategically attract and recruit a diverse candidate pool of high quality candidates to ensure the hiring of a high quality diverse workforce.
- Implement a seamless hiring process that covers the full onboarding of an employee through recruitment, hiring, orientation and professional learning opportunities and growth.
- Support improved workforce planning and strategic decision-making through the alignment of HR data, oversight of the Strategic Plan and the strategic improvement of HR processes.

EXPECTED OUTCOMES

- By October 2019, 100% of elementary teacher vacancies will be filled by a certified teacher.
- By June 2020, the number of professional certified teachers in all schools will increase by 10% based on baseline data captured at the conclusion of the 2019-20 school year.
- By June 2020, increase the number of Spanish-speaking educators from 4% to 10%.

DISCRETIONARY SPENDING PLAN

Salaries & Wages supports substitute secretaries to ensure adequate office coverage for schools; temporary office workers to assist during peak hiring season; and provide 2nd assignments to train teacher leaders to support systemic recruitment and retention efforts.

Contracted Services supports our ability to use professional agencies/firms to enhance systemic recruitment efforts in all positions, and to promote a quality workforce.

Supplies & Materials supports general office supplies and materials needed for day-to-day operations and enhances the strategic work of the department which included on going recruitment and retention efforts.

Other Operating Costs supports local, non-local travel, and registration for offsite recruitment opportunities at colleges and universities across the nation. Funds are also used to for systemic retention efforts.

Capital Outlay supports functioning equipment to maintain timely communication with internal and external customers; support the replacement of computers and other devices within the department.

Operating Budget Staffing by Position

Human Resources Operations & Staffing	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Admin Support Specialist	30.00	31.00	31.00	35.00
Admin Support Technician	4.00	4.00	4.00	5.00
Administrative Assistant	2.00	2.00	1.00	1.00
Clerk	0.00	0.00	0.00	1.00
Coordinating Manager	1.00	1.00	1.00	1.00
Director	2.00	2.00	2.00	1.00
Secretary	20.00	20.00	20.00	17.00
Security Investigator	1.00	1.00	1.00	1.00
Support Supervisor	11.00	11.00	11.00	11.00
Total UNRESTRICTED	71.00	72.00	71.00	73.00
RESTRICTED				
Admin Support Specialist	0.00	0.00	1.00	1.00
Reimbursable Personnel	2.00	1.00	1.00	1.00
Total RESTRICTED	2.00	1.00	2.00	2.00
TOTAL OPERATING STAFFING	73.00	73.00	73.00	75.00

Operating Budget Expenditures by Object / Sub-Object

Human Resources Operations & Staffing	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
2nd Assignment - Instructional	6,476	4,560	39,101	39,000
2nd Assignment - Support	3,119	3,120	3,120	-
Hourly Instructional	5,489	9,560	9,560	-
Other Admin/Professionals/Specialists	4,407,305	4,942,391	4,942,391	5,100,286
Other Support Staff	219,785	255,302	255,302	331,346
Overtime	14,364	23,428	14,081	35,523
Secretaries and Clerks	846,681	1,106,103	1,106,103	1,042,319
Substitute School Secretary	47,667	106,494	106,494	106,494
Substitute Teacher	28,250	31,920	31,920	31,920
Summer Assignment	131,003	146,074	146,074	-
Technician	76,991	75,440	75,440	82,784
Temp Custodian	3,715	-	-	1,324
Temp Office Worker	134,134	26,000	114,973	24,000
Unrestricted Unallocated Full-Time	34,710	-	-	-
Workshop / Staff Development Pay	-	13,473	5,500	4,560
Salaries & Wages Total	5,959,689	6,743,865	6,850,059	6,799,556

Human Resources Operations & Staffing	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Employee Benefits</u>				
FICA /Medicare	446,171	506,440	508,746	510,032
Insurance Benefits - Active Employees	547,824	616,974	616,974	686,358
Life Insurance	22,113	24,667	24,667	27,916
Retirement/Pension - Employee	227,200	292,666	292,666	293,989
Tuition Reimburse - Cert Renew	1,150,887	1,735,000	2,460,000	1,735,000
Workman's Compensation	14,115	134,889	111,223	108,279
Employee Benefits Total	2,408,311	3,310,636	4,014,276	3,361,574
<u>Contracted Services</u>				
Advertising & Other Costs	55,295	75,000	125,000	75,000
Catering Services	11,518	15,000	20,000	-
M&R Equipment	1,697	5,000	5,000	5,000
Outside Printing	195	1,000	1,000	1,000
Printing In-House	90,375	41,686	41,686	41,686
Professional Contracted Services	761,105	1,105,774	816,187	926,514
Contracted Services Total	920,185	1,243,460	1,008,873	1,049,200
<u>Supplies & Materials</u>				
Exams/Retakes/Fees Reimbursements	-	-	10,000	-
Non-Catered Miscellaneous Food Supplies	1,319	2,000	3,000	-
Office Supplies	46,771	39,469	39,469	33,941
Postage and Delivery	40	1,000	1,000	750
Staff Development Supplies	1,186	3,500	4,500	2,000
Supplies & Materials Total	49,317	45,969	57,969	36,691
<u>Other Operating Expenses</u>				
Dues & Subscriptions	549	2,300	3,300	4,300
Fees Fines and Licenses	-	500	500	500
Local Travel - Per Mile Basis	8,221	8,600	16,600	11,500
Non-Local Travel Expenses	88,370	93,773	93,773	93,773
Other Miscellaneous Expense	68,122	60,000	62,000	144,664
Other Travel Related Expenditures	2,025	-	1,500	-
Registration Fees	12,054	6,039	20,500	17,000
Other Operating Expenses Total	179,342	171,212	198,173	271,737
<u>Capital Outlay</u>				
Computers - Non-Instructional	39,502	22,000	37,000	22,000
Equipment Purchases Under \$500	36,399	32,500	32,500	32,500
Office Furniture & Equipment	1,966	5,000	5,000	-
Capital Outlay Total	77,866	59,500	74,500	54,500
Total UNRESTRICTED	\$ 9,594,709	\$ 11,574,642	\$ 12,203,850	\$ 11,573,258

Human Resources Operations & Staffing	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
RESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	7,365	124,583	124,583	222,718
PGCEA Nat'l Bd Prof Teaching Standards	319,300	-	539,100	-
Salaries & Wages Total	326,665	124,583	663,683	222,718
<u>Employee Benefits</u>				
FICA /Medicare	1,933	9,532	9,532	17,040
Insurance Benefits - Active Employees	1,430	16,435	16,435	31,843
Life Insurance	58	482	482	949
Retirement/Pension - Employee	-	-	-	8,834
Retirement/Pension - Teachers	1,579	19,572	19,572	19,572
Workman's Compensation	(75)	2,493	2,493	3,566
Employee Benefits Total	4,926	48,514	48,514	81,804
Total RESTRICTED	\$ 331,591	\$ 173,097	\$ 712,197	\$ 304,522
TOTAL OPERATING EXPENDITURES	\$ 9,926,300	\$ 11,747,739	\$ 12,916,047	\$ 11,877,780

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
31130	Human Resources Operations & Staffing	\$ 11,877,715
31112	Human Resources Strategy & Workforce Planning	65
TOTAL OPERATING EXPENDITURES		\$ 11,877,780

Talent Development

Budget Accountability: Doug Anthony, Associate Superintendent

MISSION

To provide meaningful, high quality learning opportunities that address school or individual employee needs in a variety of contexts and formats. Ensure that training and development opportunities are specific and prescribed based upon systemic priorities, performance appraisal results, and student achievement data, where applicable.

SUPPORTING THE STRATEGIC PLAN

- Support High-Performing Workforce by ensuring that staff development is aligned to system goals; provide mentoring and coaching support to schools, principals and teachers around academic priorities, including the Rigorous Literacy Instruction initiative.
- Support Organizational Effectiveness by ensuring that staff development and training are available on culture as part of an introductory process and an on-going experience for employees throughout the school year.

CORE SERVICES

- Enhance the professional practice of school leaders and educators through the development of a wide range of specialized leadership programs. Through these specialized programs, support is individualized, tailored, convenient, localized, differentiated, and job-embedded.
- Identify and cultivate professional learning for all employee groups that will maximize their talents and lead to satisfactory employee performance and growth.
- Develop, and support effective teachers and administrators through training, mentoring and coaching relative to requisite skill sets, and identifying career pathways for key positions. Succession includes creating opportunities through the development of partnerships with internal and external organizations, and utilizing a leader tracking system.

EXPECTED OUTCOMES

- By June 2020, 100% of new principals and assistant principals will participate and complete the district Induction Program with an 85%, or higher, overall satisfaction response rate on each of the monthly meeting evaluations.
- By June 2020, develop a professional learning framework for all educators based on professional learning competences in their first three years in PGCPs.
- By June 2020, 90% of all new PGCPs teachers will participate in five or more Professional Educator Induction Program (PEIP) meetings with an 85%, or higher, overall satisfaction response rate on each of the monthly meeting evaluations.

DISCRETIONARY SPENDING PLAN

Supplies & Materials supports the purchase of books, consumables, chart paper, tool kits, card stock, folders, tablets, and paper to support systemic professional learning for new teachers, new principals, assistant principals, principals, and supporting services.

Other Operating Costs supports mileage reimbursement to employees for school-based and non-local travel that supports teachers, administrators, central office and supporting services for training, coaching, mentoring, staff development, and coursework; registration fees for personnel to present and participate in local, state, and national professional conferences.

Capital Outlay supports computers, equipment, and furniture needed to construct materials for PGCPs personnel professional learning programs.

Operating Budget Staffing by Position

Talent Development	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
Admin Support Specialist	2.00	2.00	2.00	2.00
Administrative Secretary	2.00	2.00	1.00	1.00
Associate Superintendent	1.00	1.00	1.00	1.00
Building Supervisor	1.00	1.00	1.00	1.00
Cleaner	1.00	1.00	1.00	1.00
Director	1.00	1.00	2.00	2.00
Financial Analyst	1.00	1.00	1.00	1.00
Instr Program Coordinator	1.00	1.00	1.00	1.00
Instructional Specialist	9.00	9.00	9.00	9.00
Instructional Supervisor	4.00	4.00	4.00	4.00
Mentor Teacher	46.00	51.00	51.00	51.00
Night Cleaner Lead	1.00	1.00	1.00	1.00
Principal	5.50	5.50	5.50	1.50
Program Manager	0.00	0.00	0.00	1.00
Program Specialist	3.00	3.00	3.00	2.00
Secretary	3.00	3.00	4.00	3.00
Technical Resource Analyst	2.00	2.00	3.00	2.00
Total UNRESTRICTED	83.50	88.50	90.50	84.50
<u>RESTRICTED</u>				
Admin Support Specialist	2.00	2.00	1.00	1.00
Financial Analyst	1.00	1.00	1.00	1.00
Instructional Specialist	1.00	1.00	1.00	1.00
Mentor Teacher	10.00	10.00	10.00	10.00
Support Supervisor	1.00	1.00	1.00	1.00
Technical Resource Analyst	1.00	1.00	0.00	0.00
Total RESTRICTED	16.00	16.00	14.00	14.00
TOTAL OPERATING STAFFING	99.50	104.50	104.50	98.50

Operating Budget Expenditures by Object / Sub-Object

Talent Development	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
<u>Salaries & Wages</u>				
2nd Assignment - Instructional	158,329	65,600	65,600	65,600
2nd Assignment - Support	6,513	21,000	-	-
Classroom Teacher	2,189	-	-	-
Extracurricular Advisors	-	1,000	1,000	1,000
Hourly Instructional	(350)	20,000	-	-
Other Admin/Professionals/Specialists	2,655,834	2,861,062	2,861,062	2,862,617
Other Stipends	36,000	36,000	36,000	36,000

Talent Development	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Support Staff	40,309	59,884	59,884	-
Other Teacher	3,892,845	4,585,927	4,585,927	4,786,993
Overtime	25,346	30,000	44,455	7,000
PGCEA Senior Teacher Differential	1,016	500	500	500
PGCEA Sp Ed Step 1 Pay Differential	231	-	-	-
Principal	624,579	756,454	756,454	231,858
Secretaries and Clerks	415,142	413,529	413,529	300,809
Service Worker	53,906	69,782	69,782	115,384
Substitute Administrator	-	70,000	70,000	-
Substitute Teacher	128,864	493,407	493,407	385,719
Temp Office Worker	-	17,000	7,000	-
Unrestricted Unallocated Full-Time	16,362	-	-	-
Workshop / Staff Development Pay	469,191	44,027	44,027	151,715
Salaries & Wages Total	8,526,305	9,545,172	9,508,627	8,945,195
<u>Employee Benefits</u>				
Employee Tuition-Outside Instit	157,195	163,289	163,289	163,289
FICA /Medicare	603,828	703,931	704,467	665,104
Insurance Benefits - Active Employees	794,962	851,876	851,876	872,587
Life Insurance	30,108	33,803	33,803	35,312
Retirement/Pension - Employee	69,178	68,665	68,665	85,444
Retirement/Pension - Teachers	46,516	-	-	-
Workman's Compensation	39,228	190,745	156,442	143,062
Employee Benefits Total	1,741,014	2,012,309	1,978,542	1,964,798
<u>Contracted Services</u>				
Advertising & Other Costs	-	5,828	828	-
Catering Services	28,955	30,000	50,000	20,000
Food Service - Catering	-	9,251	9,251	-
Instructional Contracted Services	405,155	456,832	456,832	699,932
Printing In-House	19,243	15,500	15,500	15,500
Professional Contracted Services	987,656	973,046	1,607,046	626,553
School Activity Transportation	10,940	5,000	5,000	5,000
Software License	1,099	2,000	2,000	-
Technical Contracted Services	108,688	150,000	130,000	-
Contracted Services Total	1,561,735	1,647,457	2,276,457	1,366,985
<u>Supplies & Materials</u>				
Awards and Recognition Certificates	1,106	7,399	7,399	3,500
Classroom Teacher Supplies	5,858	5,500	5,500	10,000
Office Supplies	19,031	24,935	24,935	27,935
Postage and Delivery	-	4,000	2,000	-
Staff Development Supplies	109,846	71,004	85,004	143,786
Supplies & Materials Total	135,840	112,838	124,838	185,221

Talent Development	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
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UNRESTRICTED

Other Operating Expenses

Dues & Subscriptions	7,242	12,100	12,100	8,400
Fees Fines and Licenses	6,591	8,462	8,462	6,600
Local Travel - Per Mile Basis	61,601	64,339	64,339	85,194
Non-Local Travel Expenses	40,531	15,000	105,000	95,000
Other Travel Related Expenditures	336	-	-	-
Registration Fees	36,580	5,281	59,281	44,500
Other Operating Expenses Total	152,881	105,182	249,182	239,694

Capital Outlay

Computers - Non-Instructional	36,965	46,090	38,090	21,200
Office Furniture & Equipment	19,802	30,000	24,000	12,110
Capital Outlay Total	56,766	76,090	62,090	33,310

Total UNRESTRICTED \$ 12,174,542 \$ 13,499,048 \$ 14,199,736 \$ 12,735,203

RESTRICTED

Salaries & Wages

Hourly Instructional	29,040	-	-	-
Other	30,400	3,751,000	-	3,751,000
Other Admin/Professionals/Specialists	168,585	623,277	249,123	432,424
Other Stipends	-	-	2,738,078	2,736,000
Other Teacher	732,061	916,715	614,472	984,723
Substitute Teacher	17,702	-	126,020	125,000
Temp Office Worker	-	-	50,000	50,000
Terminal Leave Payout	(37,003)	-	-	-
Unrestricted Unallocated Full-Time	1,183	-	-	-
Workshop / Staff Development Pay	16,375	-	182,362	88,375
Salaries & Wages Total	958,343	5,290,992	3,960,055	8,167,522

Employee Benefits

FICA /Medicare	69,323	467,887	304,474	624,384
Insurance Benefits - Active Employees	98,510	140,345	89,251	142,373
Life Insurance	3,378	5,951	3,484	6,301
Retirement/Pension - Employee	12,011	44,762	26,348	21,882
Retirement/Pension - Teachers	98,069	159,949	114,196	182,519
Workman's Compensation	3,502	123,625	100,943	130,689
Employee Benefits Total	284,793	942,519	638,696	1,108,148

Contracted Services

Catering Services	-	-	3,000	-
Indirect Cost Recovery	56,532	-	116,331	116,331
Instructional Contracted Services	36,395	-	45,105	-
Other Contracted Services	-	2,388,000	-	2,388,000
Outside Printing	-	-	3,000	3,000
Printing In-House	629	-	11,083	9,903
Professional Contracted Services	509,478	-	3,867,752	3,691,000
Technical Contracted Services	20,000	-	40,000	-
Contracted Services Total	623,034	2,388,000	4,086,271	6,208,234

Talent Development	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
RESTRICTED				
<u>Supplies & Materials</u>				
Non-Catered Miscellaneous Food Supplies	-	-	350	-
Office Supplies	42,081	-	48,006	47,299
Other Miscellaneous Supplies	2,319	119,214	-	119,214
Staff Development Supplies	6,195	-	6,829	-
Supplies & Materials Total	50,595	119,214	55,185	166,513
<u>Other Operating Expenses</u>				
Dues & Subscriptions	2,330	-	8,403	8,403
Local Travel - Per Mile Basis	133	-	-	-
Meeting Expense	178,156	-	167,901	-
Non-Local Travel Expenses	55,759	-	107,958	20,840
Non-Local Travel Transportation	19,717	-	30,017	-
Other Miscellaneous Expense	-	438,327	(55,000)	438,327
Other Travel Related Expenditures	11,054	-	16,729	867
Registration Fees	4,975	-	23,050	3,850
Tuition - Maryland Lease	-	-	623,424	625,424
Other Operating Expenses Total	272,123	438,327	922,482	1,097,711
<u>Capital Outlay</u>				
Miscellaneous Other Equipment Over \$499	-	500,000	-	500,000
Capital Outlay Total	-	500,000	-	500,000
Total RESTRICTED	\$ 2,188,889	\$ 9,679,052	\$ 9,662,689	\$ 17,248,128
TOTAL OPERATING EXPENDITURES	\$ 14,363,431	\$ 23,178,100	\$ 23,862,425	\$ 29,983,331

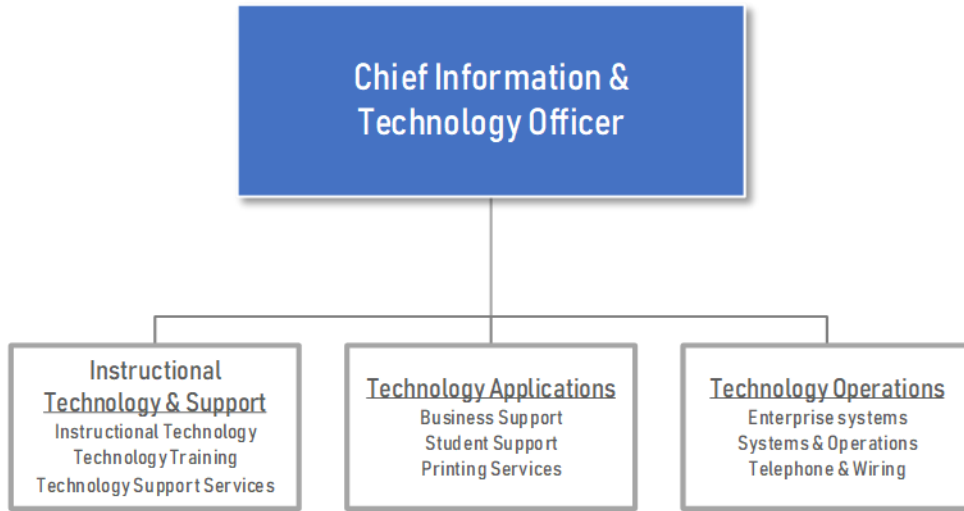
Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
31120	Talent Development	\$ 23,843,677
31110	Employee Performance & Evaluation	6,139,654
TOTAL OPERATING EXPENDITURES		\$ 29,983,331

Program Enhancement

Talent Development	FTE	Position Costs	Discretionary Funds	Total Cost
Principal Leadership	0.00	\$ -	\$ 130,000	\$ 130,000
Supports professional contracted services for the Principal Leadership Retreat held yearly. The Retreat provides professional development for principals to ensure they have the skills, talents, competencies and strengths to implement the primary goal of the school district – to improve student achievement so that every student graduates college and career ready.				
Professional Development	0.00	\$ -	\$ 178,000	\$ 178,000
Carryover one-time fundig for professional development for school administrators, bus drivers and support staff.				
Total Program Enhancement	0.00	\$ -	\$ 308,000	\$ 308,000





Organization Summary

Organization	FY 2020 Approved FTE	FY 2020 Approved Funding
Chief Information & Technology Officer	3.00	\$ 6,148,296
Instructional Technology Support	123.50	13,908,894
Technology Applications*	41.00	13,495,780
Technology Operations	25.00	11,822,355
TOTAL OPERATING STAFFING & EXPENDITURES	192.50	\$ 45,375,325

*Contains a Non-operating budget component. See Supplemental Section for details.

Chief Information & Technology Officer

Budget Accountability: Wesley W. Watts, Jr., Chief

MISSION

To ensure that the technology infrastructure, including all information systems needed to support instructional and administrative programs, are available to perform the functions necessary to properly operate each business within the school system.

SUPPORTING THE STRATEGIC PLAN

- Improve policies and procedures aligned to data privacy, access, and technology usage.
- Work with other divisions to improve business processes to potentially save time and money through the use of technology.

CORE SERVICES

- Provide oversight and management of the Technology Refresh Program.
- Increase productivity of Instructional staff based on use of software and an assigned computing device.
- Ensure all schools have a computing infrastructure to support online testing.

EXPECTED OUTCOMES

By September 2019, work with the Department of Monitoring and Accountability to create the SchoolStat data intelligence dashboard. This work improves communication with all stakeholders and provides a level of transparency as we work towards our goals

By September 2019, create a trusted learning environment that provides safe online learning and protects student and staff data privacy.

By March 2020, increase the number of mobile computing devices in Middle Schools from 14,000 to 22,000 in order to support grade level one to one implementation.

DISCRETIONARY SPENDING PLAN

Contracted Services supports procurement of software such as Safari Montage and device management.

Other Operating Costs support dues for Association of School Business Officials (ASBO) and the Consortium for School Network (COSN) as well as local travel reimbursement for offsite meetings and school visitations.

Capital Outlay supports the purchase/replacement of computing devices.

Operating Budget Staffing by Position

Chief Information & Technology Officer	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Approved	Estimated	Approved
UNRESTRICTED				
Admin Support Technician	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00
Associate Superintendent	1.00	1.00	1.00	1.00
Special Projects Officer	1.00	0.00	0.00	0.00
Total UNRESTRICTED	4.00	3.00	3.00	3.00
TOTAL OPERATING STAFFING	4.00	3.00	3.00	3.00

Operating Budget Expenditures by Object / Sub-Object

Chief Information & Technology Officer	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Approved	Estimated	Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	289,166	184,141	184,141	220,742
Other Support Staff	95,888	96,257	96,257	97,218
Secretaries and Clerks	106,262	106,262	106,262	104,469
Salaries & Wages Total	491,316	386,660	386,660	422,429
<u>Employee Benefits</u>				
FICA /Medicare	33,140	26,052	26,052	26,871
Insurance Benefits - Active Employees	50,390	42,162	42,162	39,578
Life Insurance	1,999	1,495	1,495	1,797
Retirement/Pension - Employee	32,811	24,004	24,004	8,750
Workman's Compensation	1,557	7,736	6,332	6,760
Employee Benefits Total	119,896	101,449	100,045	83,756
<u>Contracted Services</u>				
Lease/Purchases - Non-Energy	8,046,523	7,255,273	8,935,921	5,505,027
Printing In-House	145	2,916	2,916	2,916
Software License	106,950	116,950	116,950	116,950
Contracted Services Total	8,153,618	7,375,139	9,055,787	5,624,893
<u>Supplies & Materials</u>				
Non-Catered Misc Food Supplies	-	-	-	250
Supplies & Materials Total	-	-	-	250
<u>Other Operating Expenses</u>				
Dues & Subscriptions	200	200	200	200
Local Travel - Per Mile Basis	471	537	537	3,037
Non-Local Travel Expenses	9,830	-	5,500	-
Other Travel Related Expenditures	59	-	-	-
Registration Fees	200	-	-	-
Other Operating Expenses Total	10,760	737	6,237	3,237

Chief Information & Technology Officer	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>Capital Outlay</u>				
Computers - Instructional	(7,136)	13,731	140,557	13,731
Educational Communication Equipment	562,900	-	-	-
IT High School Equipment	(4,283)	-	-	-
Capital Outlay Total	551,481	13,731	140,557	13,731
Total UNRESTRICTED	\$ 9,327,071	\$ 7,877,716	\$ 9,689,286	\$ 6,148,296
TOTAL OPERATING EXPENDITURES	\$ 9,327,071	\$ 7,877,716	\$ 9,689,286	\$ 6,148,296

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
30801	Chief Information & Technology Officer	\$ 622,588
30815	Technology REFRESH	5,525,708
TOTAL OPERATING EXPENDITURES		\$ 6,148,296

Instructional Technology Support

Budget Accountability: Lisa Spencer, Director

MISSION

To support, train and equip staff with skills and opportunities to access, evaluate and use information systems and tools for productivity and instructional delivery.

SUPPORTING THE STRATEGIC PLAN

- Increase the effective and efficient use of technology for content delivery.
- Train teachers for efficient instructional technology integration to prepare students for college and career readiness.

CORE SERVICES

- Support staff in effective use and integration of technology.
- Provide timely technical support by IT Technicians in response to Help Desk tickets submitted by end users.
- Assist schools and offices in managing technology assets which allow the district to forecast technology needs across the school district.

EXPECTED OUTCOMES

By June 2020, 35% to 90% of educators in identified Digital Transformation 1:1 Schools will attend a minimum of three of four school-based professional development sessions offered quarterly in a variety of formats, including: Face to Face Sessions (F), Website Resources (W), and/or Online session (O) [website resource, newsletter, podcast, webinar].

By June 30, 2020, install and/or replace 125 more non-working Interactive Whiteboards (Interwrite, SMART, or Promethean boards) with new Interactive Panels which is an increase from 175.

By December 2019, provide 10 trainings and support for Google Level I & II Educator Certification for instructional staff increasing to 250 staff members which is an increase of 126 staff members.

DISCRETIONARY SPENDING PLAN

Salaries & Wages supports part-time funds for IT Program students to work in the summer and throughout the school year.

Contracted Services supports access to licenses supporting software needed for computer installations including operating system and Microsoft Office.

Supplies & Materials supports the purchase of supplies and materials for staff development trainings and activities.

Other Operating Costs supports local mileage reimbursement for trainers who travel to school conducting training, attending off-site meetings, as well as non-local travel and registration fees for conference attendance and workshops.

Capital Outlay supports the purchase/replacement of computing devices.

Operating Budget Staffing by Position

Instructional Technology Support	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Admin Support Specialist	2.00	2.00	2.00	2.00
Admin Support Technician	86.00	86.00	86.00	86.00
Building Supervisor	1.00	1.00	1.00	1.00
Cleaner	0.50	0.50	0.50	0.50
Director	0.00	0.00	1.00	1.00
Executive Director	1.00	1.00	0.00	0.00
Financial Assistant	1.00	1.00	1.00	1.00
Instructional Specialist	8.00	8.00	8.00	8.00
Night Cleaner Lead	1.00	1.00	1.00	1.00
Program Manager	1.00	1.00	1.00	1.00
Regional Tech Coordinator	6.00	6.00	6.00	6.00
Secretary	1.00	1.00	1.00	1.00
Support Supervisor	5.00	4.00	4.00	4.00
Technical Resource Analyst	11.00	11.00	11.00	11.00
Total UNRESTRICTED	124.50	123.50	123.50	123.50
TOTAL OPERATING STAFFING	124.50	123.50	123.50	123.50

Operating Budget Expenditures by Object / Sub-Object

Instructional Technology Support	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Salaries & Wages				
Hourly Instructional	-	2,500	-	-
Other Admin/Professionals/Specialists	3,409,548	3,486,931	3,486,931	3,526,161
Other Support Staff	5,849,432	6,077,315	6,077,315	6,371,934
Overtime	29,402	102	20,509	102
PGCEA Senior Teacher Differential	2,018	-	-	-
Secretaries and Clerks	172,360	91,685	91,685	72,176
Service Worker	129,491	131,295	131,295	99,067
Substitute Teacher	5,098	1,873	4,373	4,373
Technician	-	59,655	59,655	80,660
Temp Office Worker	-	36,819	3,944	-
Terminal Leave Payout	65,432	-	-	-
Unrestricted Unallocated Full-Time	16,569	-	-	-
Workshop / Staff Development Pay	1,750	2,772	2,772	2,304
Salaries & Wages Total	9,681,100	9,890,947	9,878,479	10,156,777

Instructional Technology Support	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
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UNRESTRICTED

Employee Benefits

FICA /Medicare	722,442	747,116	746,858	775,801
Insurance Benefits - Active Employees	1,199,077	1,240,279	1,240,279	1,225,008
Life Insurance	38,211	38,076	38,076	43,206
Retirement/Pension - Employee	403,132	431,634	431,634	506,016
Workman's Compensation	47,278	197,888	161,925	162,561
Employee Benefits Total	2,410,141	2,654,993	2,618,772	2,712,592

Contracted Services

M&R Equipment	200	200	200	-
Printing In-House	5,980	8,572	8,572	8,572
Software License	922,708	922,724	922,724	922,724
Contracted Services Total	928,888	931,496	931,496	931,296

Supplies & Materials

Office Supplies	3,057	5,202	5,202	3,234
Postage and Delivery	-	1,979	1,979	-
Supplies & Materials Total	3,057	7,181	7,181	3,234

Other Operating Expenses

Local Travel - Per Mile Basis	6,826	4,900	4,900	6,987
Other Travel Related Expenditures	20	-	-	-
Registration Fees	3,590	3,600	3,600	3,600
Other Operating Expenses Total	10,436	8,500	8,500	10,587

Total UNRESTRICTED \$ 13,033,621 \$ 13,493,117 \$ 13,444,428 \$ 13,814,486

RESTRICTED

Salaries & Wages

Other Stipends	-	-	35,750	-
Overtime	4,599	-	-	-
Substitute Teacher	9,798	-	124,702	15,202
Workshop / Staff Development Pay	-	-	82,525	-
Salaries & Wages Total	14,397	-	242,977	15,202

Employee Benefits

FICA /Medicare	508	-	16,235	1,163
Workman's Compensation	39	-	589	244
Employee Benefits Total	547	-	16,824	1,407

Contracted Services

Catering Services	7,179	-	18,033	-
Other Contracted Services	11,129	-	52,195	41,693
Professional Contracted Services	7,000	-	53,000	33,000
Printing In-House	-	-	50	-
Software License	-	-	7,575	-
Contracted Services Total	25,307	-	130,853	74,693

Organizations

Instructional Technology Support	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
RESTRICTED				
<u>Supplies & Materials</u>				
Other Misc Supplies	4,986	-	95,430	2,390
Supplies & Materials Total	4,986	-	95,430	2,390
<u>Other Operating Expenses</u>				
Dues & Subscriptions	-	-	1,300	-
Other Miscellaneous Expense	5,000	-	-	-
Registration Fees	-	-	71,224	-
Other Operating Expenses Total	5,000	-	72,524	-
<u>Capital Outlay</u>				
Computers - Instructional	14,521	-	49,002	501
Educational Communication Equipment	2,980	-	9,684	215
Equipment Purchases Under \$500	-	-	7,796	-
Misc Other Equip Over \$499	-	-	11,736	-
Capital Outlay Total	17,501	-	78,218	716
Total RESTRICTED	\$ 67,738	\$ -	\$ 636,826	\$ 94,408
TOTAL OPERATING EXPENDITURES	\$ 13,101,360	\$ 13,493,117	\$ 14,081,254	\$ 13,908,894

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
30802	Instructional Technology Support	\$ 278,045
30812	Technology Support Services	8,910,075
30814	Technology Training & Support	2,276,854
30830	Instructional Technology	2,443,920
TOTAL OPERATING EXPENDITURES		\$ 13,908,894

Technology Applications

Budget Accountability: Claude Charles, Officer

MISSION

To provide implementation, upgrade and operational support for all IT Business Applications, Student information system, Data Warehouse Systems and all data systems integration with district operational systems, while fulfilling the overall goal of the Prince George's County Public Schools strategic plans. We will accomplish this mission by collaboratively working with stakeholders to improve operational performance through revision of practices and the development and acquisition of web and mobile based software, decision support and reporting systems.

SUPPORTING THE STRATEGIC PLAN

- Modernize technology and ensure data privacy and protection.
- Improve policies and procedures

CORE SERVICES

- Application Management - ensure critical business systems are implemented and operating optimally to support administrative, support personnel and executives staff across the district.
- Improve visibility, usability, reliability, effectiveness and accuracy of systems.
- Decision Support and Customer Care - Fulfills staff requests for decision support reports and dashboards as a means for users to monitor, manage, evaluate and improve operational performance.

EXPECTED OUTCOMES

By October 2019, the Student information System will be upgraded to version 2.8.5.10.

By September 2019, work with Department of Monitoring and Accountability to create the SchoolStat data intelligence dashboard. This work improves communication with all stakeholders and provides a level of transparency as we work towards our goals.

By August 2019, deploy Student Record System release II. This work will digitize the student record cards and improve the accuracy of our student records.

DISCRETIONARY SPENDING PLAN

Contracted Services supports critical administrative and student data systems, the new Office of Accountability and Monitoring's AI dashboards as well as software license, the system wide copier program postal meters in the Print Shop.

Supplies & Materials supports the instructional and non-instructional staff in the daily operations of the department including printing material as we transition from offset printing to digital printing.

Other Operating Costs supports local mileage reimbursement for staff conducting business at other PGCPs facilities and school visitations.

Operating Budget Staffing by Position

Technology Applications	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Admin Support Specialist	1.00	1.00	1.00	1.00
Director	1.00	1.00	1.00	1.00
Mail Clerk	5.00	5.00	5.00	5.00
Officer	1.00	1.00	2.00	2.00
Secretary	1.00	1.00	1.00	1.00
Support Officer	1.00	1.00	0.00	0.00
Support Supervisor	0.00	1.00	0.00	0.00
Technical Resource Analyst	25.00	25.00	25.00	25.00
Truck Driver	4.00	4.00	4.00	4.00
Warehouse Operator	1.00	1.00	1.00	1.00
Total UNRESTRICTED	40.00	41.00	40.00	40.00
RESTRICTED				
Technical Resource Analyst	0.00	0.00	1.00	1.00
Total RESTRICTED	0.00	0.00	1.00	1.00
TOTAL OPERATING STAFFING	40.00	41.00	41.00	41.00

Operating Budget Expenditures by Object / Sub-Object

Technology Applications	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Drivers Of Vehicles	231,171	230,956	230,956	223,037
Other Admin/Professionals/Specialists	3,124,420	3,410,332	3,433,267	3,447,130
Overtime	2,129	800	-	800
Secretaries And Clerks	306,821	317,775	317,775	326,413
Service Worker	41,382	40,382	40,382	44,496
Temp - Working Truck Driver	-	3,375	10,125	10,125
Unrestricted Unallocated Full-Time	15,070	-	-	-
Salaries & Wages Total	3,720,993	4,003,620	4,032,505	4,052,001
<u>Employee Benefits</u>				
FICA /Medicare	272,762	299,400	301,481	301,950
Insurance Benefits - Active Employees	469,959	476,886	476,886	463,124
Life Insurance	14,622	15,456	15,539	17,194
Retirement/Pension - Employee	277,893	300,829	300,829	335,003
Workman's Compensation	40,262	80,078	68,738	64,837
Employee Benefits Total	1,075,498	1,172,649	1,163,473	1,182,108
<u>Contracted Services</u>				
M&R Equipment	46,212	41,570	41,570	41,570
M&R Vehicles	53,873	153,112	153,112	153,112

Technology Applications	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
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UNRESTRICTED

Contracted Services

Printing In-House	196	204,923	204,923	204,923
Professional Contracted Services	343,046	268,046	242,814	242,814
Rental of Equipment	5,774,648	5,697,756	5,732,756	5,017,756
Software License	1,685,781	1,685,781	1,685,781	1,685,781
Technical Contracted Services	501,488	501,488	501,488	426,488
Contracted Services Total	8,405,244	8,552,676	8,562,444	7,772,444

Supplies & Materials

Office Supplies	6,479	16,465	13,090	3,090
Postage and Delivery	495,386	320,034	485,034	320,034
Supplies & Materials Total	501,865	336,499	498,124	323,124

Other Operating Expenses

Local Travel - Per Mile Basis	-	3,135	3,135	-
Other Operating Expenses Total	-	3,135	3,135	-

Total UNRESTRICTED \$ 13,703,600 \$ 14,068,579 \$ 14,259,681 \$ 13,329,677

RESTRICTED

Salaries & Wages

Other Admin/Professionals/Specialists	-	-	-	126,980
Salaries & Wages Total	-	-	-	126,980

Employee Benefits

FICA /Medicare	-	-	-	9,714
Insurance Benefits - Active Employees	-	-	-	15,408
Life Insurance	-	-	-	540
Retirement/Pension - Employee	-	-	-	11,429
Workman's Compensation	-	-	-	2,032
Employee Benefits Total	-	-	-	39,123

Total RESTRICTED \$ - \$ - \$ - \$ 166,103

TOTAL OPERATING EXPENDITURES \$ 13,703,600 \$ 14,068,579 \$ 14,259,681 \$ 13,495,780

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
30803	Technology Applications	\$ 329,179
30811	Technology Applications - Student Support	2,226,994
30813	Technology Applications - Business Support	4,375,182
30871	Copier Program	5,318,434
30870	Printing Services	1,245,991
TOTAL OPERATING EXPENDITURES		\$ 13,495,780

Technology Operations

Budget Accountability: Senthil Parameswaran, Director

MISSION

To provide a modern technology infrastructure in support of the school system's work in advancing student achievement and an efficient administration. To that end, the department enables secure and efficient access to information and services via a high speed network from all instructional and administrative facilities.

SUPPORTING THE STRATEGIC PLAN

- Maintain a modern technology datacenter and network infrastructure that supports evolving educational and business needs.
- Enable a technology environment where systems are secure, students and staff are safe online, and data privacy standards are accommodated and are in conformance with the law.

CORE SERVICES

- Maintain, secure and support enterprise systems, business/student applications and cloud deployments.
- Datacenter servers and storage capacity planning, implementation, performance optimization and user support.
- Planning and deployment of wired/wireless network and telecommunications services to all district locations.

EXPECTED OUTCOMES

By June 30, 2020, Internet Access, Oracle E-Business Suite and SchoolMAX Student Information System will be up and available 99% of the time.

By June 30, 2020, all staff accounts will be provisioned with accurate roles and responsibilities within 24 hours and student accounts within 72 hours.

By June 30, 2020, the Wide Area Network capacity will not exceed 80% utilization at all sites, to support digital learning and STEM programs.

DISCRETIONARY SPENDING PLAN

Contracted Services supports various software licensing including Oracle, eScholar, Certica, IBM, Redhat for various servers and databases, as well as Oracle Identity Management and datacenter tasks requiring expert work.

Supplies & Materials supports office supplies for all of Information Technology.

Other Operating Costs supports local mileage reimbursement for engineers' travel to/from various field locations for repair and maintenance of equipment, registration fees, and special phone projects.

Operating Budget Staffing by Position

Technology Operations	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Admin Support Technician	3.00	3.00	3.00	3.00
Director	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00
Support Supervisor	1.00	1.00	1.00	1.00
Technical Resource Analyst	20.00	20.00	19.00	19.00
UNRESTRICTED Staffing	26.00	26.00	25.00	25.00
TOTAL OPERATING STAFFING	26.00	26.00	25.00	25.00

Operating Budget Expenditures by Object / Sub-Object

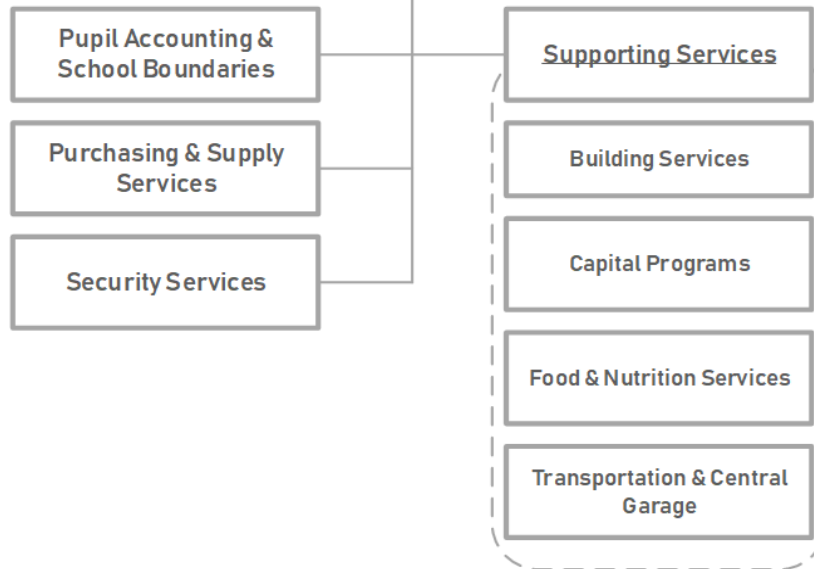
Technology Operations	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	2,136,749	2,344,031	2,344,031	2,343,104
Other Support Staff	164,932	242,332	242,332	220,724
Secretaries and Clerks	92,730	51,950	51,950	55,562
Unrestricted Unallocated Full-Time	16,339	-	-	-
Salaries & Wages Total	2,410,749	2,638,313	2,638,313	2,619,390
<u>Employee Benefits</u>				
FICA /Medicare	176,152	197,922	197,922	196,429
Insurance Benefits - Active Employees	291,320	303,942	303,942	304,247
Life Insurance	9,633	10,200	10,200	11,141
Retirement/Pension - Employee	157,965	177,253	177,253	183,369
Workman's Compensation	13,305	52,785	43,205	41,922
Employee Benefits Total	648,376	742,102	732,522	737,108
<u>Contracted Services</u>				
M&R Equipment	1,019,169	1,019,170	1,019,170	952,611
Other Contracted Services	208,951	208,951	208,951	238,951
Printing In-House	175	4,482	4,482	4,482
Software License	1,353,295	1,353,296	1,353,296	1,328,096
Technical Contracted Services	73,264	74,000	63,000	102,036
Contracted Services Total	2,654,854	2,659,899	2,648,899	2,626,176
<u>Supplies & Materials</u>				
Office Supplies	12,445	11,700	11,700	11,700
Supplies & Materials Total	12,445	11,700	11,700	11,700
<u>Other Operating Expenses</u>				
Cellular Phones	192,327	155,000	155,000	71,848
High Speed Data	2,540,000	2,540,000	2,540,000	2,540,000
Internet Service	278,360	278,360	278,360	278,360
Local Travel - Per Mile Basis	268	3,909	3,909	1,409

Technology Operations	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Other Operating Expenses</u>				
Registration Fees	2,474	2,474	2,474	2,474
Special Phone Project	36,908	35,000	35,000	35,000
Telephone -Centrex	2,846,895	2,855,890	2,855,890	2,855,890
Telephone -Equipment	50,000	50,000	50,000	33,000
Telephone- Long Distance	60,000	60,000	60,000	10,000
Other Operating Expenses Total	6,007,233	5,980,633	5,980,633	5,827,981
Total UNRESTRICTED	\$ 11,733,657	\$ 12,032,647	\$ 12,012,067	\$ 11,822,355
TOTAL OPERATING EXPENDITURES	\$ 11,733,657	\$ 12,032,647	\$ 12,012,067	\$ 11,822,355

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
30810	Technology Systems/Operations	\$ 2,594,574
30817	Enterprise Systems Office	2,497,312
30819	Telephone & Wiring	6,730,469
TOTAL OPERATING EXPENDITURES		\$ 11,822,355

Chief Operating Officer



Organization Summary

Organization	FY 2020 Approved FTE	FY 2020 Approved Funding
Chief Operating Officer	3.00	513,865
Pupil Accounting & School Boundaries	10.00	1,367,812
Purchasing and Supply*	56.00	6,997,639
Security Services	235.00	15,097,900
Supporting Services	2.00	337,005
Building Services	352.50	73,482,327
Capital Programs*	2.00	255,665
Food and Nutrition Services*	0.00	-
Transportation and Central Garage Service	1,481.27	118,931,648
TOTAL OPERATING STAFFING & EXPENDITURES	2,141.77	\$ 216,983,861

*Contains a non-operating budget component. See the Supplemental Section for details.

Chief Operating Officer

Budget Accountability: Barry L. Stanton, Chief

MISSION

To provide the highest quality business operations and supporting services that are essential to the educational success of students through staff committed to continuous improvement and excellence.

SUPPORTING THE STRATEGIC PLAN

- Support Safe and Supportive Environments by ensuring all environments are inviting, welcoming, technologically equipped, culturally sensitive and healthy.
- Support Organizational Effectiveness by ensuring the efficient use of resources enables effective non-instructional operations and optimal support of schools.

CORE SERVICES

- Provide safe environments for staff, students and the community.
- Modernize facilities and increase the use of technological devices in the classroom.
- Provide exceptional customer service.

EXPECTED OUTCOMES

- By June 2020, the Chief Operating Officer will provide safe environments for staff, students and the community by increasing the digital surveillance capabilities of our schools by 6%, from 41.63% to 48.33% by the end of the fiscal year.
- By June 2020, the Chief Operating Officer will ensure that the ratio of completed preventative maintenance work orders to corrective maintenance are increased from 3% to 6% by the end of the fiscal year.
- The Chief Operating Officer will ensure that strategies are implemented to decrease the number of late bus arrivals by 5% or more by the end of the fiscal year.

DISCRETIONARY SPENDING PLAN

Supplies & Materials support office supplies used in the daily operations of the office as well as staff development and award and recognition certificates.

Other Operating Costs supports non-local travel and registration fees for staff to attend conferences for the purpose of professional development.

Operating Budget Staffing by Position

Chief Operating Officer	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Administrative Secretary	1.00	1.00	1.00	1.00
Associate Superintendent	1.00	1.00	1.00	1.00
Technical Resource Analyst	0.00	0.00	0.00	1.00
Total UNRESTRICTED	2.00	2.00	2.00	3.00
TOTAL OPERATING STAFFING	2.00	2.00	2.00	3.00

Operating Budget Expenditures by Object / Sub-Object

Chief Operating Officer	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	217,516	215,482	215,482	314,631
Secretaries and Clerks	106,262	106,262	106,262	77,822
Salaries & Wages Total	323,778	321,744	321,744	392,453
<u>Employee Benefits</u>				
FICA /Medicare	19,218	19,141	19,141	24,342
Insurance Benefits - Active Employees	23,139	23,143	23,143	10,030
Life Insurance	1,294	1,243	1,243	1,669
Retirement/Pension - Employee	-	-	-	28,318
Workman's Compensation	1,200	6,436	5,268	6,281
Employee Benefits Total	44,852	49,963	48,795	70,640
<u>Contracted Services</u>				
Catering Services	485	-	-	-
Printing In-House	312	-	-	-
Professional Contracted Services	-	-	250,000	-
School Activity Transportation	-	2,000	2,000	2,000
Contracted Services Total	797	2,000	252,000	2,000
<u>Supplies & Materials</u>				
Awards and Recognition Certificates	-	700	700	700
Non-Catered Miscellaneous Food Supplies	759	-	-	5,987
Office Supplies	167	234	234	234
Other Miscellaneous Supplies	123	-	-	-
Supplies & Materials Total	1,049	934	934	6,921
<u>Other Operating Expenses</u>				
Dues & Subscriptions	609	676	676	676
Local Travel - Per Mile Basis	-	200	200	200
Meeting Expense	1,094	17,769	17,769	17,769
Non-Local Travel Expenses	11,327	10,000	10,000	10,000
Other Miscellaneous Expense	-	1,850	1,850	1,850

Organizations

Chief Operating Officer	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Other Operating Expenses</u>				
Other Travel Related Expenditures	5,089	11,356	11,356	11,356
Registration Fees	435	-	-	-
Other Operating Expenses Total	18,554	41,851	41,851	41,851
Total UNRESTRICTED	\$ 389,030	\$ 416,492	\$ 665,324	\$ 513,865
TOTAL OPERATING EXPENDITURES	\$ 389,030	\$ 416,492	\$ 665,324	\$ 513,865

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
30003	Chief Operating Officer	\$ 513,865
TOTAL OPERATING EXPENDITURES		\$ 513,865

Pupil Accounting & School Boundaries

Budget Accountability: David Dove, Supervisor

MISSION

To accurately maintain pupil information in a secure environment to provide historical, current and projected enrollment data for determining necessary facility, human, and fiscal resources; administer tuition and tuition waivers; and generate formal reports for the Maryland State Department of Education.

SUPPORTING THE STRATEGIC PLAN

- Support Organizational Effectiveness by embracing efficient processes to ensure accurate, coherent information on enrollment is acquired and made available through the Student Information System.
- Provide consult for district offices in logistical planning of reliable forecasts of future enrollments, school and program service areas which balance neighborhood interests with facility and program capacity and transportation requirements.

CORE SERVICES

- Provide consistent, accessible and reliable guidance to schools and parents regarding registration and enrollment requirements and accurate state reporting on enrollment.
- Provide, monitor school enrollment in an effort to provide accurate data to Capital Improvement for decision making in providing reliable projections of future enrollments for use in allocating staffing, educational resources and planning of facility needs.
- Provide efficient, effective administration of state and local policies and procedures regarding Informal Kinship Care process and tuition matters.

EXPECTED OUTCOMES

- By June 2020, implement new lottery system to increase customer satisfaction and contact which will be analyzed through service results.
- By June 2020, increase monthly Open Lab participation for registrars from 20% to 40% over the course of one academic school year.
- By June 2020, ensure at least 40% shared housing data compliance from 20% and increase annual notification from 50% to 70% for all shared housing parents

DISCRETIONARY SPENDING PLAN

Salaries & Wages supports a part-time liaison between IT and future contracted services. This support provides continued assistance with charter school lottery application development, database management and data conversion. Incumbent performs specialized duties with required knowledge, education, skills and expertise not duplicated by others.

Contracted Service supports COMAR mandated tuition payments to other local LEAs for county residents in state supervised care and lottery platform to operate online system to improve efficiency and transparency of lottery placements, wait lists, and notification.

Other Operating Costs supports local travel reimbursement for staff, training and professional development which will enhance the overall efficiency and effectiveness of the department.

Supplies & Materials supports will assist in maintaining efficiency and providing superior customer service used in the day to day operations of the office.

Operating Budget Staffing by Position

Pupil Accounting & School Boundaries	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Admin Support Specialist	1.00	1.00	1.00	1.00
Clerk	2.00	2.00	2.00	2.00
Instructional Specialist	1.00	1.00	1.00	1.00
Program Manager	1.00	1.00	1.00	1.00
Secretary	4.00	4.00	4.00	4.00
Support Supervisor	1.00	1.00	1.00	1.00
Total UNRESTRICTED	10.00	10.00	10.00	10.00
TOTAL OPERATING STAFFING	10.00	10.00	10.00	10.00

Operating Budget Expenditures by Object / Sub-Object

Pupil Accounting & School Boundaries	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Hourly Admin	-	36,000	36,000	-
Hourly Instructional	45,257	-	-	-
Other Admin/Professionals/Specialists	399,171	452,242	452,242	471,898
Secretaries and Clerks	319,548	363,522	363,522	363,148
Temp Bus Driver	-	-	-	-
Terminal Leave Payout	7,460	-	-	-
Unrestricted Unallocated Full-Time	1,376	-	-	-
Salaries & Wages Total	772,812	851,764	851,764	835,046
<u>Employee Benefits</u>				
FICA /Medicare	57,209	64,947	64,947	63,861
Insurance Benefits - Active Employees	91,090	105,106	105,106	115,933
Life Insurance	2,867	3,154	3,154	3,555
Retirement/Pension - Employee	4,741	10,726	10,726	5,153
Workman's Compensation	3,973	17,040	13,947	13,367
Employee Benefits Total	159,879	200,973	197,880	201,869
<u>Contracted Services</u>				
M&R Equipment	76	1,000	1,000	-
Printing In-House	74,440	25,584	25,584	25,584
Software License	-	-	-	-
Technical Contracted Services	-	-	-	56,858
Contracted Services Total	74,516	26,584	26,584	82,442
<u>Supplies & Materials</u>				
Office Supplies	1,371	1,300	3,300	305
Postage and Delivery	-	8,863	5,863	-
Supplies & Materials Total	1,371	10,163	9,163	305

Organizations

Pupil Accounting & School Boundaries	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
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UNRESTRICTED

Other Operating Expenses

Local Travel - Per Mile Basis	96	100	100	100
Registration Fees	-	50	1,050	50
Tuition - Maryland Lease	294,289	248,000	248,000	248,000
Other Operating Expenses Total	294,385	248,150	249,150	248,150

Total UNRESTRICTED \$ 1,302,963 \$ 1,337,634 \$ 1,334,541 \$ 1,367,812

TOTAL OPERATING EXPENDITURES \$ 1,302,963 \$ 1,337,634 \$ 1,334,541 \$ 1,367,812

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
30601	Pupil Accounting & School Boundaries	\$ 1,367,812
TOTAL OPERATING EXPENDITURES		\$ 1,367,812

Purchasing & Supply Services

Budget Accountability: Robert Johnson, Director

MISSION

To provide for quality acquisition and timely facilitation for delivery of goods and services to the system's instructional and non-instructional departments. The mission is extended by our commitment to Minority, Women and Local Business Participation Program in Prince George's County and the state of Maryland businesses.

SUPPORTING THE STRATEGIC PLAN

- Provide efficient value add services that maximize the school system's resources - This is an essential component of the work and functionality of the Purchasing office.
- Cultivate resources that provide the highest level of service at best cost and value to the system - The process of competitive bidding and contract pricing negotiation is to maximize value on dollars expended by the system for goods, materials, and services.

CORE SERVICES

- Procuring Good and Services - enter into contracts for the procurement of goods and services as the centralized purchasing agency for PGCPs. This includes treating vendors in a fair manner, administrating agreements, and compliance with laws and regulations.
- Solicitation, Contract Management, Requisitions and Purchase Orders – honor the confidentiality of pricing and terms and conditions of proposals to do business with the school system; negotiates and administers contracts, issuing solicitations for supplies and services needed by schools and offices.
- MBE Participation - fostering a business environment, which encourages local, minority and small business vendor participation in systemic projects and purchases.

EXPECTED OUTCOMES

- By June 2020, the average number of dates to administer Requests for Proposals, from receipt of requisition of the date the contract is issued will be between 60 - 75 days.
- By June 2020, move requisition and purchase order processing down from 10 days to 5 days. Measurable quarterly.
- By June 2020, ensure the procurement costs per purchase order decreases from \$148 to \$102 which meets the nationwide median.

DISCRETIONARY SPENDING PLAN

Salaries & Wages supports summer help employment for material transfers and school opening/closing functions, and additional buyer support to process contracts and orders.

Contracted Services supports MBE assessment and analysis as to how to better engage surrounding community. Some assistance for iSupplier input and tracking along with IT projects which may require additional supports as needed.

Supplies & Materials supports day to day functioning of the office, warehouse and shop stores, as well as training and professional development for staff.

Other Operating Costs supports reimbursement for staff to attend meetings and functions off-site, conference registrations, etc.

Capital Outlay supports the purchase of furniture and goods/supplies for the warehouse and offices.

Operating Budget Staffing by Position

Purchasing & Supply	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Admin Support Specialist	8.00	8.00	8.00	8.00
Admin Support Technician	4.00	4.00	4.00	4.00
Clerk	1.00	1.00	1.00	1.00
Director	1.00	1.00	1.00	1.00
Secretary	3.00	3.00	3.00	3.00
Supply Clerk I	4.00	4.00	4.00	4.00
Supply Clerk II	2.00	2.00	2.00	2.00
Support Supervisor	2.00	2.00	2.00	2.00
Truck Driver	14.00	14.00	14.00	14.00
Warehouse Operator	16.00	16.00	16.00	16.00
Warehouse Supervisor	1.00	1.00	1.00	1.00
Total UNRESTRICTED	56.00	56.00	56.00	56.00
TOTAL OPERATING STAFFING	56.00	56.00	56.00	56.00

Operating Budget Expenditures by Object / Sub-Object

Purchasing & Supply	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Salaries & Wages				
2nd Assignment - Support	4,884	27,485	27,485	7,485
Drivers of Vehicles	691,737	696,227	696,227	784,114
Hourly Admin	-	27,000	27,000	-
Other Admin/Professionals/Specialists	759,392	1,010,543	1,010,543	1,051,400
Other Support Staff	266,219	263,778	263,778	287,299
Overtime	33,766	5,000	83,971	40,000
Secretaries and Clerks	492,313	570,565	570,565	567,294
Service Worker	705,870	861,507	861,507	905,961
Summer Assignment	26,860	-	-	47,000
Temp Custodian	-	-	2,083	-
Temp Office Worker	3,393	7,000	9,200	-
Temp - Warehouseman	1,153	77,759	77,759	38,039
Unrestricted Unallocated Full-Time	7,728	-	-	-
Salaries & Wages Total	2,993,316	3,546,864	3,630,118	3,728,592

Purchasing & Supply	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Employee Benefits</u>				
FICA /Medicare	219,404	267,498	268,202	282,201
Insurance Benefits - Active Employees	487,829	542,009	542,009	514,109
Life Insurance	11,641	13,161	13,161	15,308
Retirement/Pension - Employee	194,131	231,290	231,290	257,831
Workman's Compensation	81,999	70,866	58,522	59,041
Employee Benefits Total	995,004	1,124,824	1,113,184	1,128,490
<u>Contracted Services</u>				
M&R Vehicles	203,132	384,382	384,382	384,382
Printing In-House	1,928	24,367	24,367	24,367
Professional Contracted Services	268,747	-	77,432	1,000,000
Software License	123,129	133,000	123,068	24,568
Contracted Services Total	596,936	541,749	609,249	1,433,317
<u>Supplies & Materials</u>				
Office Supplies	3,373	5,342	2,842	4,400
Other Miscellaneous Supplies	615	1,900	101,900	-
Supplies & Materials Total	3,988	7,242	104,742	4,400
<u>Other Operating Expenses</u>				
Cellular Phones	12,000	12,000	12,000	9,000
Dues & Subscriptions	6,129	5,000	3,540	3,540
Local Travel - Per Mile Basis	1,828	1,350	1,350	1,500
Non-Local Travel Expenses	-	-	-	2,000
Other Miscellaneous Expense	-	2,000	2,000	-
Registration Fees	1,475	10,000	8,340	1,800
Other Operating Expenses Total	21,432	30,350	27,230	17,840
<u>Capital Outlay</u>				
Classroom Equipment & Furniture	-	-	400,000	685,000
Capital Outlay Total	-	-	400,000	685,000
Total UNRESTRICTED	\$ 4,610,675	\$ 5,251,029	\$ 5,884,523	\$ 6,997,639
TOTAL OPERATING EXPENDITURES	\$ 4,610,675	\$ 5,251,029	\$ 5,884,523	\$ 6,997,639

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
35301	Purchasing & Supply	\$ 3,118,598
35320	Warehouse Operations	3,879,041
TOTAL OPERATING EXPENDITURES		\$ 6,997,639

Program Enhancement

Purchasing & Supply Services	FTE	Position Costs	Discretionary Funds	Total Cost
Warehouse Relocation	0.00	\$ -	\$ 340,000	\$ 340,000
Supports an inventory of furniture for schools and overtime costs for the relocation of offices and school personnel as needed.				
Purchasing	0.00	\$ -	\$ 750,000	\$ 750,000
Funding for management supports and forensic audit of Purchasing & Supply Services.				
Total Program Enhancement	0.00	\$ -	\$ 1,090,000	\$ 1,090,000

Security Services

Budget Accountability: Cesar Pacheco, Director

MISSION

To provide a safe and orderly learning environment that reasonably ensures the safety and security of students, faculty and staff, visitors and parents. Security Services also attempts to ensure that students and staff have a safe and secure learning environment in which to learn and teach, enabling each student to achieve his or her maximum potential and future success.

SUPPORTING THE STRATEGIC PLAN

- Support Safe and Supportive Environments by ensuring that we have safe environments which allow for maximum concentration on teaching and learning without worry or concern for personal or collective well-being.
- Support Organizational Effectiveness by ensuring all plans, resources, processes, programs, technology and support services are strategically aligned and school/student focused.

CORE SERVICES

- Ensure that all staff members have written guidance and adequate training on how to perform their duty.
- Provide safe environments for staff, students and the community.
- Ensure that all investigations are completed in a timely manner and that the quality of them is beyond reproach.

EXPECTED OUTCOMES

- By June 2020, Security Services will retrofit 12 schools for upgraded camera systems during this fiscal time frame as an achievable measurable.
- By June 2020, Security Services will ensure all employees are trained in Crisis Prevention.
- By June 2020, Security Services will ensure that all security staff receive the mandatory SRO / Security related training set by the state of Maryland.

DISCRETIONARY SPENDING PLAN

Salaries & Wages supports part-time salaries for 2nd assignments and overtime for 10-month personnel as well as temporary security monitors to meet the demands over the summer for operational investigative needs.

Contracted Services supports the visitor management system that allows for the screening of visitors; the situational awareness system that provides a real-time snapshot of first responder calls for service allowing for the identification of immediate issues in or around schools, as well as other contracts that provide service and support for many of the camera systems currently in our schools.

Supplies & Materials supports supplies necessary for the daily operation of the office as well as investigative efforts.

Other Operating Costs supports mileage reimbursement for security staff responding school sites and locations in response to calls for assistants as well as off-site meetings and training sessions.

Capital Outlay supports the purchase/replacement of security equipment across the system as needed such as alarms, video cameras, monitors, DVRs, NVRs and other related equipment.

Operating Budget Staffing by Position

Security Services	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Admin Support Specialist	1.00	1.00	1.00	1.00
Director	1.00	1.00	1.00	1.00
Dispatcher	2.00	2.00	2.00	2.00
Journeyman	12.00	12.00	12.00	12.00
Secretary	3.00	3.00	3.00	3.00
Security Assistant	139.00	145.00	145.00	145.00
Security Investigator	66.00	66.00	66.00	66.00
Support Supervisor	5.00	5.00	5.00	5.00
Total UNRESTRICTED	229.00	235.00	235.00	235.00
TOTAL OPERATING STAFFING	229.00	235.00	235.00	235.00

Operating Budget Expenditures by Object / Sub-Object

Security Services	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
2nd Assignment - Support	80,819	44,776	44,776	80,776
Other Admin/Professionals/Specialists	542,630	694,663	694,663	711,888
Other Support Staff	100,350	99,556	99,556	105,549
Overtime	319,464	162,753	360,933	312,753
Secretaries and Clerks	172,191	156,392	156,392	167,940
Service Worker	4,343,559	4,905,527	4,905,527	4,952,223
Skilled Crafts	828,446	834,164	834,164	867,363
Technician	2,970,586	3,658,327	3,658,327	3,521,465
Temp Security Monitor	39,235	-	-	39,000
Terminal Leave Payout	7,540	-	-	-
Unrestricted Unallocated Full-Time	1,686	-	-	-
Salaries & Wages Total	9,406,505	10,556,158	10,754,338	10,758,957
<u>Employee Benefits</u>				
FICA /Medicare	720,232	755,830	755,830	785,838
Insurance Benefits - Active Employees	1,300,623	1,506,514	1,506,514	1,325,800
Life Insurance	31,579	40,043	40,043	43,984
Retirement/Pension - Employee	725,106	828,649	828,649	865,819
Workman's Compensation	41,889	207,975	170,228	167,247
Employee Benefits Total	2,819,429	3,339,011	3,301,264	3,188,688
<u>Contracted Services</u>				
M&R Equipment	15,300	16,110	16,110	15,000
M&R Vehicles	105,225	77,435	77,435	77,435
Other Contracted Services	275,940	245,237	245,237	181,026

Security Services	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Contracted Services</u>				
Printing In-House	673	6,500	6,500	6,500
Professional Contracted Services	382,230	98,253	98,253	131,526
Contracted Services Total	779,368	443,535	443,535	411,487
<u>Supplies & Materials</u>				
Office Supplies	1,183	1,632	1,632	1,632
Other Miscellaneous Supplies	146,266	145,239	145,239	145,239
Tool Allotment - Reimbursement	-	2,000	2,000	2,000
Supplies & Materials Total	147,448	148,871	148,871	148,871
<u>Other Operating Expenses</u>				
Fees Fines and Licenses	(360)	10,740	10,740	-
Local Travel - Per Mile Basis	(438)	8,950	8,950	3,950
Meeting Expense	341	-	-	500
Registration Fees	1,000	447	447	447
Other Operating Expenses Total	543	20,137	20,137	4,897
<u>Capital Outlay</u>				
Miscellaneous Other Equipment Over \$499	-	668,959	668,959	500,000
Security Alarm Systems	89,294	90,215	90,215	85,000
Capital Outlay Total	89,294	759,174	759,174	585,000
Total UNRESTRICTED	\$ 13,242,588	\$ 15,266,886	\$ 15,427,319	\$ 15,097,900
TOTAL OPERATING EXPENDITURES	\$ 13,242,588	\$ 15,266,886	\$ 15,427,319	\$ 15,097,900

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
30701	Security Services	\$ 15,097,900
TOTAL OPERATING EXPENDITURES		\$ 15,097,900

Program Enhancement

Security Services	FTE	Position Costs	Discretionary Funds	Total Cost
Security Upgrades for Schools	0.00	\$ -	\$ 1,360,615	\$ 1,360,615
Supports the upgrade of security systems and equipment at school facilities.				
Total Program Enhancement	0.00	\$ -	\$ 1,360,615	\$ 1,360,615

Supporting Services

Budget Accountability: Mark E. Fossett, Associate Superintendent

MISSION

To provide a safe, healthy and welcoming environments for students, staff and the community; while efficiently and safely transporting students and providing appealing, nutritious meals daily. To accomplish this mission, the Division of Supporting Services will adhere to the highest standards of customer service.

SUPPORTING THE STRATEGIC PLAN

- Modernize facilities and to promote safe and supportive learning environments.
- Improve communications to support enhanced to customer service to all our constituents (Students, Parents, and Co-workers).

CORE SERVICES

- Transportation
- Facilities
- Capital Programs

EXPECTED OUTCOMES

- By June 2020, the office of Supporting Services will provide safe environments for staff, students and the community by increasing the digital surveillance capabilities of our schools by 6%, from 41.63% to 48.33% by the end of the fiscal year.
- By June 2020, the office of Supporting Services, will ensure that the ratio of completed preventative maintenance work orders to corrective maintenance are increased from 3% to 6%
- By June 2020, the office of Supporting Services will ensure that strategies are implemented to decrease the number of late bus arrivals by 10% from 378 to 340 more.

DISCRETIONARY SPENDING PLAN

Supplies & Materials supports supplies for the daily operations of the office.

Other Operating Costs support mileage reimbursement for staff attendance off-site.

Operating Budget Staffing by Position

Supporting Services Office	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Administrative Secretary	1.00	1.00	1.00	1.00
Associate Superintendent	1.00	1.00	1.00	1.00
Total UNRESTRICTED	2.00	2.00	2.00	2.00
TOTAL OPERATING STAFFING	2.00	2.00	2.00	2.00

Operating Budget Expenditures by Object / Sub-Object

Supporting Services Office	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	184,759	182,835	182,835	190,297
Secretaries and Clerks	67,254	66,698	66,698	88,027
Unrestricted Unallocated Full-Time	721	-	-	-
Salaries & Wages Total	252,734	249,533	249,533	278,324
<u>Employee Benefits</u>				
FICA /Medicare	15,601	15,641	15,641	17,735
Insurance Benefits - Active Employees	30,800	32,048	32,048	25,035
Life Insurance	1,006	964	964	1,184
Retirement/Pension - Employee	-	-	-	7,923
Workman's Compensation	1,020	4,991	4,085	4,454
Employee Benefits Total	48,427	53,644	52,738	56,331
<u>Contracted Services</u>				
Printing In-House	46	250	250	250
Contracted Services Total	46	250	250	250
<u>Supplies & Materials</u>				
Office Supplies	1,860	2,000	2,000	2,000
Supplies & Materials Total	1,860	2,000	2,000	2,000
<u>Other Operating Expenses</u>				
Local Travel - Per Mile Basis	-	450	450	100
Other Operating Expenses Total	-	450	450	100
Total UNRESTRICTED	\$ 303,067	\$ 305,877	\$ 304,971	\$ 337,005
TOTAL OPERATING EXPENDITURES	\$ 303,067	\$ 305,877	\$ 304,971	\$ 337,005

Organizations

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
32001	Supporting Services	\$ 337,005
TOTAL OPERATING EXPENDITURES		\$ 337,005

Organizations

Building Services

Budget Accountability: Sam Stefanelli, Director

MISSION

To provide custodial services, preventive maintenance, real estate services, and maintenance services to students, schools and administrative personnel in order to provide clean, healthy, and safe work environments. We strive to minimize disruptions to instructional time due to the failure of equipment and building systems.

SUPPORTING THE STRATEGIC PLAN

- Support Safe and Supportive Environments by ensuring all environments are inviting, welcoming and healthy which creates uninterrupted facilities supportive of highly effective teaching.
- Support Organizational Effectiveness by ensuring that building services operations are judiciously planned, prioritized, and managed to maximize resources and provide support to schools and the classroom.

CORE SERVICES

- Improve program prioritization, accountability and monitoring
- Provide outstanding customer service
- Provide safe and supportive environments

EXPECTED OUTCOMES

- By June 2020, Building Services will reduce the average days to complete a work order from 135 to 105 days.
- By June 2020, Building Services will increase the ratio of completed preventative maintenance work orders to corrective maintenance from 3% to 6%.
- By June 2020, one-hundred percent of schools will receive 70% or better on their semiannual state inspections.

DISCRETIONARY SPENDING PLAN

Salaries & Wages supports funding for summer interns as well as overtime for employees.

Contracted Services supports various contractual obligations such as School Dude yearly renewal; inspection, repair and maintenance of: elevators and lifts, athletic fields at various middle and high schools, underground storage tanks, and fire extinguishers; and HVAC contractor services at various locations and monthly service contracts, as well as asbestos abatement and removal.

Supplies & Materials supports office supplies and necessary maintenance supplies and materials used in the daily operations of the department.

Other Operating Costs supports local mileage reimbursement for off-site meetings, registration for staff to attend conferences, mandated fees and licenses, as well as utilities for Central offices.

Operating Budget Staffing by Position

Building Services	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
Admin Support Specialist	1.00	1.00	1.00	1.00
Admin Support Technician	4.00	4.00	5.00	5.00
Assistant Building Supervisor	1.00	1.00	1.00	1.00
Auxiliary Building Supervisor	21.00	21.00	21.00	21.00
Building Supervisor	7.00	7.00	7.00	7.00
Cleaner	13.00	13.00	12.50	12.50
Clerk	1.00	1.00	3.00	3.00
Coordinating Manager	0.00	0.00	1.00	1.00
Custodial Equipment Mechanic	3.00	3.00	3.00	3.00
Custodial Equipment Operator	1.00	1.00	1.00	1.00
Director	1.00	1.00	1.00	1.00
Dispatcher	1.00	1.00	0.00	0.00
Equipment Operator	21.00	21.00	21.00	21.00
Financial Analyst	1.00	1.00	1.00	1.00
Journeyman	143.00	143.00	141.00	141.00
Laborer	3.00	3.00	3.00	3.00
Licensed Journeyman	35.00	35.00	34.00	34.00
Licensed Trades Supervisor	6.00	6.00	6.00	6.00
Maintenance Coordinator	6.00	6.00	7.00	7.00
Maintenance Planner	4.00	4.00	6.00	6.00
Night Cleaner Lead	5.00	7.00	5.00	5.00
Pest Controller	3.00	6.00	6.00	6.00
Secretary	10.00	10.00	9.00	9.00
Support Officer	1.00	1.00	0.00	0.00
Support Supervisor	2.00	2.00	2.00	2.00
Technical Resource Analyst	5.00	5.00	5.00	5.00
Trades Helper	30.00	30.00	29.00	29.00
Trades Supervisor	14.00	14.00	14.00	14.00
Truck Driver	7.00	7.00	7.00	7.00
Total UNRESTRICTED	350.00	355.00	352.50	352.50
TOTAL OPERATING STAFFING	350.00	355.00	352.50	352.50

Organizations

Operating Budget Expenditures by Object / Sub-Object

Building Services	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Drivers of Vehicles	413,280	416,914	416,914	431,842
Grievance Settlements	10,478	-	-	-
Laborers, Unskilled	1,232,948	1,570,403	1,570,403	1,512,197
Other Admin/Professionals/Specialists	1,745,517	1,972,557	1,972,557	2,295,772
Other Support Staff	251,161	323,443	323,443	354,708
Overtime	3,764,922	1,588,123	6,988,792	4,083,428
Secretaries and Clerks	639,756	634,255	634,255	742,708
Service Worker	2,286,516	2,460,408	1,960,408	2,270,896
Skilled Crafts	14,174,182	15,641,428	15,241,429	15,820,969
Summer Assignment	88,047	137,410	137,410	128,610
Support Staff	-	5,756	5,756	158,077
Temp Custodian	2,677,826	1,868,691	1,870,898	1,868,691
Temp Office Worker	-	-	-	3,000
Terminal Leave Payout	71,204	-	-	-
Unrestricted Unallocated Full-Time	451,121	-	-	-
Salaries & Wages Total	27,806,959	26,619,388	31,122,265	29,670,898
<u>Employee Benefits</u>				
FICA /Medicare	1,969,893	1,906,969	2,002,857	1,962,864
Insurance Benefits - Active Employees	3,409,369	3,632,752	3,632,752	3,602,891
Life Insurance	83,218	89,034	89,034	99,765
Retirement/Pension - Employee	1,706,838	1,859,748	1,859,748	2,018,559
Workman's Compensation	531,924	500,826	479,102	411,936
Employee Benefits Total	7,701,243	7,989,329	8,063,493	8,096,015
<u>Contracted Services</u>				
Asbestos Removal & Related Testing	617,890	550,000	750,000	550,000
Lease/Purchases - Energy Mgmt	9,656,527	9,808,880	9,808,880	10,008,880
M&R Buildings	3,241,980	2,969,484	3,969,484	3,058,702
M&R Equipment	263,839	25,400	325,400	48,280
M&R of Vehicle Insurance Related	-	190,000	190,000	190,000
M&R Vehicles	2,482,368	3,479,741	3,479,741	3,479,741
Other Contracted Services	410,270	179,554	1,629,554	3,068,304
Outside Printing	-	1,525	1,525	-
Printing In-House	23,958	33,429	33,429	33,429
Professional Contracted Services	-	-	420,000	-
Software License	148,148	116,545	116,545	131,545
Technical Contracted Services	-	44,865	44,865	39,865
Contracted Services Total	16,844,981	17,399,423	20,769,423	20,608,746

Building Services	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
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UNRESTRICTED

Supplies & Materials

Custodial Supplies	1,913,369	1,515,402	1,890,402	1,575,402
Maintenance Supplies	15,744,080	10,242,454	16,472,454	8,908,010
Office Supplies	5,538	9,850	9,850	8,100
Other Miscellaneous Supplies	256,251	189,450	334,450	334,000
Tool Allotment - Reimbursement	37,226	70,000	70,000	70,000
Supplies & Materials Total	17,956,464	12,027,156	18,777,156	10,895,512

Other Operating Expenses

Cellular Phones	27,000	26,360	26,360	22,360
Electricity	268,009	305,625	307,625	305,625
Fees Fines and Licenses	990,966	961,655	961,655	961,655
Fuel Oil	40,089	1,363,235	155,235	1,363,235
Local Travel - Per Mile Basis	5,247	31,498	31,498	5,248
Natural Gas	605,448	305,000	282,000	305,000
Non-Local Travel Expenses	24,763	-	-	25,000
Propane Gas	18,335	267,000	69,000	267,000
Registration Fees	-	900	900	900
Water and Sewage	66,346	528,152	530,152	528,152
Other Operating Expenses Total	2,046,203	3,789,425	2,364,425	3,784,175

Capital Outlay

Buildings & Additions	3,357,942	-	-	-
Miscellaneous Other Equipment Over \$499	146,331	426,981	651,981	426,981
Capital Outlay Total	3,504,273	426,981	651,981	426,981

Total UNRESTRICTED \$ 75,860,122 \$ 68,251,702 \$ 81,748,743 \$ 73,482,327

RESTRICTED

Capital Outlay

Buildings & Additions	-	-	-	-
Miscellaneous Other Equipment Over \$499	-	-	45,962	-
Capital Outlay Total	-	-	45,962	-

Total RESTRICTED \$ - \$ - \$ 45,962 \$ -

TOTAL OPERATING EXPENDITURES \$ 75,860,122 \$ 68,251,702 \$ 81,794,705 \$ 73,482,327

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
32030	Maintenance	\$ 32,091,386
32032	Building Services - Preventative Maintenance	629,003
32033	Building Services - Electric Shop	4,511,328
32034	Building Services - Paint Shop	2,463,531
32035	Building Services - Refuse Shop	562,017
32036	Building Services - Roofing/Sheet Metal	2,667,433
32037	Building Services - Grounds Shop	5,046,129
32038	Building Services - Carpenter Shop	4,284,077
32039	Building Services - Plumbing/HVAC Shop	8,460,748
35245	Environmental and Safety Office	2,435,366
32040	Plant Operations	10,331,309
TOTAL OPERATING EXPENDITURES		\$ 73,482,327

Program Enhancements

Building Services	FTE	Position Costs	Discretionary Funds	Total Cost
Youth Apprenticeship Program	0.00	\$ -	\$ 172,699	\$ 172,699
Supports an apprenticeship program that integrates academic and industry learning to provide both paid work experience and structured work site learning for career and technical education students.				
Maintenance Contracts	0.00	\$ -	\$ 3,250,000	\$ 3,250,000
Supports increases in the cost of maintaining aging facilities such as HVAC, boiler repairs, digital controls and automation, elevators, generators, and athletic fields.				
Total Program Enhancements	0.00	\$ -	\$ 3,422,699	\$ 3,422,699

Capital Programs

Budget Accountability: Shawn A. Matlock, Director

MISSION

To deliver improved educationally appropriate and correctly sized physical facilities to the Prince George's County Public Schools community in order to provide sustainable, safe and healthy environments conducive to teaching and learning.

SUPPORTING THE STRATEGIC PLAN

- Support organizational effectiveness by ensuring that school facilities support educational programs and are sized appropriately for their projected enrollment.
- Maximize the impact and reach of limited capital funding to improve the quality of PGCPs learning environments.

CORE SERVICES

- Plan, design, and implement capital improvement projects.
- Develop an annual six-year Capital Improvement Program.
- Develop an annual Long-Range Educational Facility Master Plan.

EXPECTED OUTCOMES

- By June 2020, Capital Programs, dependent upon IAC Approval, will begin construction on William Wirt Middle School, the New Glenridge Area Middle School and Cherokee Lane Elementary School.
- By June 2020, Capital Programs will complete "Stage Renovation Master Plans" for the 11 schools slated for staged renovations.
- By September 2019, Capital Programs will complete 100% of projects designated as "Summer Time Projects"

DISCRETIONARY SPENDING PLAN

Note: The majority of Capital Programs' staffing and expenditures is supported by non-operating funds. Please refer to the Supplemental Information section of this document for Non-operating budget details.

Operating Budget Staffing by Position

Capital Programs	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Admin Support Specialist	2.00	2.00	2.00	2.00
UNRESTRICTED Staffing	2.00	2.00	2.00	2.00
TOTAL OPERATING STAFFING	2.00	2.00	2.00	2.00

Operating Budget Expenditures by Object / Sub-Object

Capital Programs	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	104,508	195,552	195,552	202,881
Overtime	663,484	-	-	-
Unrestricted Unallocated Full-Time	967	-	-	-
Salaries & Wages Total	768,959	195,552	195,552	202,881
<u>Employee Benefits</u>				
FICA /Medicare	8,198	14,961	14,961	15,522
Insurance Benefits - Active Employees	7,253	14,890	14,890	14,890
Life Insurance	418	756	756	864
Retirement/Pension - Employee	8,959	15,679	15,679	18,261
Workman's Compensation	584	3,912	3,202	3,247
Employee Benefits Total	25,412	50,198	49,488	52,784
Total UNRESTRICTED	\$ 794,371	\$ 245,750	\$ 245,040	\$ 255,665
TOTAL OPERATING EXPENDITURES	\$ 794,371	\$ 245,750	\$ 245,040	\$ 255,665

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
32010	Capital Programs	\$ 255,665
TOTAL OPERATING EXPENDITURES		\$ 255,665

Food & Nutrition Services

Budget Accountability: Joan Shorter, Director

MISSION

To provide Meal Service Management for students, staff, schools, administration, parents and the community by providing a variety of high quality, nutritious meals at affordable prices and provide relevant nutrition education materials to enhance student's ability to learn..

SUPPORTING THE STRATEGIC PLAN

- Support Safe and Supportive Environments by promoting healthy life styles and to ensure all students have access to nutritious meals.
- Support Organizational Effectiveness by ensuring maximization of resources and meal programs to support schools.

CORE SERVICES

- Provide nutritious meals to all students
- Provide exceptional customer service
- Provide nutrition education in schools

EXPECTED OUTCOMES

- By June 2020, Food & Nutrition Services will increase the average daily lunch participation for students eligible for free and reduced-priced meal from 68% to 69%.
- By June 2020, Food & Nutrition Services will increase the average daily breakfast participation for students eligible for free and reduced-priced meal from 43% to 44%.
- By June 2020, Food & Nutrition Services will increase the number of nutrition education sessions conducted in schools by 10% from 8 to 10.

DISCRETIONARY SPENDING PLAN

Capital Outlay supports the purchase/replacement of cafeteria equipment and furniture.

NOTE: The majority of Food & Nutrition Services' staffing and expenditures is supported by non-operating funds. Please refer to the Supplemental Information section of this document for Non-operating budget details.

Operating Budget Expenditures by Object / Sub-Object

Food & Nutrition Services	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Approved	Estimated	Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Overtime	316	-	-	-
Substitute Teacher	102	-	-	-
Salaries & Wages Total	418	-	-	-
<hr/>				
Total UNRESTRICTED	\$ 418	\$ -	\$ -	\$ -
RESTRICTED				
<u>Salaries & Wages</u>				
Other	-	-	4,617	-
Other Stipends	-	-	5,207	-
Salaries & Wages Total	-	-	9,824	-
<u>Employee Benefits</u>				
FICA /Medicare	-	-	781	-
Employee Benefits Total	-	-	781	-
<u>Supplies & Materials</u>				
Non-Catered Miscellaneous Food Supplies	-	-	5,650	-
Supplies & Materials Total	-	-	5,650	-
<u>Other Operating Expenses</u>				
Local Travel - Per Mile Basis	-	-	220	-
Other Operating Expenses Total	-	-	220	-
<u>Capital Outlay</u>				
Cafeteria Equipment & Furniture	-	-	90,280	-
Capital Outlay Total	-	-	90,280	-
<hr/>				
Total RESTRICTED	\$ -	\$ -	\$ 106,755	\$ -
<hr/>				
TOTAL OPERATING EXPENDITURES	\$ 418	\$ -	\$ 106,755	\$ -

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
32020	Food & Nutrition Services	-
TOTAL OPERATING EXPENDITURES		\$ -

Transportation & Central Garage Services

Budget Accountability: Rudolph Saunders, Jr., Director

MISSION

To deliver efficient transportation and fleet services that enable all students to arrive at their destination safely and on-time every day. Transportation services should be an integral asset to student's educational experience.

SUPPORTING THE STRATEGIC PLAN

- Support Safe and Supportive Environments by providing safe transportation and reliable fleet services.
- Support organizational effectiveness through improved communications and customer service that helps parents and stakeholder monitor.

CORE SERVICES

- Promote a safe and supportive environment on school buses and in offices
- Maintain a safe and reliable school bus fleet
- Be proactive and responsive in communications with stakeholders

EXPECTED OUTCOMES

- By June 2020, Transportation & Central Garage will improve on time transportation performance by decreasing the number of late bus arrivals by 10% from 378 to 340 using updated electronic scheduling/routing and monitoring tools.
- By June 2020, Transportation & Central Garage will improve overall transportation customer support and vehicle maintenance needs by the reduction of the numbers of vacant positions in Central garage and transportation support-based positions by 10% from 161 to 144.9.
- By June 2020, Transportation & Central Garage will improve fiscal management and budgetary considerations by reducing overtime costs by 10% from \$5,921,186 to \$5,329,067.

DISCRETIONARY SPENDING PLAN

Salaries & Wages supports temporary personnel to staff the customer service call center (Phone Bank) for first four to six weeks of school to handle the volumes of calls received.

Contracted Services supports required drug and alcohol testing services, and the HERE COMES THE BUS software application.

Supplies & Materials supports materials and food required for mandated transportation training and in-service days.

Other Operating Costs supports conferences and travel fees for select staff to attend training and conferences with a focus on special education services.

Capital Outlay supports replacement and enhancements of bus cameras, and hard drive and security camera system at Skyline Admin building.

Operating Budget Staffing by Position

Transportation & Central Garage Service	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Admin Support Specialist	2.00	2.00	2.00	4.00
Admin Support Technician	10.00	10.00	10.00	10.00
Assistant Foreman	13.00	13.00	13.00	13.00
Auxiliary Bus Driver	21.00	21.00	21.00	21.00
Bus Driver	1085.80	1085.80	1085.80	1079.30
Bus Driver Foreman	12.00	12.00	12.00	12.00
Bus Driver Trainer	13.00	13.00	13.00	13.00
Clerk	8.00	8.00	8.00	8.00
Director	1.00	1.00	1.00	1.00
Dispatcher	2.00	2.00	2.00	2.00
Secretary	5.00	5.00	5.00	5.00
Support Supervisor	9.00	9.00	9.00	9.00
Technical Resource Analyst	1.00	1.00	1.00	1.00
Transportation Attendant	302.97	302.97	302.97	302.97
Total UNRESTRICTED	1485.77	1485.77	1485.77	1481.27
TOTAL OPERATING STAFFING	1485.77	1485.77	1485.77	1481.27

Operating Budget Expenditures by Object / Sub-Object

Transportation & Central Garage Service	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Salaries & Wages				
2nd Assignment - Support	149,691	-	190,000	-
Drivers of Vehicles	41,918,177	43,074,397	41,074,397	44,447,442
Grievance Settlements	19,856	-	125,000	-
Hourly Instructional	34	-	-	-
Non-Discretionary Other Aide (Bus)	283,749	-	100,000	-
Other Admin/Professionals/Specialists	1,168,610	1,367,226	1,367,226	1,639,146
Other Aides	7,757,059	8,205,114	8,205,114	8,744,427
Other Support Staff	658,678	798,768	798,768	771,979
Overtime	5,461,915	188,526	5,193,669	2,770,432
Secretaries and Clerks	466,723	631,195	631,195	604,576
Substitute Bus Driver	515,563	1,046,228	446,228	536,228
Substitute Teacher	1,236	-	-	-
Substitute Transportation Attendant	1,947,260	1,463,865	1,563,865	1,963,865
Summer Assignment	2,875	-	-	2,800
Temp Bus Driver	54	-	-	-
Temp Office Worker	260,136	-	300,000	37,000
Terminal Leave Payout	333,116	-	-	-
Unrestricted Unallocated Full-Time	32,843	-	-	-
Salaries & Wages Total	60,977,575	56,775,319	59,995,462	61,517,895

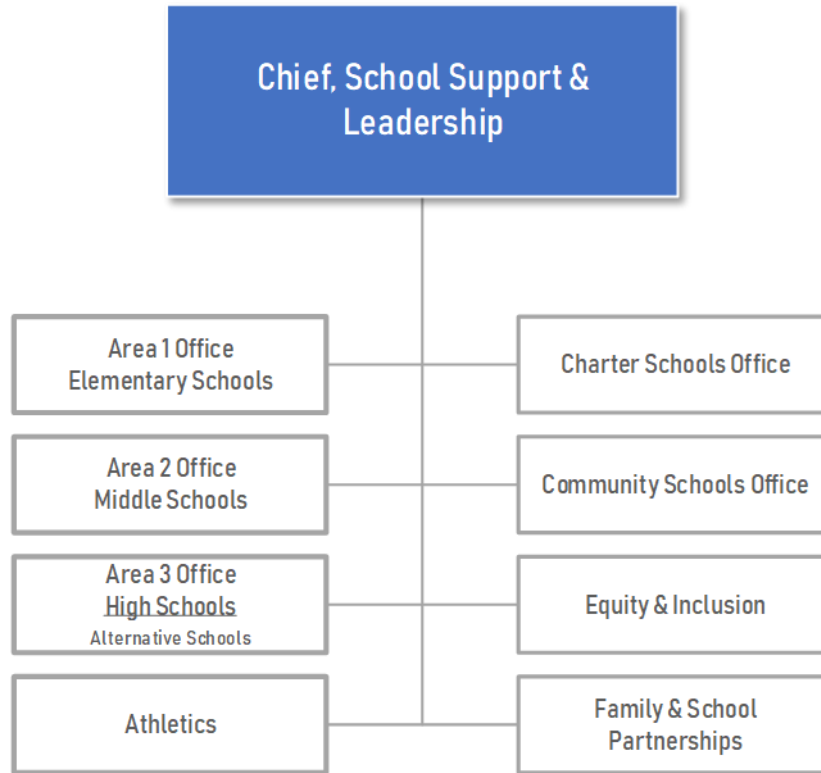
Organizations

Transportation & Central Garage Service	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
<u>Employee Benefits</u>				
FICA /Medicare	4,767,468	4,246,734	4,391,734	4,111,880
Insurance Benefits - Active Employees	9,672,508	10,031,976	10,031,976	10,389,109
Life Insurance	167,937	209,707	209,707	239,624
Retirement/Pension - Employee	3,412,775	3,612,847	3,612,847	4,086,488
Workman's Compensation	4,359,017	1,132,464	1,131,470	940,559
<i>Employee Benefits Total</i>	22,379,704	19,233,728	19,377,734	19,767,660
<u>Contracted Services</u>				
Catering Services	7,078	9,900	9,900	-
Lease/Purchases - Non-Energy	14,216,958	13,940,068	16,983,394	10,849,118
M&R Buildings	-	5,670	5,670	-
M&R Equipment	-	13,680	13,680	-
M&R of Vehicle Insurance Related	589,818	386,000	386,000	386,000
M&R of Vehicles Outside Contract	-	36,000	36,000	-
M&R Vehicles	21,681,132	23,864,521	24,196,009	23,351,088
Other Contracted Services	360,587	238,500	238,500	250,000
Printing In-House	64,960	26,438	26,438	26,438
Rental of Buildings	910,605	722,526	866,526	787,526
Rental of Vehicles	-	-	400,000	-
School Activity Transportation	281	41,976	31,371	41,976
Software License	10,091	452,254	452,254	750,000
Transport Handicap Non Public	6,636	13,000	13,000	-
<i>Contracted Services Total</i>	37,848,146	39,750,533	43,658,742	36,442,146
<u>Supplies & Materials</u>				
Office Supplies	23,568	26,214	26,214	26,988
Other Miscellaneous Supplies	3,683	4,720	4,720	54,396
Postage and Delivery	-	1,126	1,126	563
Staff Development Supplies	574	595	595	-
<i>Supplies & Materials Total</i>	27,824	32,655	32,655	81,947
<u>Other Operating Expenses</u>				
Cellular Phones	281,514	343,067	343,067	26,000
Dues & Subscriptions	-	100	100	1,000
Electricity	86,959	85,000	85,000	85,000
Fees Fines and Licenses	(6,583)	-	-	-
Local Travel - Per Mile Basis	-	945	945	-
Natural Gas	28,998	50,000	50,000	50,000
Non-Local Travel Expenses	281	-	-	2,500
Other Travel Related Expenditures	202	-	-	-
Propane Gas	551	2,000	2,000	2,000
Registration Fees	203	180	180	-
Water and Sewage	34,469	40,000	40,000	40,000
<i>Other Operating Expenses Total</i>	426,596	521,292	521,292	206,500

Transportation & Central Garage Service	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Capital Outlay</u>				
Motor Vehicles - School Buses	531,796	624,500	224,500	915,500
Office Furniture & Equipment	62,127	60,000	60,000	-
Capital Outlay Total	593,922	684,500	284,500	915,500
Total UNRESTRICTED	\$ 122,253,768	\$ 116,998,027	\$ 123,870,385	\$ 118,931,648
TOTAL OPERATING EXPENDITURES	\$ 122,253,768	\$ 116,998,027	\$ 123,870,385	\$ 118,931,648

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
32101	Transportation and Central Garage Service	\$ 11,548,298
32110	Bus Lot Operations	106,081,850
32120	Central Garage Services	1,301,500
TOTAL OPERATING EXPENDITURES		\$ 118,931,648



Organization Summary

Organization	FY 2020 Approved FTE	FY 2020 Approved Funding
Chief, School Support & Leadership	2.00	\$ 474,886
Area Offices	299.50	42,006,501
Athletics	3.00	7,183,974
Community Schools	6.00	807,114
Charter Schools	2.00	364,057
Equity & Inclusion	2.00	286,532
Family & School Partnerships	5.00	757,231
TOTAL OPERATING STAFFING & EXPENDITURES	319.50	\$ 51,880,295

Chief of School Support & Leadership

Budget Accountability: Helen Coley, Chief

MISSION

To provide evidence-based professional learning and monetary support to elementary, middle and high schools, to solidify structures and systems which ultimately lead to increased student achievement.

SUPPORTING THE STRATEGIC PLAN

- Academic Excellence: An intentional focus on academic excellence will be executed by the Area offices. Professional development will occur for Unit 1 employees as an extension of the regular school day. Data analysis systems will be utilized to ensure increased knowledge on effective data use.
- Operational Effectiveness: Scheduled Area Office Retreats will occur mid and end-of-year to assess performance data.

CORE SERVICES

- Provide leadership and actionable feedback to Area Associate Superintendents to build principals' leadership and management capacities.
- Provide onsite support to school leaders through professional learning opportunities.
- Partner with other departments for the purpose of developing a School Performance Plan (SPP) tool.

EXPECTED OUTCOMES

- By June 30, 2020, professional learning opportunities during cluster meetings will increase by level (EMH) from one session per quarter to two. Specific questions pre and post professional learning will be utilized to assess overall learning and to identify objectives for next session(s).
- By June 30, 2020, a second cohort of PGCPS Community Schools will be identified utilizing the review process developed by the Community Schools Steering Committee.
- By June 30, 2020, 100% of all schools will have a PTA/PTO or an organized parent group. Support and technical assistance will be provided to principals to promote organization implementation.

DISCRETIONARY SPENDING PLAN

Salaries & Wages supports content specific workshop pay for teachers hosted by the Area offices for schools.

Contracted Services supports facility rental for four systemic Elementary Principals Meetings and two retreats for the leadership team of the Chief of School Support and Leadership.

Supplies & Materials supports office supplies and staff development supplies used in daily operations of the office and professional development for staff.

Other Operating Costs supports continued learning through attendance at conferences.

Operating Budget Staffing by Position

Chief, School Support & Leadership	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Administrative Secretary	0.00	0.00	1.00	1.00
Associate Superintendent	0.00	0.00	1.00	1.00
Total UNRESTRICTED	0.00	0.00	2.00	2.00
TOTAL OPERATING STAFFING	0.00	0.00	2.00	2.00

Operating Budget Expenditures by Object / Sub-Object

Chief, School Support & Leadership	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	-	-	-	205,521
Secretaries and Clerks	-	-	-	104,469
Workshop / Staff Development Pay	-	-	5,500	10,516
Salaries & Wages Total	-	-	5,500	320,506
<u>Employee Benefits</u>				
FICA /Medicare	-	-	-	20,017
Insurance Benefits - Active Employees	-	-	-	23,094
Life Insurance	-	-	-	1,318
Workman's Compensation	-	-	-	5,130
Employee Benefits Total	-	-	-	49,559
<u>Contracted Services</u>				
Printing In-House	-	-	2,000	4,000
Contracted Services Total	-	-	2,000	4,000
<u>Supplies & Materials</u>				
Office Supplies	-	-	3,200	3,600
Non-Catered Misc Food Supplies	-	-	-	6,021
Other Misc Supplies	-	-	1,456	-
Postage and Delivery	-	-	200	200
Staff Development Supplies	-	-	1,500	3,000
Supplies & Materials Total	-	-	6,356	12,821
<u>Other Operating Expenses</u>				
Dues & Subscriptions	-	-	3,600	6,000
Other Financing Use	-	-	25,000	-
Meetings,Conferences,Conventionstudent Stipend:	-	-	56,000	60,000
Non-Local Travel Expenses	-	-	9,100	18,200
Registration Fees	-	-	1,900	3,800
Other Operating Expenses Total	-	-	95,600	88,000

Organizations

Chief, School Support & Leadership	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Capital Outlay</u>				
Equipment Purchases Under \$500	-	-	544	-
Capital Outlay Total	-	-	544	-
Total UNRESTRICTED	\$ -	\$ -	\$ 110,000	\$ 474,886
TOTAL OPERATING EXPENDITURES	\$ -	\$ -	\$ 110,000	\$ 474,886

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
42401	Chief of School Support & Leadership	\$ 474,886
TOTAL OPERATING EXPENDITURES		\$ 474,886

Area Associate Superintendents

Budget Accountability:

Kassandra Lassiter: Area 1 • David Curry: Area 2 • Carletta Marrow: Area 3

MISSION

To supervise and support schools on the implementation of strategic plans to improve student achievement for all students and to enhance lines of communication among schools, central offices, parents and community.

SUPPORTING THE STRATEGIC PLAN

- Optimize employee performance through effective coaching, evaluation, and professional development to support continuous learning and improvement of practice.
- Increase cross-functional collaboration and support to improve processes and service levels, establish performance standards, and increase instructional and operational effectiveness.

CORE SERVICES

- Supervise school administrators around their effective use of data to drive instructional decisions that improve overall school performance; relationships with parents and community stakeholders; and school operations.
- Supervise school administrators to ensure organizational clarity of PGCPs strategic direction and aligned execution of systemic priorities among all stakeholders.
- Supervise school administrators to ensure safe, secure, culturally responsive learning and working environments for every student, employee, and visitor of PGCPs.

EXPECTED OUTCOMES

- By June 30, 2020, staff will increase learning for appropriate use/guidance of Strategic Planning & Resource Management to drive SMART goal attainment. Overall learning will be measured by principal feedback and identified goal(s) attainment.
- By June 30, 2020, quarterly data discussions, led by principal supervisors from each cluster, will be scheduled to review and assess overall student achievement by school. Following each session, next steps for implementation will be identified monitored.
- By June 30, 2020, the 24 schools that have a star rating of 1 or 2 will improve at least one star rating.

DISCRETIONARY SPENDING PLAN

Salaries & Wages supports part-time salaries for staff development/workshop pay for instructional staff and substitute funds to support coverage for lead teachers at small schools to attend professional work sessions lead by the Area office performance specialist staff.

Contracted Services supports professional and technical services to support the Strategic Plan and Five Focus Areas, and in-house printing.

Supplies & Materials supports administrative and operational needs of the office, as well as identified classroom needs; and supplies for training of instructional staff and food supplies for level alike meetings.

Other Operating Costs supports expenses associated with local and non-local travel, membership dues to American Association of School Administrators, expenses for professional development workshops and materials.

Capital Outlay supports the purchase /replacement of classroom furniture/equipment, computers and alarms.

Operating Budget Staffing by Position

Area Offices	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
Admin Support Specialist	1.00	1.00	4.00	4.00
Administrative Secretary	4.00	4.00	4.00	4.00
Assistant Principal	3.00	3.00	3.00	1.00
Associate Superintendent	3.00	3.00	3.00	3.00
Building Supervisor	4.00	4.00	4.00	4.00
Child Care Assistant	3.00	1.00	1.00	0.00
Cleaner	3.00	3.00	3.00	3.00
Director	15.00	15.00	11.00	11.00
Financial Assistant	0.00	1.00	1.00	1.00
Guidance Counselor	15.00	15.00	15.00	15.00
In School Suspension Monitor	4.00	3.00	3.00	3.00
Instr Program Coordinator	2.00	1.00	1.00	1.00
Instructional Specialist	5.00	5.00	6.00	8.00
Media Specialist	3.00	4.00	4.00	4.00
Night Cleaner Lead	4.00	4.00	4.00	4.00
Officer	1.00	1.00	0.00	0.00
Other Classroom Teacher	2.00	2.00	2.00	2.00
Outreach Teacher	2.00	2.00	2.00	2.00
Paraprofessional Educator	3.00	7.00	7.00	7.00
Principal	9.00	9.00	9.00	13.00
Program Liaison	0.00	1.00	1.00	1.00
Program Specialist	4.00	5.00	5.00	5.00
Registered Nurse	0.00	1.00	1.00	1.00
Resource Teacher	14.50	13.00	13.00	15.00
Secondary Classroom Teacher	122.00	137.50	136.50	142.50
Secretary	26.50	27.00	27.00	27.00
Security Assistant	0.00	1.00	1.00	1.00
Social Service Worker	3.00	4.00	4.00	5.00
Testing Coordinator	3.00	5.00	5.00	5.00
Wing Coordinator	1.00	1.00	1.00	1.00
Total UNRESTRICTED	260.00	283.50	281.50	293.50
<u>RESTRICTED</u>				
In School Suspension Monitor	0.00	1.00	1.00	1.00
Paraprofessional Educator	3.00	3.00	3.00	5.00
Total RESTRICTED	3.00	4.00	4.00	6.00
TOTAL OPERATING STAFFING	263.00	287.50	285.50	299.50

Organizations

Operating Budget Expenditures by Object / Sub-Object

Area Offices	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
2nd Assignment - Instructional	2,168,454	1,980,226	2,220,417	2,514,046
2nd Assignment - Support	45,061	105,142	72,808	77,928
Assistant/Vice-Principal/Admin Assistant	223,378	276,714	276,714	102,686
Classroom Teacher	9,436,480	10,878,652	10,878,652	11,446,013
Dedicated Aide	725	-	14,341	-
Extracurricular Advisors	340,046	-	-	-
Hourly Instructional	1,070	41,406	43,012	24,288
Librarian/Media Specialist	278,023	359,255	359,255	356,076
Other Admin/Professionals/Specialists	4,117,994	4,317,162	4,317,162	4,425,256
Other Support Staff	136,543	156,652	156,652	170,060
Other Teacher	3,242,684	3,290,848	3,290,848	3,513,955
Overtime	75,978	20,663	69,045	20,663
PGCEA Senior Teacher Differential	5,077	-	-	-
PGCEA Sp Ed Step 1 Pay Differential	36,339	-	-	-
Principal	1,292,363	1,274,384	1,274,384	1,866,037
School Nurses / Aides	-	75,730	75,730	90,876
Secretaries and Clerks	1,741,911	1,895,265	1,895,265	1,996,849
Service Worker	405,601	553,073	553,073	499,549
Substitute Paraprofessional ED	161	-	-	-
Substitute Teacher	284,857	97,293	241,036	138,603
Summer Assignment	-	6,138	6,138	1,944
Support Staff	-	49,575	49,575	-
Teaching Aide	118,831	240,863	240,863	196,031
Technician	-	71,968	71,968	59,884
Temp Classroom Assitant	-	18,255	22,014	18,255
Temp Custodian	-	1,000	460	16,456
Temp Office Worker	22,974	1,998	1,998	-
Temp Security	-	14,520	14,520	42,271
Temp Security Monitor	-	21,534	21,534	21,534
Terminal Leave Payout	138,543	-	-	-
Unrestricted Unallocated Full-Time	33,540	-	-	-
Workshop / Staff Development Pay	95,713	245,636	308,856	279,528
Salaries & Wages Total	24,242,345	25,993,952	26,476,320	27,878,788
<u>Employee Benefits</u>				
FICA /Medicare	1,659,857	1,929,068	1,954,433	2,095,603
Insurance Benefits - Active Employees	2,518,940	2,789,367	2,789,367	2,842,000
Life Insurance	78,779	89,814	89,814	105,233
Retirement/Pension - Employee	140,005	209,656	209,656	196,136
Retirement/Pension - Teachers	945	-	-	-
Workman's Compensation	109,620	515,687	431,388	445,905
Employee Benefits Total	4,508,147	5,533,592	5,474,658	5,684,877

Organizations

Area Offices	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
<u>Contracted Services</u>				
Advertising & Other Costs	8,780	9,000	9,000	5,000
Catering Services	14,038	11,000	11,000	15,000
Commencement Expenses	525,174	527,544	527,544	677,544
Food Service - Catering	679	3,388	3,388	-
Instructional Contracted Services	1,690,757	1,843,114	2,336,228	2,287,377
M&R Equipment	-	150	150	-
Other Contracted Services	740	5,337	5,337	5,337
Other Transfers	1,320,830	1,652,502	1,330,977	1,122,898
Outside Printing	2,102	6,500	6,500	1,500
Printing In-House	134,033	194,924	194,924	194,924
Professional Contracted Services	669,486	658,902	903,902	530,690
School Activity Transportation	392,802	1,173,335	1,176,227	977,161
Software License	11,207	89,340	89,340	78,170
<i>Contracted Services Total</i>	4,770,628	6,175,036	6,594,517	5,895,601
<u>Supplies & Materials</u>				
Awards and Recognition Certificates	16,817	28,714	21,714	13,268
Classroom Teacher Supplies	213,551	288,810	282,071	313,854
Custodial Supplies	11,361	12,100	12,100	7,450
Health Supplies	802	1,850	1,850	2,650
Library Books	-	300	150	-
Non-Catered Misc Food Supplies	5,593	3,000	9,000	-
Office Supplies	433,842	491,279	483,279	127,041
Other Misc Supplies	74,269	97,746	97,746	65,663
Postage and Delivery	969	14,603	14,103	6,095
Staff Development Supplies	17,227	34,962	34,962	27,921
Student Supplies	42,890	144,264	144,264	111,764
Testing Supplies & Materials	-	7,500	7,500	3,750
Textbooks	287,655	285,335	279,335	168,750
<i>Supplies & Materials Total</i>	1,104,976	1,410,463	1,388,074	848,206
<u>Other Operating Expenses</u>				
Dues & Subscriptions	19,263	27,511	22,792	26,661
Electricity	92,280	165,000	165,000	165,000
Field Trip Expense Non-Transportation	362	4,000	4,000	1,000
Fuel Oil	3,629	85,000	85,000	85,000
Local Travel - Per Mile Basis	29,981	62,199	56,730	27,501
Meeting Expense	28,871	30,643	35,643	75,269
Natural Gas	106,798	80,000	30,000	80,000
Non-Local Travel Expenses	12,613	87,892	86,481	200,960
Other Travel Related Expenditures	258	-	-	500
Propane Gas	46,898	25,000	25,000	25,000
Registration Fees	8,106	162,667	157,947	169,745
Water and Sewage	27,436	50,000	50,000	50,000
<i>Other Operating Expenses Total</i>	376,495	779,912	718,593	906,636

Area Offices	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Capital Outlay</u>				
Classroom Equipment & Furniture	399,591	651,105	650,605	109,500
Computers - Instructional	345,921	334,248	333,998	321,837
Computers - Non-Instructional	28,158	4,000	4,000	18,400
Educational Communication Equipment	-	500	500	-
Equipment Purchases Under \$500	53,880	52,500	52,000	1,500
Office Furniture & Equipment	4,599	14,169	14,169	-
Security Alarm Systems	17,137	4,000	4,000	4,000
Capital Outlay Total	849,286	1,060,522	1,059,272	455,237
<hr/>				
Total UNRESTRICTED	\$ 35,851,877	\$ 40,953,477	\$ 41,711,434	\$ 41,669,345
<hr/>				
RESTRICTED				
<u>Salaries & Wages</u>				
Hourly Instructional	75	-	-	-
Other Support Staff	-	33,091	-	35,392
Substitute Teacher	-	-	443	-
Teaching Aide	131,511	131,513	134,173	194,347
Salaries & Wages Total	131,586	164,604	134,616	229,739
<hr/>				
<u>Employee Benefits</u>				
FICA /Medicare	8,337	12,594	9,958	17,576
Insurance Benefits - Active Employees	29,827	36,539	52,042	53,739
Life Insurance	431	637	503	979
Retirement/Pension - Employee	-	-	21,163	5,607
Retirement/Pension - Teachers	18,782	25,861	5,113	25,837
Workman's Compensation	637	3,294	2,603	3,679
Employee Benefits Total	58,014	78,925	91,382	107,417
<hr/>				
<u>Contracted Services</u>				
Catering Services	326	-	1,174	-
School Activity Transportation	-	-	2,000	-
Other Contracted Services	2,497	-	1,000	-
Contracted Services Total	2,823	-	4,174	-
<hr/>				
<u>Supplies & Materials</u>				
Non-Catered Misc Food Supplies	-	-	2,400	-
Other Misc Supplies	3	-	4,850	-
Supplies & Materials Total	3	-	7,250	-
<hr/>				
<u>Operating Expenses</u>				
Registration Fees	-	-	1,500	-
Operating Expenses Total	-	-	1,500	-
<hr/>				
<u>Capital Outlay</u>				
Misc Other Equip Over \$499	-	-	2,100	-
Capital Outlay Total	-	-	2,100	-
<hr/>				
Total RESTRICTED	\$ 192,426	\$ 243,529	\$ 241,022	\$ 337,156
<hr/>				
TOTAL OPERATING EXPENDITURES	\$ 36,044,304	\$ 41,197,006	\$ 41,952,456	\$ 42,006,501

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
00303	Croom High School	\$ 3,084,533
00705	Tall Oaks	2,816,340
01350	Academy of Health Sciences	6,160,967
01352	International High School - Largo	4,037,724
01732	International High School - Langley Park	4,230,181
42430	Incarerated Youth Program (IYP)	643,902
42431	Community Based Classroom	1,058,823
42432	Evening High School School	3,707,556
42440	Green Valley Academy	3,456,655
42441	Annapolis Road Academy	2,422,295
48011	Area 1 Office: Elementary School Schools	2,559,291
48012	Area Office 2: Middle SchoolSchoolSchools	1,954,203
48610	Area Office 3: High School Schools	5,874,031
TOTAL OPERATING EXPENDITURES		\$ 42,006,501

Organizations

Athletics

Budget Accountability: Earl Hawkins, Coordinating Supervisor

MISSION

To provide middle and high school students the opportunity to enrich their educational experience through athletic participation. Students will learn the value of good sportsmanship, teamwork, athletic skill development, and numerous other skills for life.

SUPPORTING THE STRATEGIC PLAN

- Support Family and Community Engagement through student, parent and community involvement in the athletic program.
- Support Safe and Supportive Environments in middle and high schools by providing athletic activities that foster a positive atmosphere.

CORE SERVICES

- Provide an opportunity to learn life-long work habits through participation in athletic activities.
- Provide higher-level athletic skill development.
- Provide activities that promote health and wellness.

EXPECTED OUTCOMES

- By June 30, 2020, a 3% increase in student participation will occur for high school interscholastic and corollary sports, from 408 current participants to a minimum of 421 participants.
- By June 30, 2020, professional learning opportunities will occur for all Athletic directors and coaches that will yield increased numbers of coaches from 63 to 73 obtaining the National Federation of High School's Level 1 certification.
- By June 30, 2020, monthly professional development trainings will be scheduled for all Athletic directors utilizing the Maryland Public Schools Athletic Association (MPSSAA) Handbook. Evaluation documents completed by Athletic directors following each meeting will guide future meetings.

DISCRETIONARY SPENDING PLAN

Salaries & Wages supports 2nd assignments for full-time employees to coach and to hire part-time temporary coaches.

Contracted Services supports outside contractors to officiate athletic contests and activities, the rental of facilities for athletic events (swimming pools), the rental of cross country running sites, and the rental of indoor tracks, as well as funding to support the AED Program in middle and high school and CPR/AED training.

Supplies & Materials support materials for athletic staff meetings, athletic director meetings, staff development for coaches, and for the office of athletics.

Other Operating Costs supports local travel for athletic directors to supervise athletic events and for non-local travel for athletic office staff to attend staff development activities and MPSSAA meetings.

Operating Budget Staffing by Position

Athletics	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Coordinating Supervisor	1.00	1.00	1.00	1.00
Instructional Supervisor	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00
Total UNRESTRICTED	3.00	3.00	3.00	3.00
TOTAL OPERATING STAFFING	3.00	3.00	3.00	3.00

Operating Budget Expenditures by Object / Sub-Object

Athletics	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Coaches	4,496,437	3,756,253	4,719,637	3,756,253
Grievance Settlements	33,500	-	-	-
Other Admin/Professionals/Specialists	291,412	291,331	291,331	297,157
Overtime	61,237	21,011	6,090	140,000
Secretaries and Clerks	79,560	79,866	79,866	79,866
Substitute Teacher	5,653	9,514	9,514	3,486
Workshop / Staff Development Pay	5,775	-	-	16,000
Salaries & Wages Total	4,973,573	4,157,975	5,106,438	4,292,762
<u>Employee Benefits</u>				
FICA /Medicare	135,097	314,191	387,890	315,746
Insurance Benefits - Active Employees	32,044	32,048	32,048	32,048
Life Insurance	1,517	1,434	1,434	1,604
Workman's Compensation	(426)	82,744	87,136	66,446
Employee Benefits Total	168,232	430,417	508,508	415,844
<u>Contracted Services</u>				
M&R Equipment	-	1,500	1,500	471,960
Other Contracted Services	63,391	105,000	105,000	55,000
Printing In-House	10,707	5,000	5,000	5,000
Technical Contracted Services	1,100,978	1,170,238	1,170,238	1,119,384
Contracted Services Total	1,175,076	1,281,738	1,281,738	1,651,344
<u>Supplies & Materials</u>				
Awards and Recognition Certificates	7,737	15,400	15,400	600
Office Supplies	1,461	1,600	1,600	1,600
Other Misc Supplies	347,039	733,480	733,480	227,824
Supplies & Materials Total	356,236	750,480	750,480	230,024

Athletics	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Other Operating Expenses</u>				
Interscholastic Athletics	70,578	96,000	96,000	34,000
Local Travel - Per Mile Basis	2,252	14,550	14,550	3,000
Non-Local Travel Expenses	4,067	-	-	4,000
Other Miscellaneous Expense	481,545	617,261	617,261	553,000
Other Operating Expenses Total	558,443	727,811	727,811	594,000
Total UNRESTRICTED	\$ 7,231,560	\$ 7,348,421	\$ 8,374,975	\$ 7,183,974
RESTRICTED				
<u>Other Operating Expenses</u>				
Registration Fees	650	-	-	-
Other Operating Expenses Total	650	-	-	-
<u>Capital Outlay</u>				
Athletic Equipment	16,271	-	20,000	-
Capital Outlays Total	16,271	-	20,000	-
Total RESTRICTED	\$ 16,921	\$ -	\$ 20,000	\$ -
TOTAL OPERATING EXPENDITURES	\$ 7,248,481	\$ 7,348,421	\$ 8,394,975	\$ 7,183,974

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
42151	Office of Athletics	\$ 7,183,974
TOTAL OPERATING EXPENDITURES		\$ 7,183,974

Charter Schools Office

Budget Accountability: Elizabeth Saunders, Instructional Director

MISSION

To support, monitor and authorize the implementation of new and innovative high-quality public charter schools. All programs will ensure the provision of learning environments which yield academic success for all Prince George's County students.

SUPPORTING THE STRATEGIC PLAN

- Implement a comprehensive authorizing program that forwards the district's efforts to approve and establish high-quality charter schools that increase options and opportunities for all students to be college and career ready.
- Conduct evaluation of charter school performance, monitor compliance, and inform intervention and renewal decisions using a rigorous criterion.

CORE SERVICES

- Facilitate the application processes for new, renewing and revocation of charter schools.
- Provide monitoring and oversight of charter schools.
- Support of school leadership and programs.

EXPECTED OUTCOMES

- By June 30, 2020, 100% of all applications for new and existing charter schools will be implemented according to the newly designed submission timeline criteria.
- By June 30, 2020, 100% of all charter school leaders will participate in professional learning opportunities planned by the Area Office. Attendance will be taken during meetings and next steps for implementation will be monitored during site visits.
- By June 30, 2020, 100% of school principals will participate in a rigorous goal-setting process, inclusive of observation, mid-year check-in and final evaluation, with student achievement data as the primary driver. All principals will be scheduled to participate and feedback will be provided following comprised of next steps and expectations.

DISCRETIONARY SPENDING PLAN

Contracted Services supports up to five educational consultants for application approval and renewal process, financial contribution to charter school lottery vendor.

Supplies & Materials supports office supplies, professional books and materials for Cluster 12 schools, as well as postage and annual marketing brochure and materials Charter schools.

Other Operating Costs supports local and non-local travel expenses, conference registration and membership dues to NACSA as well as Alliance Conference and Principal Supervisor Conference for both members.

Operating Budget Staffing by Position

Charter Schools Office	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Administrative Assistant	1.00	1.00	1.00	1.00
Director	0.00	0.00	1.00	1.00
Total UNRESTRICTED	1.00	1.00	2.00	2.00
TOTAL OPERATING STAFFING	1.00	1.00	2.00	2.00

Operating Budget Expenditures by Object / Sub-Object

Charter Schools Office	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	137,277	137,251	137,251	292,235
Salaries & Wages Total	137,277	137,251	137,251	292,235
<u>Employee Benefits</u>				
FICA /Medicare	10,046	9,877	9,877	20,718
Insurance Benefits - Active Employees	6,707	6,708	6,708	13,416
Life Insurance	575	530	530	1,243
Workman's Compensation	-	2,746	2,248	4,676
Employee Benefits Total	17,328	19,861	19,363	40,053
<u>Contracted Services</u>				
Printing In-House	7,498	2,000	2,000	2,000
Technical Contracted Services	13,311	30,389	30,389	20,389
Contracted Services Total	20,810	32,389	32,389	22,389
<u>Supplies & Materials</u>				
Non-Catered Misc Food Supplies	468	500	500	-
Office Supplies	749	750	750	750
Other Misc Supplies	683	950	950	950
Postage and Delivery	-	50	50	50
Supplies & Materials Total	1,900	2,250	2,250	1,750
<u>Other Operating Expenses</u>				
Dues & Subscriptions	-	-	-	850
Local Travel - Per Mile Basis	1,445	1,800	1,800	1,030
Non-Local Travel Expenses	97	-	-	-
Other Travel Related Expenditures	1,896	4,200	4,200	4,200
Registration Fees	2,250	2,400	2,400	1,550
Other Operating Expenses Total	5,688	8,400	8,400	7,630
Total UNRESTRICTED	\$ 183,004	\$ 200,151	\$ 199,653	\$ 364,057
TOTAL OPERATING EXPENDITURES	\$ 183,004	\$ 200,151	\$ 199,653	\$ 364,057

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
30901	Charter Schools Office	\$ 364,057
TOTAL OPERATING EXPENDITURES		\$ 364,057

Organizations

Community Schools

Budget Accountability: Adrian Talley, Director

MISSION

To provide support and services to schools endeavoring to be designated as a PGCPs-recognized Community School wherein students and parents of participating schools have access to top-quality academics, enrichment, health and social services, and opportunities to learn and thrive.

SUPPORTING THE STRATEGIC PLAN

- Support Family and Community Engagement by promoting opportunities for working with parents and families through meaningful activities that build the capacity of parents to support their children educationally.
- Support academic excellence by working with schools to enhance their academic programs to ensure students' academic needs are being enhanced through wrap around programs and integrated social supports services.

CORE SERVICES

- Design, implement and monitor comprehensive strategic plans that remove barriers to student academic success and provides targeted cross-governmental resources to students and families.
- Institute and monitor structures for interagency collaboration, communication and execution of efforts to meet the physical, emotional, mental and social needs of participating students and families.
- Provide expanded and unique learning opportunities that develop cognitive, social, emotional, physical and civic competencies of students.

EXPECTED OUTCOMES

- By June 30, 2020, community school stakeholders will be identified and assigned to the selected Community Schools according to the proposed timeline. A second cohort of Community Schools will be identified by February 2020.
- By June 30, 2020, data retrieved from the needs assessment survey document completed by staff, parents, and community, will be utilized for the development of action plans for each cohort community schools.
- By June 30, 2020, in and out-of-school student suspensions will decrease by 3% for the first cohort of Community Schools, resulting from wrap-around service support. Lagging data for selected schools will be utilized to set targets.

DISCRETIONARY SPENDING PLAN

Salary & Wages supports 2nd assignments for summer employment of pupil personnel workers and school nurses who support parents and students through the registration of students and home visits.

Supplies & Materials supports purchasing of office supplies that will be used by the staff for Community Schools.

Other Operating Costs supports local travel for offsite meetings, attendance at conferences related to Community Schools that the staff will need to attend.

Operating Budget Staffing by Position

Community Schools Office	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Director	0.00	0.00	1.00	1.00
Instr Program Coordinator	0.00	0.00	0.00	0.00
Instructional Specialist	0.00	0.00	0.00	4.00
Secretary	0.00	0.00	1.00	1.00
Total UNRESTRICTED	0.00	0.00	2.00	6.00
TOTAL OPERATING STAFFING	0.00	0.00	2.00	6.00

Operating Budget Expenditures by Object / Sub-Object

Community Schools Office	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	-	-	8,230	601,999
Other Teacher	-	-	-	-
Secretaries and Clerks	-	-	-	72,176
Salaries & Wages Total	-	-	8,230	674,175
<u>Employee Benefits</u>				
FICA /Medicare	-	-	630	49,435
Insurance Benefits - Active Employees	-	-	17,200	48,282
Life Insurance	-	-	32	2,866
Retirement/Pension - Employee	-	-	-	21,568
Workman's Compensation	-	-	166	10,788
Employee Benefits Total	-	-	18,028	132,939
<u>Contracted Services</u>				
Printing In-House	-	-	1,500	-
Contracted Services Total	-	-	1,500	-
<u>Supplies & Materials</u>				
Office Supplies	-	-	7,500	-
Supplies & Materials Total	-	-	7,500	-
<u>Other Operating Expenses</u>				
Local Travel - Per Mile Basis	-	-	4,500	-
Non-Local Travel Expenses	-	-	11,500	-
Other Operating Expenses Total	-	-	16,000	-
Total UNRESTRICTED	\$ -	\$ -	\$ 51,258	\$ 807,114
TOTAL OPERATING EXPENDITURES	\$ -	\$ -	\$ 51,258	\$ 807,114

Organizations

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
48110	Community Schools Office	\$ 807,114
TOTAL OPERATING EXPENDITURES		\$ 807,114

Program Enhancement

Community Schools	FTE	Position Costs	Discretionary Funds	Total Cost
Community Schools	4.00	\$ 510,977	\$ -	\$ 510,977
Supports 4.00 Instructional Specialist positions to provide support and services to schools wishing to become designated as a PGCPSS - recognized community school so that students and parents who are served within these schools have access to on-site wrap-around services such as academics, enrichment, health and social services, and opportunities to learn and thrive.				
Total Program Enhancement	4.00	\$ 510,977	\$ -	\$ 510,977

Equity & Inclusion

Budget Accountability: Nora Morales, Officer

MISSION

To provide systemic input and support to remove barriers so staff can provide and every student has equitable access to an excellent education. We carry out this mission by focusing on three major components: academic excellence, high performing workforce, and family and community engagement.

SUPPORTING THE STRATEGIC PLAN

- Academic Excellence: Support academic excellence by identifying systemic opportunities to increase student access to educational opportunities and close achievement gaps.
- High Performing Workforce: build staff capacity to effectively serve our diverse and vulnerable students.

CORE SERVICES

- Provide input to systemic policies and procedures to be inclusive of diverse students and communities.
- Contribute to building the capacity of staff to be culturally proficient and equity-focused to close achievement gaps.
- Serves as a cultural connector with families and community members to support our promise to provide outstanding academic excellence to all of our students.

EXPECTED OUTCOMES

- By June 30, 2020, phase I and II of the Board of Education Equity Task-Force Plan will be fully implemented.
- By June 30, 2020, 80% of evaluation data from school-based workshops on equity-focused strategy will be rated as relevant, highly effective and meaningful to drive improvements in instruction.
- By June 30, 2020, professional development will be provided to all central office staff annually.

DISCRETIONARY SPENDING PLAN

Supplies & Materials supports staff development supplies and trainings as well as office supplies

Other Operating Costs supports local mileage reimbursements for school visitations and offsite meetings, as well as non-local travel funds to attend conference for the purposes of professional development.

Operating Budget Staffing by Position

Equity & Inclusion	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Officer	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00
Total UNRESTRICTED	2.00	2.00	2.00	2.00
TOTAL OPERATING STAFFING	2.00	2.00	2.00	2.00

Operating Budget Expenditures by Object / Sub-Object

Equity & Inclusion	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	144,962	144,962	144,962	139,868
Secretaries and Clerks	73,839	72,454	72,454	79,866
Salaries & Wages Total	218,801	217,416	217,416	219,734
<u>Employee Benefits</u>				
FICA /Medicare	15,592	15,532	15,532	16,379
Insurance Benefits - Active Employees	22,720	22,725	22,725	22,725
Life Insurance	870	840	840	936
Retirement/Pension - Employee	12,409	12,409	12,409	12,590
Workman's Compensation	1,208	4,350	3,560	3,517
Employee Benefits Total	52,799	55,856	55,066	56,147
<u>Contracted Services</u>				
Printing In-House	941	-	-	-
Professional Contracted Services	239,756	163,900	147,199	-
School Activity Transportation	3,000	3,000	3,000	-
Software License	-	-	-	-
Contracted Services Total	243,697	166,900	150,199	-
<u>Supplies & Materials</u>				
Office Supplies	2,200	2,051	2,051	2,051
Other Misc Supplies	1,099	1,850	1,850	1,850
Supplies & Materials Total	3,299	3,901	3,901	3,901
<u>Other Operating Expenses</u>				
Dues & Subscriptions	380	755	755	400
Local Travel - Per Mile Basis	2,175	1,250	1,250	2,000
Non-Local Travel Expenses	1,363	-	-	2,500
Other Miscellaneous Expense	208	-	-	-
Other Travel Related Expenditures	3,852	7,228	7,228	500
Registration Fees	1,404	1,350	1,350	1,350
Other Operating Expenses Total	9,382	10,583	10,583	6,750
Total UNRESTRICTED	\$ 527,977	\$ 454,656	\$ 437,165	\$ 286,532
TOTAL OPERATING EXPENDITURES	\$ 527,977	\$ 454,656	\$ 437,165	\$ 286,532

Organizations

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
20203	Equity & inclusion	\$ 286,532
TOTAL OPERATING EXPENDITURES		\$ 286,532

Organizations

Family & School Partnerships

(formerly Family & Community Engagement)

Budget Accountability: Sheila Jackson, Officer

MISSION

To increase participation and intentional collaboration between families, schools, and the broader PGCPs community in support of the district goal of Outstanding Academic Achievement for all students.

SUPPORTING THE STRATEGIC PLAN

- Family and Community Engagement: develops, implements and assesses strategies and resources to increase family and community engagement as well as strengthen community partnerships.
- Increase percentages of schools with active Parent Teacher Organizations/Associations

CORE SERVICES

- Increase family engagement by providing training/learning opportunities, for parents and families.
- Provide training and support to all school system staff to build capacity and provide resources to equip them to build effective relationships with parents, family, and community for increased engagement through a positive "culturally proficient customer service orientation.
- Provide targeted professional development and coaching for the system's cadre of school-based Parent Engagement Assistants (PEAs) for site-based focused and intentional engagement services and activities.

EXPECTED OUTCOMES

- By June 30, 2020, 100% of all schools will have a Parent Teacher Association (PTA)/Parent Teacher Organization (PTO) or an organized parent group.
- By June 30, 2020, all school based Parent Engagement Assistants will receive professional development. Meeting agendas and evaluations will be reviewed and assessed by the Engagement Specialists with feedback provided accordingly.
- By June 30, 2020, quarterly information nights will be scheduled for PTA/PTSA and other school based parent group leaders. During this time parents will be introduced to school system department leads and other personnel. Guiding questions from parents will be collected in advance to inform meeting agendas.

DISCRETIONARY SPENDING PLAN

Salaries & Wages supports occasional part-time assistance required for setting up and implementing systemic events such as the Family Institute Annual Conference and bi-weekly community-based course for families and staff by PGCPs teachers set up with "second job" status.

Contracted Services supports Keynote Speaker fees for the Annual Family Institute Conference as well as guest content presenters who provide family and staff workshops focused on building research-proven Dual Capacity for partnerships. Further utilization of K12 Insights for the development and implementation of a research study on PGCPs partnership practices is planned as well.

Supplies & Materials supports training materials PEAs and in smaller amounts to all schools for the establishment of site-based Family Partnership Resource Rooms/Centers.

Capital Outlay supports computer and other IT equipment purchases and occasional office furniture required to support departmental functions.

Operating Budget Staffing by Position

Family & School Partnerships	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Admin Support Specialist	4.00	4.00	3.00	3.00
Director	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00
Total UNRESTRICTED	6.00	6.00	5.00	5.00
TOTAL OPERATING STAFFING	6.00	6.00	5.00	5.00

Operating Budget Expenditures by Object / Sub-Object

Family & School Partnerships	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Hourly Interpreter	3,857	7,000	7,000	-
Other Admin/Professionals/Specialists	597,635	427,756	427,756	387,651
Other Stipends	6,750	66,836	66,836	66,836
Overtime	-	3,000	213	6,000
Secretaries and Clerks	79,560	79,866	79,866	80,660
Substitute Teacher	128	2,000	2,000	500
Temp Office Worker	-	6,000	6,000	6,000
Unrestricted Unallocated Full-Time	3,011	-	-	-
Salaries & Wages Total	690,941	592,458	589,671	547,647
<u>Employee Benefits</u>				
FICA /Medicare	49,325	43,730	43,730	40,004
Insurance Benefits - Active Employees	59,017	55,530	55,530	64,918
Life Insurance	2,165	1,962	1,962	1,993
Retirement/Pension - Employee	5,956	5,364	5,364	-
Workman's Compensation	2,970	11,794	9,653	8,669
Employee Benefits Total	119,432	118,380	116,239	115,584
<u>Contracted Services</u>				
Catering Services	6,928	22,000	20,975	-
Other Contracted Services	21,700	38,692	18,104	22,000
Outside Printing	-	2,062	2,062	-
Printing In-House	112,554	20,000	20,000	20,000
School Activity Transportation	2,691	632	792	1,500
Technical Contracted Services	26,844	39,309	12,309	-
Contracted Services Total	170,717	122,695	74,242	43,500
<u>Supplies & Materials</u>				
Office Supplies	23,673	26,000	36,294	15,000
Staff Development Supplies	8,066	8,000	19,159	10,000
Supplies & Materials Total	31,739	34,000	55,453	25,000

Family & School Partnerships	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
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UNRESTRICTED

Other Operating Expenses

Local Travel - Per Mile Basis	7,017	4,500	4,500	7,000
Non-Local Travel Expenses	641	-	-	6,000
Other Miscellaneous Expense	7,209	8,164	8,164	5,000
Other Travel Related Expenditures	229	-	-	500
Other Operating Expenses Total	15,096	12,664	12,664	18,500

Capital Outlay

Computers - Non-Instructional	7,765	10,000	37,000	7,000
Capital Outlay Total	7,765	10,000	37,000	7,000

Total UNRESTRICTED	\$ 1,035,690	\$ 890,197	\$ 885,269	\$ 757,231
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RESTRICTED

Supplies & Materials

Non-Catered Misc Food Supplies	-	-	150	-
Office Supplies	-	-	50	-
Supplies & Materials Total	-	-	200	-

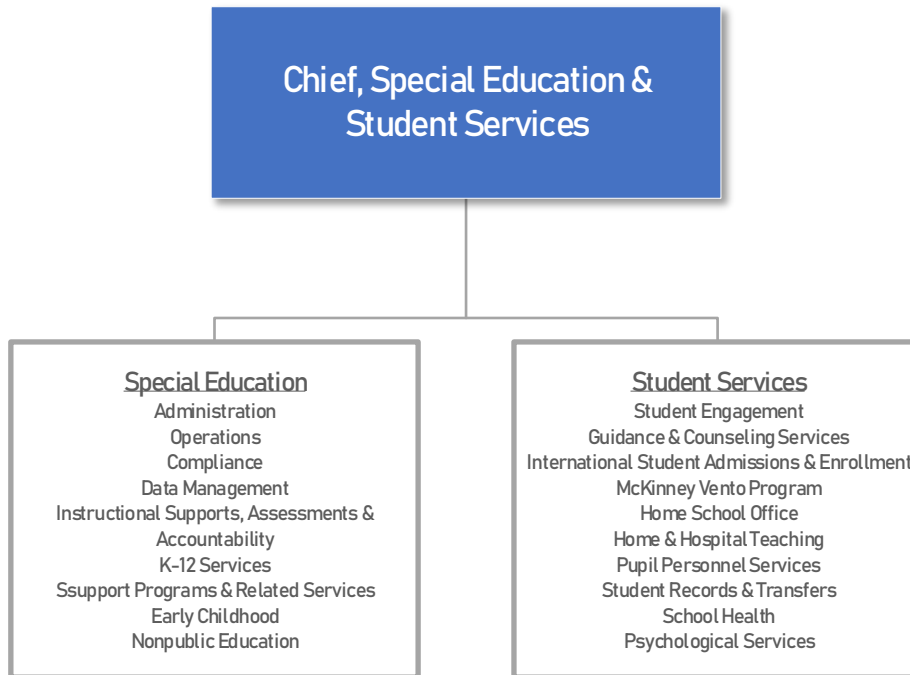
Total RESTRICTED	\$ -	\$ -	\$ 200	\$ -
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TOTAL OPERATING EXPENDITURES	\$ 1,035,690	\$ 890,197	\$ 885,469	\$ 757,231
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Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
42445	Family & School Partnerships	\$ 757,231
TOTAL OPERATING EXPENDITURES		\$ 757,231





Organization Summary

Organization	FY 2020 Approved FTE	FY 2020 Approved Funding
Chief, Special Education & Student Services	2.00	\$ 461,061
Special Education	515.41	125,025,060
Student Services	446.12	50,703,938
TOTAL OPERATING STAFFING & EXPENDITURES	963.53	\$ 176,190,059

Chief of Special Education & Student Services

Budget Accountability: Gwendolyn Mason, Chief

MISSION

To provide support and services to ensure all students, including students with disabilities, graduate college, career and community-ready by receiving access to high quality instruction, coordinated student services and specialized instruction in a positive and safe school environment.

SUPPORTING THE STRATEGIC PLAN

- Promote and foster parent and interagency engagement to improve the academic achievement of all students by meeting the instructional and social-emotional needs of all students.

CORE SERVICES

- Ensure that all students received access to a high-quality rigorous instructional program.
- Examine the effectiveness of current special education services to foster the development and implementation of exemplary services for students from birth through age 21.
- Analyze the processes and practices related to student records, the transfer process, and health services to comply with county and state laws.

EXPECTED OUTCOMES

- By June 30, 2020, 100% verification that all class of 2020 students recommended for graduation have fulfilled the MSDE State requirements for diploma and non-diploma bound students.
- By June 30, 2020, improve the performance of students with disabilities on the MCAP assessments to Meet or Exceed Expectations on State Assessment:
 - Reading/English Language Arts from 3.7% to 4.2% in grades 3-5 and 3.4% to 3.9% in grades 6-8.
 - Mathematics from 3.8% to 4.0% in grades 3-5 and 1.9% to 2.1% in grades 6-8.
- By June 30, 2020, conduct and monitor the internal audit activities requiring 100% completion of all microfilming for school years 2013-2014 and 2014-2015.

DISCRETIONARY SPENDING PLAN

Salaries & Wages supports part-time 2nd assignments for staff who provide compensatory services for non-special education students out-side of their normal duty day.

Contracted Services supports the rental of buildings to host leadership and staff meetings for the departments of Special Education and Student Services; and consultants who provide guidance and assistance regarding policy, instructional practices and instructional implications for improving outcomes of students with disabilities.

Supplies & Materials supports supplies and materials used in the daily operations of the office.

Other Operating Costs supports registration fees for participation in state and national conferences to keep up with state, federal and national trends and materials in the respective areas of special education and student services.

Capital Outlay supports the purchase/replacement of office computers as needed.

Operating Budget Staffing by Position

Chief, Special Education & Student Services	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Approved	Estimated	Approved
UNRESTRICTED				
Administrative Secretary	1.00	1.00	1.00	1.00
Associate Superintendent	1.00	1.00	1.00	1.00
Financial Analyst	0.00	1.00	0.00	0.00
Total UNRESTRICTED	2.00	3.00	2.00	2.00
TOTAL OPERATING STAFFING	2.00	3.00	2.00	2.00

Operating Budget Expenditures by Object / Sub-Object

Chief, Special Education & Student Services	FY 2018	FY 2019	FY 2019	FY 2020
	Actual	Approved	Estimated	Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
2nd Assignment - Instructional	-	-	-	45,767
Other Admin/Professionals/Specialists	188,468	259,160	185,114	209,326
Secretaries and Clerks	64,380	64,556	64,556	104,469
Salaries & Wages Total	252,848	323,716	249,670	359,562
<u>Employee Benefits</u>				
FICA /Medicare	15,368	21,085	15,531	22,770
Insurance Benefits - Active Employees	30,246	38,849	30,249	14,636
Life Insurance	1,003	1,252	971	1,334
Retirement/Pension - Employee	15,970	22,185	15,970	18,840
Workman's Compensation	1,041	6,476	3,849	5,755
Employee Benefits Total	63,628	89,847	66,570	63,335
<u>Contracted Services</u>				
Printing In-House	254	-	346	-
Professional Contracted Services	22,000	25,000	105,000	25,000
Rental of Buildings	1,158	2,500	-	1,500
Contracted Services Total	23,412	27,500	105,346	26,500
<u>Supplies & Materials</u>				
Non-Catered Misc Food Supplies	-	-	-	7,836
office Supplies	1,385	1,130	1,130	1,130
Supplies & Materials Total	1,385	1,130	1,130	8,966
<u>Other Operating Expenses</u>				
Local Travel - Per Mile Basis	1,294	1,698	1,698	1,698
Other Travel Related Expenditures	101	-	-	-
Registration Fees	-	4,468	4,468	-
Other Operating Expenses Total	1,395	6,166	6,166	1,698

Chief, Special Education & Student Services	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Capital Outlay</u>				
Computers - Non-Instructional	2,001	1,000	1,000	1,000
office Furniture & Equipment	-	-	2,154	-
Capital Outlay Total	2,001	1,000	3,154	1,000
Total UNRESTRICTED	\$ 344,668	\$ 449,359	\$ 432,036	\$ 461,061
RESTRICTED				
<u>Contracted Services</u>				
Other Contracted Services	-	-	51,861	-
Contracted Services Total	-	-	51,861	-
Total RESTRICTED	\$ -	\$ -	\$ 51,861	-
TOTAL OPERATING EXPENDITURES	\$ 344,668	\$ 449,359	\$ 483,897	\$ 461,061

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
44000	Special Education & Student Services	\$ 461,061
TOTAL OPERATING EXPENDITURES		\$ 461,061

Special Education

Budget Accountability: Trinell Bowman, Director

MISSION

To ensure that students with disabilities graduate college, career and community-ready by providing a continuum of services specialized instruction and related services.

SUPPORTING THE STRATEGIC PLAN

- Support Academic Achievement of students with disabilities by providing leadership that aligns departmental activities with the Strategic Plan.
- Support Family and Community Engagement by coordinating and participating in a wide variety of activities that bring schools, families and community stakeholders together for the benefit of students with disabilities.

CORE SERVICES

- Ensure children and students with disabilities are provided appropriate education services.
- Ensure high-quality professional learning opportunities that align with the Strategic Plan.
- Provide supports to families to enable them to engage meaningfully in their child's growth and development.

EXPECTED OUTCOMES

- By June 30, 2020, school age students with disabilities educated in general education classes 80% or more of the time will increase from 69.23% to 71.0%.
- By June 30, 2020, the gap in reading performance year-over-year for elementary and middle-age children with disabilities will decrease by 2% to Meet or Exceed Expectations on State Assessment:
 - Grades 3-5: 3.7% to 4.2%
 - Grades 6-8: 3.4% to 3.9%
- By June 30, 2020, the gap in math performance year-over-year for elementary and middle-age children with disabilities will decrease by 2% to Meet or Exceed Expectations on State Assessment:
 - Grades 3-5: 3.8% to 4.0%
 - Grades 6-8: 1.9% to 2.1%

DISCRETIONARY SPENDING PLAN

Salaries & Wages supports part-time salaries for Extended School Year, Year Round Services, substitute teacher coverage for teacher professional development, educational assessment and CPI training; 2nd Assignments for summer Individual Education Plan (IEP) meetings, Evening High School teachers, interpreters, speech and language services and Child Find testing.

Contracted Services supports services for Speech Language Pathologist, Occupational Therapist, Nursing services, Deaf and Hard of Hearing interpreters, Infant and Toddlers, MD School for the Blind, MD School for Deaf and Camp Sunshine. Due to a statewide increase in Due Process and State complaints additional funds were realigned from Hourly Instructional sub-object to support compensatory services and legal fees.

Supplies & Materials supports classroom teacher and student supplies, and staff development supplies as well as supplies used in the daily operations of the various offices within the department and early childhood centers; materials for the Extended School Year program; instructional support materials for students with disabilities in comprehensive, Comprehensive Special Education Program (CSEP) and Autism programs; and classroom supplies and testing protocols for related service providers.

Other Operating Costs supports dues and subscriptions, local travel reimbursement for site visits, Maryland School for Deaf, Maryland School for Blind and the tuition cost associated with the placement of special needs students in nonpublic placements.

Capital Outlay supports classroom equipment and furniture, instructional and non-instructional computers, and educational communication equipment.

Operating Budget Staffing by Position

Special Education	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
Admin Support Specialist	2.00	2.00	2.00	2.00
Admin Support Technician	1.00	1.00	1.00	1.00
Assistant Supervisor	2.00	3.00	4.00	4.00
Audiologist	2.00	2.00	2.00	2.00
Building Supervisor	1.00	1.00	1.00	1.00
Child Care Assistant	4.00	5.00	7.00	7.00
Cleaner	0.50	0.50	0.50	0.50
Clerk	5.00	5.00	5.00	5.00
Coordinating Supervisor	1.00	1.00	1.00	1.00
Director	0.00	0.00	1.00	1.00
Elementary Classroom Teacher	82.70	82.70	82.70	83.70
Executive Director	1.00	1.00	0.00	0.00
Guidance Counselor	2.00	2.00	2.00	2.00
Hearing Interpreter	4.00	4.00	4.00	4.00
Instructional Assistant	1.00	1.00	1.00	1.00
Instructional Specialist	36.40	39.40	38.40	39.40
Instructional Supervisor	6.00	6.00	6.00	6.00
Night Cleaner Lead	1.00	1.00	1.00	1.00
Occupational Therapist	32.61	32.61	32.61	32.61
Paraprofessional Educator	12.00	13.00	13.00	12.00
Physical Therapist	26.40	26.40	26.40	26.40
Physical Therapy Assistant	2.00	2.00	2.00	2.00
Program Specialist	7.00	7.00	7.00	5.00
Resource Teacher	41.00	40.00	41.00	42.00
Secondary Classroom Teacher	3.00	4.00	4.00	6.00
Secretary	16.50	16.50	16.50	16.50
Social Service Worker	0.00	0.00	0.00	1.00
Speech Therapist	91.20	91.20	91.20	91.20
Support Officer	0.00	0.00	0.00	1.00
Support Supervisor	1.00	1.00	1.00	1.00
Technical Resource Analyst	4.00	4.00	4.00	4.00
Wing Coordinator	3.00	3.00	3.00	4.00
Total UNRESTRICTED	392.31	398.31	401.31	406.31
<u>RESTRICTED</u>				
Admin Support Specialist	1.00	1.00	1.00	1.00
Assistant Supervisor	1.00	1.00	1.00	0.00
Clerk	8.00	8.00	8.00	8.00
Coordinating Manager	1.00	1.00	1.00	1.00

Organizations

Special Education	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
RESTRICTED				
Coordinating Supervisor	3.00	3.00	3.00	3.00
Elementary Classroom Teacher	2.00	2.00	2.00	3.00
Financial Analyst	1.00	1.00	1.00	1.00
Instr Program Coordinator	2.00	2.00	2.00	2.00
Instructional Specialist	27.00	25.00	25.00	26.00
Instructional Supervisor	1.00	1.00	1.00	2.00
Occupational Therapist	7.00	7.00	7.00	7.00
Physical Therapist	3.30	3.30	3.30	3.30
Program Liaison	1.00	1.00	1.00	1.00
Program Specialist	5.00	5.00	5.00	4.00
Resource Teacher	24.80	26.80	26.80	25.80
School Psychologist	2.00	2.00	2.00	3.00
Secretary	2.00	2.00	2.00	2.00
Social Service Worker	5.00	5.00	5.00	7.00
Speech Therapist	8.00	8.00	8.00	9.00
Teacher Trainer	1.00	0.00	0.00	0.00
Total RESTRICTED	106.10	105.10	105.10	109.10
TOTAL OPERATING STAFFING	498.41	503.41	506.41	515.41

Operating Budget Expenditures by Object / Sub-Object

Special Education	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
Salaries & Wages				
2nd Assignment - Instructional	121,100	134,937	155,322	161,276
Classroom Teacher	3,671,573	4,044,833	6,239,340	6,580,812
Hourly Instructional	3,686,448	3,524,331	3,780,862	3,570,062
Hourly Interpreter	434	-	-	-
Grievance Settlements	-	-	14,306	-
Other Admin/Professionals/Specialists	6,586,935	7,033,534	7,033,534	7,537,180
Other Aides	81,328	88,233	88,233	141,492
Other Support Staff	61,110	59,884	59,884	64,060
Other Teacher	2,834,830	3,328,187	3,328,187	3,985,024
PGCEA Senior Teacher Differential	19,959	-	-	-
PGCEA Sp Ed Step 1 Pay Differential	614,455	-	-	-
Secretaries And Clerks	1,135,811	1,151,777	1,151,777	1,143,034
Service Worker	114,955	115,447	115,447	115,447
Substitute Paraprofessional ED	322	-	-	-
Substitute Teacher	13,816	14,587	17,087	17,087
Support Staff	554	-	-	-
Teaching Aide	601,800	682,943	682,943	709,896

Special Education	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
UNRESTRICTED				
<u>Salaries & Wages</u>				
Terminal Leave Payout	263,433	-	-	-
Therapists	12,597,258	12,941,993	12,941,993	13,357,390
Unit II Stipends Longevity & Performance	-	-	-	-
Unrestricted Unallocated Full-Time	56,934	-	-	-
Workshop / Staff Development Pay	30,013	41,796	51,496	42,558
Salaries & Wages Total	32,493,069	33,162,482	35,660,411	37,425,318
<u>Employee Benefits</u>				
FICA /Medicare	2,239,821	2,518,518	2,518,518	2,846,241
Insurance Benefits - Active Employees	3,184,697	3,241,413	3,241,413	3,736,588
Life Insurance	100,420	114,563	114,563	143,457
Retirement/Pension - Employee	108,876	86,177	86,177	158,298
Retirement/Pension - Teachers	1,317	-	-	-
Workman's Compensation	140,699	667,148	546,682	599,002
Employee Benefits Total	5,775,829	6,627,819	6,507,353	7,483,586
<u>Contracted Services</u>				
Catering Services	2,355	4,500	4,195	-
Instructional Contracted Services	806,763	408,445	991,114	286,964
Lawsuits	296,121	100,000	288,000	100,000
M&R Equipment	1,059	1,500	2,700	1,500
M&R Vehicles	7,426	11,346	11,346	11,346
Other Contracted Services	536,204	227,233	726,193	335,233
Other Vendors-Legal Services	139,069	127,294	164,767	127,294
Printing In-House	40,281	20,000	20,000	20,000
Professional Contracted Services	4,876,763	4,706,716	5,461,693	4,505,344
Software License	4,630	7,000	6,908	5,900
Transport Handicap Non Public	1,391	10,000	9,860	10,000
Contracted Services Total	6,712,061	5,624,034	7,686,776	5,403,581
<u>Supplies & Materials</u>				
Classroom Teacher Supplies	265,563	296,889	435,066	297,089
Non-Catered Misc Food Supplies	1,500	1,500	1,571	-
office Supplies	9,767	8,242	9,768	8,242
Other Misc Supplies	1,848	1,850	4,072	-
Staff Development Supplies	1,801	1,400	1,465	1,400
Student Supplies	3,394	5,500	5,500	6,847
Supplies & Materials Total	283,873	315,381	457,442	313,578
<u>Other Operating Expenses</u>				
Dues & Subscriptions	13,096	8,000	11,752	9,500
Fees Fines And Licenses	-	3,752	-	3,752
Local Travel - Per Mile Basis	351,871	176,237	342,859	342,715
Non-Local Travel Expenses	389	-	310	-
Other Miscellaneous Expense	992	1,000	1,000	-
Tuition - Maryland Leas	200,890	122,223	162,074	126,523

Special Education	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
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UNRESTRICTED

Other Operating Expenses

Tuition Private School - Age 3-21	56,755,871	51,112,038	60,641,174	51,112,038
Other Operating Expenses Total	57,323,109	51,423,250	61,159,169	51,594,528

Capital Outlay

Classroom Equipment & Furniture	11,607	10,108	10,108	10,108
Computers - Instructional	2,499	-	-	-
Computers - Non-Instructional	16,252	16,500	7,926	16,100
Educational Communication Equipment	42,691	51,511	52,511	51,511
office Furniture & Equipment	58,597	14,000	20,571	4,000
Capital Outlay Total	131,645	92,119	91,116	81,719

Total UNRESTRICTED \$ 102,719,586 \$ 97,245,085 \$ 111,562,267 \$ 102,302,310

RESTRICTED

Salaries & Wages

2nd Assignment - Instructional	32,254	18,957	143,167	110,392
Classroom Teacher	480,760	468,962	331,530	190,223
Dedicated Aide	-	3,700	-	-
Hourly Instructional	152,119	140,000	415,216	359,039
Other Admin/Professionals/Specialists	3,921,007	4,876,528	4,732,244	5,007,089
Other Support Staff	101,080	59,884	-	64,060
Other Teacher	1,643,930	2,278,938	3,506,336	2,163,929
PGCEA Senior Teacher Differential	4,667	-	-	-
PGCEA Sp Ed Step 1 Pay Differential	110,424	-	-	-
Psychological Service Personnel	162,950	154,154	165,155	266,334
Secretaries and Clerks	416,895	474,947	495,132	505,552
Substitute Teacher	29,579	142,454	134,150	134,150
Teaching Aide	28,985	-	30,417	-
Temp Custodian	-	450	450	450
Therapists	1,425,680	1,646,635	1,484,650	1,806,532
Unit II Stipends Longevity & Performance	(10,000)	-	-	-
Unrestricted Unallocated Full-Time	16,838	-	-	-
Workshop / Staff Development Pay	171,902	154,312	407,368	330,038
Salaries & Wages Total	8,689,070	10,419,921	11,845,815	10,937,788

Employee Benefits

Employee Tuition-Outside Instit	-	-	20,000	-
FICA /Medicare	611,186	771,387	917,694	819,843
Insurance Benefits - Active Employees	890,399	1,096,515	1,002,703	1,096,774
Life Insurance	30,874	38,283	41,633	42,579
Retirement/Pension - Employee	40,350	65,101	524,618	58,372
Retirement/Pension - Teachers	1,173,415	1,454,711	967,443	1,465,409
Workman's Compensation	41,703	207,310	240,336	175,068
Employee Benefits Total	2,787,927	3,633,307	3,714,427	3,658,045

Organizations

Special Education	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
RESTRICTED				
<u>Contracted Services</u>				
Catering Services	15,994	15,999	16,400	16,400
Instructional Contracted Services	3,392,940	482,110	4,239,997	2,764,853
Other Contracted Services	575	575	8,675	8,675
Outside Printing	-	-	10,406	-
Printing In-House	45,631	50,802	53,002	63,260
Professional Contracted Services	2,999,415	1,860,535	3,947,913	4,272,676
Rental of Buildings	719	20,000	54,538	43,956
School Activity Transportation	246	300	300	300
Software License	545	545	-	-
Contracted Services Total	6,456,065	2,430,866	8,331,231	7,170,120
<u>Supplies & Materials</u>				
Classroom Teacher Supplies	467,537	714,560	695,495	585,290
office Supplies	15,640	15,667	37,390	20,800
Other Misc Supplies	1,931	4,233	15,448	5,400
Staff Development Supplies	34,680	29,388	29,327	23,752
Supplies & Materials Total	519,788	763,848	777,660	635,242
<u>Other Operating Expenses</u>				
Dues & Subscriptions	53,656	62,390	66,267	74,205
Local Travel - Per Mile Basis	8,615	-	18,063	63
Non-Local Travel Expenses	41,037	34,126	123,971	71,850
Other Travel Related Expenditures	1,232	2,808	-	-
Fees Fines and Licenses	-	-	4,000	4,000
Registration Fees	31,611	30,845	90,486	50,437
Telephone -Equipment	65,250	79,200	65,000	65,000
Other Operating Expenses Total	201,401	209,369	367,787	265,555
<u>Capital Outlay</u>				
Classroom Equipment & Furniture	-	1,500	37,104	45,000
Computers - Non-Instructional	11,000	11,000	21,500	11,000
office Furniture & Equipment	7,147	-	-	-
Capital Outlay Total	18,147	12,500	58,604	56,000
Total RESTRICTED	\$ 18,672,400	\$ 17,469,811	\$ 25,095,524	\$ 22,722,750
TOTAL OPERATING EXPENDITURES	\$ 121,391,986	\$ 114,714,896	\$ 136,657,791	\$ 125,025,060

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
44201	Director of Special Education	\$ 4,644,677
44202	Special Education - Operations	376,188
44205	Special Education - Compliance Office	1,944,583
44206	Special Education - Data Management	791,216
44207	Special Education - Instructional Supports Assessment & Accour	6,806,813
44210	Special Education - K- 12 Services	8,434,079
44215	Special Education - Support Programs & Related Services	35,996,305
44220	Special Education Early Childhood	12,705,988
44230	Special Education - NonPublic Education	53,325,211
TOTAL OPERATING EXPENDITURES		\$ 125,025,060

Program Enhancement

Special Education	FTE	Position Costs	Discretionary Funds	Total Cost
K-12 Instruction & Compliance	6.00	\$ 526,906	\$ -	\$ 526,906
<p>Supports for 2.00 Instructional Specialist - 12 Month, 2.00 Crisis Intervention Resource Teacher - School-Based, 2.00 Special Education Classroom Teacher (Autism), and 1.00 Compliance Officer offset by the reduction of (3.00) CRI Specialists - 11 Month, and (1.00) Instructional Specialist for a net of 6.00 FTE. The Department of Special Education will expand the autism program and will focus on providing access to the Core Content Connectors based on the Maryland College and Career Ready State Standards, structured teaching, applied behavior analysis, and data-based decision making strategies for students with significant cognitive disabilities.</p>				
Total Program Enhancement	6.00	\$ 526,906	\$ -	\$ 526,906

Student Services

Budget Accountability: Elizabeth Faison, Director

MISSION

To provide integrated and coordinated services to students, who upon completion of high school, will be college and career ready. Each member within the department is committed to serve as student advocates by providing quality information, resources, services, and technical assistance to students, parents and school system staff members in collaboration with community partners, thereby supporting the effective delivery of services to promote student academic achievement and positive psycho-social development.

SUPPORTING THE STRATEGIC PLAN

- Supports Safe and Supportive Environments by promoting health and wellness, helping schools address issues of safety and discipline, and working to improve student behaviors.
- Supports Academic Excellence by working with schools to improve student attendance, scheduling students for more rigorous course work, and serving on school committees examining data using the Data Wise protocols.

CORE SERVICES

- Provides exemplary customer services to schools, central office, and parents.
- Ensures that schools have the trained staff (i.e., professional school counselors, psychologists, pupil personnel workers, and nurses), who can meet the social/emotional needs and health and mental health needs of students.
- Examines and revises processes within student records and transfers to ensure program efficiency and effectiveness.

EXPECTED OUTCOMES

- By June 30, 2020, ensure home and hospital teaching is provided for students within 10 days according to COMAR regulations from 83% to 100% of eligible students.
- By June 30, 2020, provide portfolio reviews from 97% to 100% of students registered as receiving home schooling instruction to ensure thorough and regular instruction is occurring per COMAR regulations.
- By June 30, 2020, ensure pupil personnel workers provide chronically absent and habitually truant data to principals monthly per our AP 5113 (100% submission).

DISCRETIONARY SPENDING PLAN

Salary and Wages supports 2nd assignment/stipends that are given to various staff members. Stipends are given to the Professional School Counselors who are on the leadership team. 2nd assignments are given to pay for staff who work in the summer time or who provide support to students who are on extended suspensions.

Contracted Services supports items such as instruction, electronic platforms (e.g., Naviance, dual enrollment online registration, online Health systems), professional and technical consultants as well as the hiring of staff for unfilled vacant positions within schools (e.g., nurses).

Supplies & Materials support the daily operations of the office.

Other Operating Costs supports local mileage has to be given to all PPWs, psychologists, and then the central office Student Services staff including supervisors, records staff, and others who go to the schools to provide support or attend central office meetings.

Capital Outlay supports basic avenues for continual communication with all stakeholders via laptops and desktops.

Operating Budget Staffing by Position

Student Services	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
Admin Support Specialist	7.00	9.00	9.00	9.00
Admin Support Technician	1.00	1.00	1.00	1.00
Assistant Supervisor	1.00	1.00	1.00	1.00
Building Supervisor	1.00	1.00	1.00	1.00
Clerk	5.12	4.12	4.12	4.12
Director	1.00	1.00	1.00	1.00
Executive Director	1.00	1.00	0.00	0.00
Guidance Counselor	7.00	7.00	7.00	7.00
Instr Program Coordinator	1.00	1.00	1.00	1.00
Instructional Assistant	1.00	1.00	1.00	1.00
Instructional Specialist	7.00	7.00	7.00	7.00
Instructional Supervisor	6.00	6.00	6.00	6.00
Intntl Student Specialist	1.00	1.00	1.00	1.00
Licensed Practical Nurse	21.00	21.00	21.00	21.00
Night Cleaner Lead	1.00	1.00	1.00	1.00
Nurse Administrator	2.00	2.00	2.00	2.00
Nurse Specialist	10.00	10.00	10.00	10.00
Outreach Teacher	4.00	4.00	4.00	0.00
Program Manager	1.00	1.00	1.00	1.00
Program Specialist	1.00	1.00	1.00	5.00
Pupil Personnel Worker	49.00	49.00	49.00	49.00
Registered Nurse	200.00	200.00	200.00	200.00
School Psychologist	84.00	84.00	84.00	91.00
Secretary	16.00	16.00	15.00	15.00
Support Supervisor	2.00	2.00	2.00	2.00
Vision & Hearing Technician	2.00	2.00	2.00	2.00
Total UNRESTRICTED	433.12	434.12	432.12	439.12
<u>RESTRICTED</u>				
Admin Support Specialist	4.00	0.00	0.00	0.00
School Psychologist	7.00	7.00	7.00	7.00
Total RESTRICTED	11.00	7.00	7.00	7.00
TOTAL OPERATING STAFFING	444.12	441.12	439.12	446.12

Organizations

Operating Budget Expenditures by Object / Sub-Object

Student Services	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
<u>Salaries & Wages</u>				
2nd Assignment - Instructional	108,642	162,087	146,291	143,114
2nd Assignment - Support	114,300	188,795	169,029	93,766

Student Services	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
<u>UNRESTRICTED</u>				
<u>Salaries & Wages</u>				
Extracurricular Advisors	237	-	-	-
Grievance Settlements	133,020	-	-	-
Hourly Instructional	467,869	497,033	500,596	497,033
Other Admin/Professionals/Specialists	8,546,034	9,241,786	9,595,347	9,726,883
Other Stipends	9,000	18,000	18,000	114,000
Other Support Staff	63,991	62,808	62,808	66,984
Other Teacher	987,530	1,046,581	693,020	688,128
Overtime	1,809	-	392	-
PGCEA Senior Teacher Differential	10,369	-	-	-
PGCEA Sp Ed Step 1 Pay Differential	351,102	-	-	-
Psychological Service Personnel	7,151,872	7,422,874	7,422,874	8,221,101
School Nurses / Aides	11,688,079	13,848,877	13,773,148	14,431,696
Secretaries and Clerks	972,307	1,071,590	1,071,590	1,035,795
Service Worker	78,412	78,823	78,823	78,823
Substitute Nurses	66,894	20,000	20,000	61,190
Substitute Teacher	5,184	4,000	24,000	4,000
Temp office Worker	12,408	28,019	31,137	8,674
Terminal Leave Payout	301,316	-	-	-
Unrestricted Unallocated Full-Time	30,232	-	-	-
Workshop / Staff Development Pay	8,438	66,860	46,760	547,207
<i>Salaries & Wages Total</i>	31,109,045	33,758,133	33,653,815	35,718,394
<u>Employee Benefits</u>				
FICA /Medicare	2,291,575	2,481,438	2,475,644	2,620,080
Insurance Benefits - Active Employees	3,821,879	4,062,358	4,053,758	4,121,389
Life Insurance	107,681	126,713	126,420	146,217
Retirement/Pension - Employee	222,220	404,801	397,930	441,316
Workman's Compensation	159,133	675,693	552,975	571,723
<i>Employee Benefits Total</i>	6,602,487	7,751,003	7,606,727	7,900,725
<u>Contracted Services</u>				
Advertising & Other Costs	500	1,250	29,150	28,650
Catering Services	7,545	8,000	7,510	-
Instructional Contracted Services	6,025	5,474	5,853	17,474
M&R Equipment	-	3,200	3,200	3,200
Other Contracted Services	34,084	72,513	72,513	72,513
Outside Printing	-	-	-	410
Printing In-House	160,250	75,971	76,592	76,291
Professional Contracted Services	33,175	51,300	1,300	589,300
Rental of Buildings	475	-	-	500
School Activity Transportation	40,022	115,000	115,000	115,000
Software License	402,250	901,000	901,612	902,000
Technical Contracted Services	1,883,340	1,258,611	1,448,611	1,304,267
<i>Contracted Services Total</i>	2,567,666	2,492,319	2,661,341	3,109,605

Student Services	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
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UNRESTRICTED

Supplies & Materials

Classroom Teacher Supplies	3,945	8,000	8,677	8,000
Health Supplies	17,430	20,189	20,189	20,189
Non-Catered Misc Food Supplies	171	-	-	300
office Supplies	26,458	29,763	32,783	33,865
Other Misc Supplies	232	-	-	-
Postage and Delivery	-	5,750	8,534	4,870
Staff Development Supplies	17,475	22,191	19,442	24,041
Student Supplies	18,056	27,853	55,683	53,853
Testing Supplies & Materials	3,468	-	-	-
Textbooks	108,065	86,000	192,000	251,178
Supplies & Materials Total	195,301	199,746	337,308	396,296

Other Operating Expenses

Dues & Subscriptions	1,027	1,211	987	1,211
Local Travel - Per Mile Basis	108,559	143,338	132,626	116,103
Non-Local Travel Expenses	807	-	24,615	9,327
Other Travel Related Expenditures	49	-	693	-
Registration Fees	685,248	1,142,836	1,295,555	1,592,198
Other Operating Expenses Total	795,690	1,287,385	1,454,476	1,718,839

Capital Outlay

Computers - Non-Instructional	23,403	27,375	30,559	24,331
Medical & Health Equipment	17,517	27,000	27,000	27,000
Office Furniture & Equipment	28,809	1,000	1,000	1,000
Capital Outlay Total	69,728	55,375	58,559	52,331

Total UNRESTRICTED \$ 41,339,917 \$ 45,543,961 \$ 45,772,226 \$ 48,896,190

RESTRICTED

Salaries & Wages

2nd Assignment - Instructional	34,783	57,600	336,457	353,990
2nd Assignment - Support	-	10,272	127,890	10,272
Classroom Teacher	-	-	125,854	-
Hourly Instructional	40,623	-	66,952	-
Other Admin/Professionals/Specialists	250,059	-	35,218	-
Other Stipends	-	3,500	6,125	-
Overtime	-	-	121	-
PGCEA Sp Ed Step 1 Pay Differential	21,341	-	-	-
Psychological Service Personnel	836,121	726,724	726,321	779,034
Sick and Safe Leave - Temporary Employee	-	-	283	-
Substitute Teacher	-	-	13,926	3,000
Temp office Worker	9,718	-	101,318	24
Unrestricted Unallocated Full-Time	1,810	-	-	-
Workshop / Staff Development Pay	7,713	-	21,091	26,250
Salaries & Wages Total	1,202,166	798,096	1,561,556	1,172,570

Student Services	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
RESTRICTED				
<u>Employee Benefits</u>				
FICA /Medicare	86,932	61,062	107,416	89,707
Insurance Benefits - Active Employees	123,407	94,817	63,680	85,864
Life Insurance	4,385	2,809	2,993	3,315
Retirement/Pension - Employee	7,440	6,934	959	-
Retirement/Pension - Teachers	135,215	120,853	102,138	105,982
Workman's Compensation	6,243	17,805	17,487	18,768
Employee Benefits Total	363,622	304,280	294,673	303,636
<u>Contracted Services</u>				
Catering Services	508	-	1,179	-
Indirect Cost Recovery	28,568	47,151	30,024	24,081
Other Contracted Services	22,020	-	34,300	9,581
Printing In-House	68	-	6,086	-
Professional Contracted Services	5,410	-	172,487	81,683
School Activity Transportation	67,133	169,818	33,351	-
Software License	21,942	-	33	984
Contracted Services Total	145,648	216,969	277,460	116,329
<u>Supplies & Materials</u>				
Non-Catered Misc Food Supplies	-	-	1,680	-
office Supplies	6,411	7,454	11,518	-
Other Misc Supplies	44,472	40,964	265,258	20,932
Staff Development Supplies	-	-	15,456	-
Student Supplies	556	-	5,407	-
Testing Supplies & Materials	173,463	214,585	180,000	180,000
Supplies & Materials Total	224,903	263,003	479,319	200,932
<u>Other Operating Expenses</u>				
Dues & Subscriptions	-	-	2,500	-
Local Travel - Per Mile Basis	943	1,203	1,060	1,203
Non-Local Travel Expenses	19,745	-	33,198	-
Other Miscellaneous Expense	962	5,625	43,071	12,128
Registration Fees	3,415	3,375	56,350	500
Stipends - Ait/Non-Pub Schl Tchrs	72,623	95,200	4,233	-
Other Operating Expenses Total	97,689	105,403	140,412	13,831
<u>Capital Outlay</u>				
Equipment Purchases Under \$500	-	-	1,187	-
Misc Other Equip Over \$499	13,721	-	-	-
office Furniture & Equipment	88,746	-	2,746	450
Security Alarm Systems	-	-	3,510	-
Capital Outlay Total	102,468	-	7,443	450
Total RESTRICTED	\$ 2,136,495	\$ 1,687,751	\$ 2,760,863	\$ 1,807,748
TOTAL OPERATING EXPENDITURES	\$ 43,476,412	\$ 47,231,712	\$ 48,533,089	\$ 50,703,938

Operating Budget by Cost Center

Cost Center Number	Description	FY 2020 Approved
44002	Office of Student Services	5,656,041
44150	Student Engagement	574,299
44311	Guidance and Counseling Services	1,531,129
44120	International Student Admission & Enrollment	1,015,673
42438	McKinney Vento Program (formerly Homeless Education)	461,936
42160	Home School Office	456,760
44001	Home and Hospital Teaching	1,069,777
44110	Pupil Personnel Services	5,870,324
44161	Student Records & Transfers	1,067,289
44140	School Health	20,977,976
44130	Psychological Services	12,022,734
TOTAL OPERATING EXPENDITURES		\$ 50,703,938

Program Enhancement

Student Services	FTE	Position Costs	Discretionary Funds	Total Cost
Psychological Services	7.00	\$ 669,697	\$ -	\$ 669,697
<p>Supports the addition of 7.00 School Psychologist - 11 Month positions for the provision of mental health interventions to students. The current ratio of school psychologists to students in PGCPSS is one of the highest in the area. There is a need to reduce the ratio in order to allow psychologists more time to actually provide interventions to students in need. Psychologists also serve as the Crisis Team lead in schools and often deal with multiple crisis per week.</p>				
Total Program Enhancement	7.00	\$ 669,697	\$ -	\$ 669,697



SUPPLEMENTAL INFORMATION

Supplemental Information



FY 2020 Approved Program Improvements Summary

Department	Enhancement	FTE	Position Costs	Discretionary Funds	Total Cost
Board of Education	Staffing	4.00	\$ 321,825	\$ -	321,825
Budget & Management Services	Oracle Enterprise Planning and Cloud Services / Hyperion Implementation	0.00	-	95,360	95,360
Building Services	Youth Apprenticeship Program	0.00	-	172,699	172,699
	Maintenance Contracts Increase	0.00	-	3,250,000	3,250,000
Career & Technical Ed	Career & Technical Ed - Evening High School	0.00	-	610,785	610,785
Communications	Web Services - Content Management System Upgrade	0.00	-	575,000	575,000
	Interpreting & Translation	0.00	-	485,000	485,000
Community Schools	Community Schools	4.00	510,977	-	510,977
HR Staffing & Operations	County Youth Employment Program	1.00	109,742	-	109,742
Internal Audit	Hotline and AuditBoard	0.00	-	20,195	20,195
Monitoring & Accountability	Monitoring & Accountability Office Leadership	2.00	286,608	-	286,608
Purchasing & Supply Services	Warehouse	0.00	-	340,000	340,000
	Purchasing	0.00	-	750,000	750,000
School-Based Resources	Alternative Schools	5.00	562,820	-	562,820
	Class Size Reduction	131.70	9,574,650	2,425,350	12,000,000
	Financial Literacy Initiative	0.00	-	100,000	100,000
	Higher Achievement	0.00	-	100,000	100,000
	Instructional Lead Teacher Extra Duty Days	0.00	-	818,043	818,043
	MGM Crossland	0.00	-	157,600	157,600
Security Services	Security Upgrades at Schools	0.00	-	1,360,615	1,360,615
Special Education	K-12 Instruction & Compliance	6.00	526,906	-	526,906
Student Services	Psychological Services	7.00	669,697	-	669,697
Talent Development	Professional Development	0.00	-	178,000	178,000
	Principal Leadership	0.00	-	130,000	130,000
Testing, Research & Evaluation	Testing Materials	0.00	-	728,773	728,773
Total Program Enhancements		160.70	\$ 12,563,225	\$ 12,297,420	\$ 24,860,645

Supplemental Information

Restricted Grants by Category

Restricted Grants By Category	FY 2020 Approved	Grant Objective/Description
<u>At-Risk Youth</u>		
TITLE IV - SAFE & DRUG FREE SCHOOLS/SAES GRANT	974,225	Funding to provide students with a well-rounded education that promotes college and career readiness, STEM programs, academic enrichment, healthy student activities, drug and violence prevention, and the effective use of technology.
Total - At-Risk Youth	\$ 974,225	
<u>Career & Technical Education Grants</u>		
ADOLESCENT SINGLE PARENTING PROGRAM	185,000	Provides direct services to at-risk adolescent single parents to remain in school.
PERKINS CTE PROGRAM	1,359,072	Provides the direction and funding to support continuous improvement in Career and Technical Education.
JROTC	4,673,575	Funding that enhances the leadership responsibilities and opportunities for student cadets with representation of four major branches of the military service.
Total - Career & Technical Education	\$ 6,217,647	
<u>Compensatory Education Grants</u>		
HOMELESS EDUCATION	79,053	This program allocates formula grant funds to ensure homeless children and youth have equal access to the same free, appropriate public education as other children. The funds are also designated to ensure that students enroll in, attend, and achieve success in school, as well as heighten the awareness of specific problems of homeless children and youth.
TITLE I	35,626,463	This program supports schools to improve the teaching and learning of children who are failing, or most at risk of failing, and are identified as living in high concentrated areas of poverty, as determined by approved student applications for free or reduced price lunch meals.
TITLE I - SCHOOL IMPROVEMENT PART A, 1003(a) PROGRAM	1,053,470	Funding classified under Title I Basic, Part A, designed to improve and enhance the instructional component of children failing to meet challenging state academic requirements.
Total - Compensatory Education	\$ 36,758,986	
<u>Linguistically & Cultural Diverse Programs Grants</u>		
TITLE III - EMERGENCY IMMIGRANT EDUCATION	3,120,970	Funding to ensure that Limited English Proficient (LEP) students and immigrant students attain English proficiency and meet the same challenging state academic content and achievement standards coupled with providing immigrant students with enhanced instructional opportunities.
Total - Linguistically & Cultural Diverse	\$ 3,120,970	

Restricted Grants By Category	FY 2020 Approved	Grant Objective/Description
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Program Improvement Grants

FINE ARTS INITIATIVE GRANT	70,367	Funds designated to implement innovative programs in dance/drama, instrumental music, visual art and vocal/general music.
JP HOYER EARLY CARE & EDUCATION GRANT	250,000	Funds designated to support the Judy Hoyer Family Learning Center partnerships with PGCPs for the purpose of a full year early childhood readiness program.
JP HOYER EARLY ENHANCEMENT GRANT	117,504	Funding to support school readiness through a full-day, and year round Prekindergarten Program.
Total - Program Improvement	\$ 437,871	

Special Education Grants

SPECIAL EDUCATION	38,230,537	Funding designed to assist educational agencies in reforming and improving their systems for providing educational, early intervention, and transitional services to students with disabilities. Services for families and students with disabilities include funding, regulated by the Individuals with Disabilities Act, IDEA (Parts B, C and D) for infants and toddlers, and students in kindergarten through Grade 12.
Total - Special Education	\$ 38,230,537	

Staff Development Grants

TITLE II, A - EISENHOWER TEACHER QUALITY	3,984,708	This program provides formula funding to support the increase of student academic achievement through strategies such as staff development which improves teacher and principal quality, that ultimately increases the number of highly qualified teachers in the classroom in core subject areas such as math, reading, social studies, and science.
TEACHER & SCHOOL LEADERS INCENTIVE GRANT	8,910,632	Funds designated to strengthen the end-to-end processes that supports early hire recruitment, best-fit deployment, evaluation and support, and retention of high-quality teachers and school leaders, particularly in high-need schools. In addition, the TSL grant will support investments in recruiting and retaining a highly qualified workforce, the teacher evaluation and support system and human capital data management.
Total - Staff Development	\$ 12,895,340	

Other Grants

PG COMMUNITY TELEVISION - COMCAST	75,000	Funding from the cable television franchise agreement to support local educational access of cable television programming and production.
NEEDIEST KIDS GRANT	2,500	Funding to support the cost for basic essential needs for targeted students that range from clothing to eyeglasses and on a limited basis, sponsoring artistic, literary, academic and athletic activities.
OTHER RESTRICTED PROGRAMS	71,217,783	Reserves budgeted for other anticipated continuation grants, future grants, grant carryover and donated grants by outside foundations and business organizations.
Total - Other Grants	\$ 71,295,283	
GRAND TOTAL GRANTS	\$ 169,930,859	

Non-Operating Funds

Description: Non-operating funds are used to record revenues and expenses of a specific operation. The activities of these funds are not captured in the Operating Budget of the school system. Many of these non-operating funds generate outside sourced revenue to sustain their operations. Several funds charge back their services to the general fund, where their activities are treated as expenses to the department utilizing the services.

Prince George's County Public Schools considers the following funds as non-operating:

BEFORE & AFTER SCHOOL – a special revenue fund that provides school age children extended learning opportunities in a safe, accessible and affordable school-based program. Revenue is generated from fees charged to parents and is self-sustaining, requiring no funding from the Operating Budget of the school system.

BENEFITS ADMINISTRATION – the costs of administering health insurance and other benefits to employees are captured here. Outside health care consulting fees and a portion of the PGCPs Benefits Office staffing are charged here.

BOWIE REGIONAL ARTS VISION ASSOCIATION (BRAVA) – housed at the Bowie Center for the Performing Arts. The revenue, including subsidies from PGCPs and the City of Bowie, and operating expenses of the Center are captured in this fund.

CAPITAL PROGRAMS – Capital Projects are assessed an administrative overhead fee, which is used to offset the operations of the Capital Programs office. Included here are staffing, benefits and discretionary costs.

CENTRAL GARAGE – all the activities of maintaining all vehicles owned by PGCPs, including buses and maintenance vehicles are captured in this account.

FOOD & NUTRITION SERVICES – special revenue fund which captures all the revenue and expenses of the food services operations in our schools. All food and supply costs, equipment, employee wages and benefits are included here.

PRINTING SERVICES – internal printing and publishing of school system printed materials, including report cards, school system calendars, parental information and curriculum materials are collected here, with the departments being charged back to their respective operating accounts, the cost of these printed materials.

PURCHASING & SUPPLY SERVICES – all warehousing activities are captured in this account, with actual charges expensed against the respective departments operating fund accounts.

RISK MANAGEMENT FUND – all property, general liability, workers compensation and vehicular insurances are captured in this fund.

*FY 2020 Non-Operating
Staffing & Expenditures by Fund*

FUND	FY 2018 Actual		FY 2019 Approved		FY 2020 Approved	
	FTE	Expenditures	FTE	Expenditures	FTE	Expenditures
Before and After School	137.30	\$ 6,449,617	137.30	\$ 7,111,125	137.30	\$ 7,314,943
Benefits Administration	7.00	1,140,491	7.00	1,191,871	8.00	1,740,532
BRAVA	3.00	581,913	3.00	490,000	3.00	490,000
Capital Programs	34.00	5,433,967	34.00	7,818,730	36.00	8,023,391
Central Garage	163.00	24,577,722	163.00	28,046,831	162.00	27,534,927
Food & Nutrition Services	948.70	71,943,154	986.70	77,009,805	986.70	74,272,815
Printing Services	13.00	1,845,987	13.00	1,766,782	13.00	1,809,827
Purchasing & Supply Services	0.00	1,358,670	0.00	4,955,895	0.00	4,955,775
Risk Management Fund *			0.00	829,802	0.00	576,000
Total Non-Operating Budget	1,306.00	\$ 113,331,521	1,344.00	\$ 129,220,841	1,346.00	\$ 126,718,210

*Actual expenditures for this fund are not provided as they are reclassified to the general fund at the end of each fiscal year.

Non-Operating Staffing By Position Type

POSITION TYPE	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved	Change	% Change
					FY 2019 Estimated to FY 2020 Approved	FY 2019 Estimated to FY 2020 Approved
Director, Coordinator, Supervisor, Specialist	3.00	3.00	3.00	3.00	0.00	0.0%
Secretary and Clerk	34.50	34.50	34.50	34.50	0.00	0.0%
Aide - Paraprofessional	135.30	135.30	135.30	135.30	0.00	0.0%
Other Professional Staff	39.00	41.00	41.00	47.00	6.00	14.6%
Other Staff	1,094.20	1,130.20	1,130.20	1,126.20	-4.00	-0.4%
Total Non-Operating Positions	1,306.00	1,344.00	1,344.00	1,346.00	2.00	0.1%

Supplemental Information

On Behalf Contributions

	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Approved
County Funding:				
Child Protective Services ¹	\$ 94,593	\$ 546,300	\$ 265,432	\$ 284,500
Debt Service	63,708,084	63,701,300	66,408,600	67,228,000
School Crossing Guards	2,470,151	1,827,000	2,559,007	3,605,895
School Health Services	427,500	427,500	427,500	427,500
School Resource Officers	3,605,895	3,078,700	4,455,929	4,628,600
Transforming Neighborhood Schools ²	854,275	747,000	747,000	747,000
Subtotal - County	\$ 71,160,498	\$ 70,327,800	\$ 74,863,468	\$ 76,921,495
State Funding:				
Retirement Contribution ³	110,171,471	111,255,829	110,120,429	111,255,829
Total	\$ 181,331,969	\$ 181,583,629	\$ 184,983,897	\$ 188,177,324

¹ The County provides additional funding to the Department of Social Services' to support Child Protective Services. FY 2018 supported Child Protective Education Unit (\$301,600-five new positions) dedicated to training County school system staff as well as community stakeholders about protecting children from abuse in addition to child protective services investigative services (\$281,500).

² County expansion of the Transforming Neighborhood Schools (TNI) Initiative. The Department of Social Services' budget will be expanded to include nine additional Transforming Neighborhoods Schools.

³ Contribution reflects the implementation of Section 18 of Senate Bill 1301 (Yr:2012) which passes part of the retirement contribution to the local school system.

Revenue Ten-Year History

<i>REVENUE SOURCE</i>	FY 2010 Estimated ¹	FY 2011 Revised ²	FY 2012 Approved	FY 2013 Approved	FY 2014 Approved
Board Sources	12,590,591	9,831,658	11,047,515	14,748,789	11,561,500
County Sources	606,643,528	590,116,794	609,775,821	623,989,733	614,833,924
Federal Sources	424,900	126,927	49,346	136,693	136,693
Fund Balance	30,228,055	6,596,871	-	-	-
Restricted	192,094,040	228,521,324	121,309,843	122,571,081	122,068,512
State Sources	857,923,150	801,248,343	872,176,075	902,995,704	939,207,184
TOTAL	\$ 1,699,904,264	\$ 1,636,441,917	\$ 1,614,358,600	\$ 1,664,442,000	\$ 1,687,807,813

<i>REVENUE SOURCE</i>	FY 2015 Approved	FY 2016 Revised ³	FY 2017 Revised ⁴	FY 2018 Revised ⁵	FY 2019 Estimated
Board Sources	14,922,400	14,706,800	12,418,100	\$ 12,193,700	\$ 14,028,397
County Sources	618,100,026	660,416,593	692,166,700	734,184,324	781,472,700
Federal Sources	136,678	146,778	147,100	80,026	80,000
Fund Balance	43,012,200	8,500,000	31,500,000	22,000,000	28,000,000
Restricted	122,953,814	119,710,572	109,130,800	111,203,550	169,930,859
State Sources	996,125,182	1,038,086,982	1,087,116,400	1,106,565,700	1,189,610,944
TOTAL	\$ 1,795,250,300	\$ 1,841,567,725	\$ 1,932,479,100	\$ 1,986,227,300	\$ 2,183,122,900

¹Includes additional County revenue of \$6,000,000 as of June 2010.

²Includes \$5,350,898 supplemental appropriation requested on November 22, 2010 and (\$2,435,522) supplemental appropriation requested on May 19, 2011.

³Includes \$8,500,000 supplemental appropriation requested on October 20, 2015.

⁴Includes \$7,500,000 supplemental appropriation requested on October 6, 2016.

⁵Includes \$10,783,800 supplemental appropriation requested on March 20, 2018.

Budget Ten-Year History

EXPENDITURES BY CATEGORY	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual
Administration	\$ 52,286,305	\$ 60,639,062	\$ 54,673,080	\$ 56,255,427	\$ 51,031,707
Mid-Level Administration	114,936,248	105,286,434	101,786,525	101,212,421	104,563,406
Instructional Salaries	594,584,336	559,751,135	507,781,009	513,359,721	540,067,681
Textbooks & Instructional Supplies	20,738,795	20,325,748	16,977,974	22,697,821	25,350,725
Other Instructional Costs	44,672,142	56,115,430	52,667,390	83,022,200	52,265,143
Special Education	242,549,753	228,626,344	233,056,616	237,091,273	253,285,424
Student Personnel Services	17,727,360	9,980,748	11,304,338	11,655,447	15,821,035
Health Services	15,345,143	14,527,477	14,347,895	13,443,993	14,263,541
Student Transportation Services	96,537,959	96,091,697	97,359,875	111,673,524	91,222,586
Operation Plant Services	114,550,728	107,668,079	111,960,138	111,244,187	117,900,430
Maintenance of Plant	34,292,941	33,184,265	33,553,779	47,784,353	41,288,117
Fixed Charges	309,326,759	312,283,920	316,542,299	340,113,583	348,876,380
Food Services Subsidy	-	-	20,213,981	400,000	1,997,667
Community Services	2,225,690	2,375,333	1,688,717	1,909,041	2,197,606
Capital Outlay	2,211,675	281,002	-	-	-
TOTAL	\$ 1,661,985,834	\$ 1,607,136,674	\$ 1,573,913,616	\$ 1,651,862,991	\$ 1,660,131,448

EXPENDITURES BY OBJECT					
Salaries & Wages	\$ 1,096,054,942	\$ 1,034,848,148	\$ 979,587,782	\$ 979,902,871	\$ 1,030,591,468
Fringe Benefits	280,280,862	292,045,573	295,794,174	326,233,154	334,197,961
Contracted Services	190,501,569	184,341,361	206,839,153	231,790,223	184,861,854
Supplies & Materials	35,750,839	36,271,153	35,103,905	41,690,358	44,525,749
Other Operating Costs	53,972,900	52,620,300	52,151,010	49,187,992	56,226,827
Additional & Replacement Equipment	5,424,722	7,010,139	4,437,592	23,058,393	9,727,589
TOTAL	\$ 1,661,985,834	\$ 1,607,136,674	\$ 1,573,913,616	\$ 1,651,862,991	\$ 1,660,131,448

EXPENDITURES BY CATEGORY	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated
Administration	\$ 58,069,283	\$ 54,212,037	55,245,667	56,299,767	\$ 66,027,233
Mid-Level Administration	112,382,610	116,894,987	118,218,428	119,877,773	130,433,766
Instructional Salaries	584,580,531	617,610,995	633,184,662	656,590,949	682,865,066
Textbooks & Instructional Supplies	17,781,646	17,893,997	17,283,465	17,523,179	20,008,544
Other Instructional Costs	59,491,222	66,235,837	70,068,559	84,504,937	99,313,761
Special Education	266,928,208	269,630,496	268,338,283	275,984,437	285,891,168
Student Personnel Services	22,641,165	18,590,103	18,401,259	19,484,710	22,910,690
Health Services	16,602,937	17,089,316	18,353,417	17,914,150	19,584,280
Student Transportation Services	96,530,688	99,387,361	103,212,338	103,484,349	113,152,773
Operation of Plant	119,423,912	115,722,429	116,873,092	122,667,144	132,641,114
Maintenance of Plant	40,830,535	41,221,695	42,807,818	47,217,394	50,488,929
Fixed Charges	362,210,428	376,873,763	403,785,976	397,311,103	418,425,847
Food Services Subsidy	2,826,864	1,187,900	-	-	1,222,921
Community Services	2,842,085	2,736,376	2,984,625	2,979,263	4,415,908
Capital Outlay	-	-	-	231,663	350,000
TOTAL	\$ 1,763,142,114	\$ 1,815,287,292	\$ 1,868,757,590	\$ 1,922,070,819	\$ 2,047,732,000

EXPENDITURES BY OBJECT					
Salaries & Wages	\$ 1,106,482,199	\$ 1,153,367,030	\$ 1,172,415,762	\$ 1,206,130,938	\$ 1,266,246,077
Fringe Benefits	349,007,048	360,129,852	358,163,272	366,502,087	397,851,866
Contracted Services	205,767,589	206,472,973	235,431,875	243,275,076	275,781,174
Supplies & Materials	34,930,009	34,774,333	36,531,450	40,272,790	42,948,218
Other Operating Costs	55,934,561	51,321,306	59,335,908	53,166,239	54,218,869
Additional & Replacement Equipment	11,020,708	9,221,798	6,879,323	12,723,689	10,685,796
TOTAL	\$ 1,763,142,114	\$ 1,815,287,292	\$ 1,868,757,590	\$ 1,922,070,819	\$ 2,047,732,000

Pupil Population Ten-Year History

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
FULL TIME										
Regular and Special Ed Day Programs:										
Kindergarten @ 100%	8,836	9,276	9,568	10,013	10,260	10,170	10,018	9,897	9,794	9,652
Elementary Grades 1 to 6	53,274	53,633	54,206	54,958	56,568	58,283	59,485	60,661	61,484	61,434
Secondary Grades 7 to 12	60,097	57,340	54,564	53,199	52,667	53,330	53,571	54,486	55,803	56,438
Total Regular and Special Ed	122,207	120,249	118,338	118,170	119,495	121,783	123,074	125,044	127,081	127,524
OTHER PROGRAMS										
Pre-school Head Start	741	778	822	932	1,052	1,058	1,003	0	0	0
Prekindergarten	4,840	5,380	4,379	4,253	4,289	4,407	4,505	5,421	4,913	4,792
Montessori	189	266	294	386	300	328	357	351	328	351
Special Education*	-	-	-	-	-	-	-	-	-	-
Nonpublic Schools -Students with Disabilitie	995	840	800	799	693	898	737	838	836	934
Total Other Programs	6,765	7,264	6,295	6,370	6,334	6,691	6,602	6,610	6,077	6,077
PART-TIME										
Summer School:										
Regular Elementary and Secondary	2,225	2,400	3,000	3,500	3,701	4,907	4,064	3,586	6,693	6,693
Extended School Year for Students with Disabilities	2,358	2,535	2,550	2,638	2,217	2,827	1,875	2,099	1,975	2,401
Part-time Subtotal - Summer School	4,583	4,935	5,550	6,138	5,918	7,734	5,939	5,685	8,668	9,094
Evening High School	1,071	1,504	1,005	1,200	704	528	668	310	310	310
Home and Hospital Teaching	630	550	587	587	623	600	665	612	530	431
Total Part-Time	6,284	6,989	7,142	7,925	7,245	8,862	7,272	6,607	9,508	9,835
Total Number of Students	135,256	134,502	131,775	132,465	133,074	137,336	136,948	138,261	142,666	143,436
COST PER PUPIL										
Cost Per Pupil K-12	\$ 13,205	\$ 12,918	\$ 13,365	\$ 13,142	\$ 13,124	\$ 13,632	\$ 13,927	\$ 14,203	\$ 14,305	\$ 15,272
Cost Per Pupil Pre-K-12	\$ 12,811	\$ 12,349	\$ 12,973	\$ 12,753	\$ 12,752	\$ 13,248	\$ 13,547	\$ 13,787	\$ 13,962	\$ 14,927

School Facilities Ten-Year History

SCHOOL FACILITIES IN USE	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
Grades K-3	-	-	1	1	1	-	-	-	1	-
Grades K-4	-	-	1	-	-	-	-	-	-	1
Grades K-5	4	3	10	13	13	15	16	15	18	18
Grades K-6	5	4	17	15	15	10	5	4	4	4
Grades K-7	-	3	1	-	-	1	-	1	-	-
Grades K-8	4	4	8	9	10	8	10	10	11	11
Grades K-11	-	-	-	-	-	-	-	-	-	1
Grades K-12	-	-	-	-	-	-	-	-	-	1
Grades PreK-5	23	29	22	31	31	39	44	45	54	54
Grades PreK-6	94	89	75	63	63	59	56	55	42	42
Grades PreK-7	-	-	-	-	-	1	-	-	-	-
Grades PreK-8	7	7	6	6	6	7	8	7	7	7
Grades 2-5	-	-	-	2	2	2	2	2	2	2
Grades 6-7	-	-	1	-	-	1	-	-	-	-
Grades 6-8	12	17	15	20	20	21	22	21	24	24
Grades 6-9	-	-	-	-	-	-	1	1	-	-
Grades 6-10	-	-	1	1	1	2	1	1	1	-
Grades 6-11	-	-	-	-	-	-	1	-	1	-
Grades 6-12	-	-	-	-	-	-	-	1	1	1
Grades 7-8	13	9	9	5	5	4	3	3	-	-
Grades 7-10	-	-	-	-	-	-	-	1	1	1
Grades 9-10	-	2	-	2	1	1	1	1	1	1
Grades 9-11	-	-	1	-	1	-	-	-	-	-
Grades 9-12	24	22	23	23	24	25	26	24	25	25
Grades 10-12	-	-	-	1	1	2	-	2	1	-
Grades 11-12	-	2	1	1	2	1	2	2	2	2
Grades 12	-	-	-	-	-	-	-	-	-	1
Special Education Centers	8	7	7	7	7	7	8	8	8	8
Subtotal	194	198	199	200	203	206	206	204	204	204
H. B. Owens Science Center	1	1	1	1	1	1	1	1	1	1
International Schools			-	-	-	-	2	2	2	2
William Schmidt Outdoor Ed Center	1	1	1	1	1	1	1	1	1	1
E. A. Poe Alternative ES*	1	-	-	-	-	-	-	-	-	-
Green Valley Academy*	1	-	-	-	-	-	-	-	-	-
Judith P. Hoyer Early Childhood Center*	1	-	-	-	-	-	-	-	-	-
TOTAL	199	200	201	202	205	208	210	208	208	208

* Included in the facility count above with students enrolled.

Acknowledgements

The development of the Board of Education approved budget was accomplished through the dedicated efforts of countless staff members and individuals from the Prince George's County public schools community. Their efforts were invaluable. With a focus on the priorities established in Prince George's County Public Schools' Strategic Plan, the budget plan seeks to provide a quality education for all students.

While many school system staffs were involved in the development and adoption of this budget, the staff of Budget and Management Services deserves special recognition for their work. They spent many long hours working to develop, present and finalize this budget. Their dedication to quality and commitment to their responsibilities are appreciated.

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Acronyms

ALT-MSA – Alternate Maryland School Assessment
 AP – Advanced Placement
 ASPP – Adolescent Single Parenting Program
 ASCD - Association of Supervision and Curriculum Development
 ATOD – Alcohol, Tobacco and Other Drugs
 AVID – Advancement Via Individual Determination
 BOE – Board of Education of Prince George’s County
 CAFR – Comprehensive Annual Financial Report
 CAP – Career Academy Programs
 CEO – Chief Executive Officer
 CIP – Capital Improvement Program
 COMAR – Code of Maryland Regulations
 CPD – Continuing Professional Development
 CPS – Child Protective Services
 DHMH – Department of Health and Mental Hygiene
 DWIP – Data Wise Improvement Process
 EFMP – Educational Facilities Master Plan
 ELL – English Language Learners
 ESOL – English for Speakers of Other Languages
 ESY – Extended School Year
 FARMS – Free and Reduced Meals
 FTE – Full-Time Equivalent
 FY – Fiscal Year
 GAAP – Generally Accepted Accounting Practices
 GCEI – Geographic Cost of Education Index
 GFOA – Government Finance Officers Association
 HSA – High School Assessment
 IAC –Interagency Committee on School Construction (state of Maryland)
 IB – International Baccalaureate
 IDEA – Individuals with Disabilities Education Act
 IEP – Individualized Education Program
 JROTC – Junior Reserve Officer Training Corps
 LAN – Local Area Network
 LEA – Local Education Agency
 LEP – Limited English Proficient
 MEEC – Maryland Education Enterprise Consortium
 MMSR – Maryland Model for School Readiness
 MOE – Maintenance of Effort
 MSDE – Maryland State Department of Education
 NSF – National Science Foundation
 NTI – Net Taxable Income
 PARCC – Partnership for Assessment of Readiness for
 PGCPs – Prince George’s County Public Schools
 QZAB – Qualified Zone Academy Bonds
 SDP – School Development Program
 SBB – Student-Based Budgeting
 SDP – School Development Program
 SPMT – School Planning and Management Team
 STEP - Sharing Technology with Educators Program
 TIC - Technology Integration Course
 TNI – Transforming Neighborhood Schools Initiative
 WAN – Wide Area Network

Glossary

ASL Interpreters	A service that provides professional sign language interpreters.
Actual	The amount spent in the prior fiscal year.
Additional and Replacement Equipment	Athletic equipment, cafeteria equipment, computers, office furniture and equipment, and security alarm systems.
Administration (Function 201)	State mandated category. Activities associated with the regulation, direction and control of the school system, such as the superintendent, deputy superintendent, other professional staff, and secretaries and clerks. Some offices included in this category are the Board Office, Business Management Services, Internal Audit, Information Technology and Human Resources. This is a state mandated category.
Appropriation	Authority to spend money within a specified dollar limit for an approved program during a fiscal year. The County Council appropriates funds to Prince George's County Public Schools according to state categories.
Advancement via Individual Determination	An in-school college readiness system designed to increase student learning and performance. Its mission is to prepare students academically for four-year college eligibility. The core component of the program is the AVID Elective Course where students, grades 6-12, receive guidance, academic support from college tutors, organizational and study skills, and participate in activities that foster success in rigorous course work.
Balanced Budget	A balanced budget is a budget where expenditures are equal to revenue.
Before and After-School Fund	A special revenue fund used for financial transactions related to providing school age child care services before and after school hours.
Board Sources	Non-government sources including tuition (e.g., non-resident students), fees (e.g., reimbursements for community building use), and interest earnings on cash investments, and other miscellaneous revenues (e.g., sales of assets).
Budget	A plan of financial operation including an estimate of proposed expenditures for a given period of time.
CTS LanguageLink	Provides multilingual interpretation and translation services.
Capital Expenditures/Improvements	Repair or maintenance of facilities and grounds, including boiler repair, air conditioning units, carpet replacement, and the resurfacing of roads, parking lots, and play areas.
Capital Improvement Program	A multi-year plan for the provision of the school system's capital facility and infrastructure needs.
Capital Outlay (Function 215)	Activities associated with the cost of directing and managing the acquisition, construction, renovations of land, buildings, and equipment. This is a state mandated category.
Capital Projects Fund	A fund used for the purchase, construction, renovation, and maintenance of school buildings.
Career Academy Programs	Enables students to acquire the academic, technical, and life skills to make a successful transition from high school to postsecondary education and/or career opportunities. It is an integral component of Prince George's County Public School's Strategic Plan that every student graduates college and career ready.

Category	Also known as State Category or Function. State law requires all county school districts to appropriate and record expenditures for education in accordance with standardized state budget categories. These categories are generally based on broad functional classifications such as Administration, Instruction, Maintenance and Special Education.
Code of Maryland Regulations (COMAR)	A compilation of Maryland State agency regulations.
Common Core State Standards	A set of high-quality academic expectations in English/language arts (ELA) and mathematics that define both the knowledge and skills all students should master by the end of each grade level to be on track for success in college and careers. They were created through a state-led initiative and have been adopted by more than 40 states, including Maryland, which is revising its Curriculum to align with the Common Core State Standards (CCSS).
Community Services (Function 214)	A state mandated category that includes activities that are provided by the school system for the community other than for public school activities.
Contracted Services	Contracted services include rental of buildings, advertising, contracted services, catering, and printing.
County	Refers to Prince George's County government.
Employee Benefits	Payments by the employer for social security taxes, retirement contributions, and group health and life insurance.
Expenditure Recovery	Costs or expenditures for self-supporting programs incurred during the normal course of business that are reimbursed by program areas that use the services (i.e. Transportation, In-House Printing).
Federal Sources	Revenue from any agency of the Federal Government that originates as a Federal program either directly from the Federal Government (e.g., Impact Aid and Head Start) or through the state of Maryland (e.g., Title I and IDEA-Part B grants).
Fiscal Year (FY)	Reference to a 12-month budget/accounting year which extends from July-June.
Fixed Charges (Function 212)	FICA, Health, Life and Unemployment Insurances, Retirement, and Worker's Compensation. This is a state mandated category.
Food Services Subsidy (Function 213)	Activities associated with the Food Services Program and contains additional funds necessary to support the operation of the program. This is a state mandated category.
Food and Nutrition Services Fund	A special revenue fund used for financial transactions relating to the school breakfast, school lunch, and child and adult nutrition care programs.
Full-Time Equivalent (FTE)	A method of equating less than full-time employees in permanent positions to a full time basis.
Fund Balance	Unliquidated surplus of funds, the actual from the previous fiscal year and the estimated from the current fiscal year, whether accrued from revenues or expenditures.
General Fund	Also known as the "Current Expense Fund:" accounts for all financial transactions in support of the educational process which are not recorded in other funds. Maryland law requires that this fund operate under a legally adopted annual budget.
Health Services (Function 208)	Activities and personnel that provide physical and mental health activities which are not instructional and which provide students with appropriate medical, dental, and nursing services. This is a state mandated category.

Instructional Salaries & Wages (Function 203)	Activities directly related to the teaching of students, the interaction between teacher and students, and the well-being of students (i.e., teachers, media specialists, guidance counselors, school psychologists, mentor teachers, paraprofessional educators and reading specialists). This is a state mandated category.
Internal Services Fund	A fund used to account for the financing of goods or services provided by one department or agency to another department or agency of the governmental unit on a cost-reimbursement basis.
International Baccalaureate (IB)	An academically challenging and balanced course of study, that prepares students for success in college and life beyond. The mission of the program is to develop inquiring, knowledgeable, and caring young people who help to create a better, more peaceful world through intercultural understanding and respect.
LinkedIn	A business- and employment-oriented social networking service that operates via websites and mobile apps.
Local Sources	Revenue received out of funds from the appropriating body (County Council) for school purposes including a County contribution and designated revenues such as the Telecommunications Tax and Energy Tax.
Maintenance of Effort	State law requires each County to at least provide local funds for the next fiscal year at the same per pupil level as the current fiscal year.
Maintenance of Plant (Function 211)	Activities and personnel associated with keeping the grounds, buildings and fixed equipment in their original condition of completeness or efficiency through repair, scheduled and preventive maintenance or replacement of property. Includes personnel such as equipment operators, journeymen, and trades helpers. This is a state mandated category.
Maryland Model for School Readiness (MMSR)	A program was established by the Maryland State Department of Education in public schools in 1997 to respond to National Education Goal #1, which states that "all children should start school ready to learn." It is based on a model designed to support local school systems in efforts to enhance school readiness among children.
Mid-Level Administration (Function 202)	Administration and supervision of district-wide and school-level instructional programs and activities. Includes personnel such as principals, vice principals, directors, coordinators, supervisors, specialists, secretaries and clerks, and programs such as Adult Ed, JROTC, Alternative Programs, Community-Based Classrooms, Evening High and Summer School, Career Ed, Business Ed, Family and Consumer Sciences, Technical Academies, Tech Ed, Vocational Support Services and Experimental Learning. This is a state mandated category.
Object	Identifies the purpose of expenditure (e.g., Salaries & Wages, Fringe Benefits) required under LEA reporting requirements.
On Behalf Contributions	When a local education agency (LEA) receives goods or services from another organization paid on behalf of the LEA, especially when the function enhances or complements the educational goals of the system.
Operating Budget	A comprehensive fiscal plan for financing the operating programs for a single fiscal year.
Operation of Plant (Function 210)	Activities and personnel associated with keeping the physical building clean and ready for daily use. Personnel such as custodians and security professionals are included in this category. This is a state mandated category.
Other Instructional Costs (Function 205)	Rental of buildings, advertising, contracted services, catering, printing, local travel, registration fees, office furniture and equipment, and computers.

Other Operating Expenditures	A category of recurring expenses other than salaries and capital equipment costs that covers expenditures necessary to maintain facilities, collect revenues, provide services, and otherwise carry out departmental goals. Typical line items in this category are printing, travel, vehicle maintenance, and self-insurance.
PARCC	Assessments that measure whether students are meeting new, higher academic standards and are mastering the knowledge and skills they need to progress in their K-12 education and beyond.
PGCPS Strategic Plan	A long-range action plan to guide the system in preparing students for successful citizenry in the 21st century. The plan reflects the mission of the school system and addresses the system's priority goals.
Public Sector Budgeting	A module that provides the business side of the organization with tools to more easily manage finances.
Restricted	Grant appropriations that are usually federal or state and require, as a condition of receiving the funds that the Board of Education comply with conditions imposed by the grantor.
Revolving Fund	Used to account for the financing of certain self-supporting services provided by the Board of Education (i.e., Printing, Central Garage).
Salaries and Wages	Salaries for all Full-time and Part-time personnel including temporaries and substitutes.
School Activity Fund	Each individual school maintains a school activity fund to account for cash resources of various clubs, organizations, and annual Board allotments.
School Information System (SIS)	Manages student data, including grades, attendance records, and schedules.
Self-Insurance Fund	A proprietary fund where revenues are recorded when earned and expenses are recorded when liabilities are incurred.
Special Education (Function 206)	Provides educational services to disabled students; and funds personnel such as special education teachers, paraprofessional educators, instructional specialists, therapists, hearing interpreters, and programs such as Compliance, K-12 Services, Early Childhood Programs, and Nonpublic Education.
State Sources	Revenue from any agency of the state of Maryland that originates within the State, whether restricted in use or not (e.g., State share of the Foundation Program, State Compensatory Education, Student Transportation Aid, Limited English Proficiency, and Students with Disabilities [e.g., Nonpublic Placements]).
Sharing Technology with Educators Program (STEP)	An initiative that supports student achievement and assists administrators and school-based teams by integrating technology into instruction.
Student-Based Budgeting (SBB)	Allocates funding directly to schools based on the number of students enrolled and the specific needs of those students such as English language learners or students in particular grade levels.
Student Personnel Services (Function 207)	Activities designed to improve student attendance at school and prevent or solve student problems in the home, school and community. Personnel such as pupil personnel workers, specialists, and secretaries and clerks; and programs such as the Appeals Office, Guidance Services, Family and Community Outreach, Interscholastic Athletics, Business Partnerships, Student Affairs/ Safe and Drug Free Schools are included in this category.

Student Transportation Services (Function 209)	Activities that involve the transporting of pupils to and from school activities either between home and school or on trips for curricular, co-curricular, and extra-curricular activities. Personnel such as bus drivers and bus aides; and activities concerned with the conveyance of students between home, school, and school activities are included in this category.
Supplies and Materials	Textbooks, library books, office supplies, awards, postage, testing supplies and materials.
Tax Reform Initiative by Marylanders (TRIM)	Limits the tax rate applied to the assessable real property base to \$2.40 per \$100 of assessed value.
Textbooks and Instructional Supplies (Function 204)	Funds textbooks, instructional materials, library books, classroom teacher supplies, and awards/recognitions.
TransACT™	Provides instant access to a library of forms, notices and letters to help communicate with parents who do not speak English.
Unrestricted	Appropriations comprising the majority of the total budget that can be used for any legal purpose desired by the Board of Education.
WordFast	Software designed to help translators save time, money and effort by storing translations in a translation memory database and retrieving that translated content automatically for future projects.

