

A Proposed Staffing Plan for the Montgomery County School System

I. **Introduction**

Our plan for the Montgomery County School System is to foster a culture of excellence for all. As we serve our community, we strive for excellence in all things, and our mission is to create students who are ready for college or the workplace.

The Montgomery County School System is committed to:

E – Educational Excellence

A – Academic Achievement

G – Good Citizenship

L – Lifelong Learning

E – Extracurricular Excellence

S – Student Success

As we look at a staffing plan for the Montgomery County School System, we must keep our focus on the vision and mission of the school system and make sure we make decisions that support excellence for all in student achievement, extracurricular activities, and good citizenship.

Because of declining state funding, partially due to declining student enrollment, the school system must find more effective and efficient ways to organize in order to maintain quality educational programming and balance the budget. Since approximately 88% of the General Fund Budget is salary and employee benefits, we must evaluate the staffing of our schools to determine what is essential in maintaining a quality school system.

After a careful review of staffing in the Montgomery County School System, I am recommending that the Montgomery County Board of Education consider the following long-range staffing plan that would be implemented over the next three years. Since the federal stimulus funding goes away after the 2010-2011 school year, a major portion of the staffing plan would need to be implemented in the 2011-2012 school year.

II. **Montgomery County School System: Proposed Staffing Plan**

A. Montgomery County Elementary School – FTE: 550

1. School Administration Positions Needed

- a. **1** Principal
- b. **1** Assistant Principal
- c. **Support Staff in School Administration**
3 Clerical Positions – Consolidating **4** Clerical Positions (Secretary, Accounting/Bookkeeping, Data Clerk (SIS), and Copy Clerk)

2. Media Center

- a. **1** Media Specialist
- b. **1** Media Assistant - Consolidating **2** positions into **1** position (Media Assistant/Technology Support)

3. Student Services

- a. **1** Guidance Counselor
- b. **1** School Nurse (shared with MS/HS)

4. Maintenance and Operations of Building (Custodial Services)

- a. Evaluating Delivery Model – Under Review

5. Instructional Support

- a. Paraprofessionals – Reduce by **2** positions

6. Curriculum and Instruction

- a. Pre-K Program – Funded by the State Lottery
1 Parent Coordinator
Continue to try to maintain 4 Pre-K classes with 4 teachers and 4 paraprofessionals
- b. **Grades K – 3**
*Allocate teachers based on **15 -18 students** per class.
*Kindergarten classes will continue to have a teacher and a paraprofessional in each class.
- c. **Grades 4 -5** - Allocate teachers based on **18 – 20 students** per class.
- d. **Early Intervention Program (EIP)**
*Continue to allocate teachers for EIP with the objective of maximizing EIP funding.
- e. **Gifted Program** - Continue as allocated.
- f. **Connection Classes (Art, Music, P. E., Computer Lab)**
***1** Physical Education Teacher – Students are required to have a minimum amount of time for physical education each week.
***1** Computer Lab teacher (currently funded by federal stimulus)
Computer Lab teaching position would be phased out at end of federal funding.
***1** Music Teacher – Program is currently structured as part of the reading program, as well as providing musical opportunities for students.
***1** Art Teacher – **If the music or art teacher retired or left the School district, we would evaluate the need for the program.**
- g. **Special Education** – Teachers and paraprofessionals would be allocated within state and federal guidelines.

B. Montgomery County Middle School/High School

Middle School FTE: 249 High School FTE: 280 Total FTE: 529

1. School Administration

a. **1** Principal

b. **1** Assistant Principal

c. **Support Staff for School Administration**

Reduce Clerical Staff by One Position (Current Staffing: 2 School Secretaries, 1 Bookkeeping/Accounting, 1 Registrar/Data Clerk/SIS/FTE, 1 Copy Clerk) There will be four clerical staff positions instead of five in this staffing plan.

2. Student Services

a. **1** Guidance Counselor

b. **1** Graduation Coach

c. Share Nurse with MCES

3. Media Center

a. **1** Media Specialist

b. **1** Media Assistant (Combine Media Assistant and Technology Support Positions)

4. Maintenance and Operations – Custodial Services

a. Continue with current custodial staff positions (5)

5. Curriculum and Instruction

a. **Continue CORE Instructional Teaching Positions:** English, Mathematics, Science, and Social Sciences as allocated now

b. **Gifted Education** – Continue as allocated.

c. **Physical Education** – Continue to allocate **2** physical education teachers for MS/HS

d. **Music/Band** – Continue to allocate **1** teacher for MS/HS

e. **CTAE Programming for MS/HS**

1. **2** Agriculture Teachers

2. **2** Business Education Teachers

3. **If an agriculture and/or business education teacher retires and/or leaves the school district, we would evaluate the need for the teaching position.**

C. Montgomery County School System

1. General Administration

- a. Superintendent – (100% General Fund Position)
- b. Assistant Superintendent for Curriculum, Instruction, Assessment, Federal Programs and Technology (.50 General Fund/.25 Pre-K/.25 Title I)
- c. Director of Special Education and Student Support Services (.50 General Fund/.50 Federal IDEA)
- d. Director of Administrative Services and Human Resources (.75 General Fund/.25 School Nutrition)
- e. Director of Finance (100% General Fund Position)
- f. Total General Fund Positions – 3.75

2. Other Support Positions in Central Administration

- a. Student Support Services Division
 - *Coordinator of Special Services, Student Support Services, Test Coordinator, Psychologist, Attendance (General Fund Position)
- b. Curriculum, Instructive Technology, Assessment and Federal Programs Division
 - *Technology Coordinator – (1 General Fund Position)
- c. Administrative Services Division
 - *Transportation Supervisor and Transportation/Mechanic Assistant (2 General Fund Positions)
 - *1 Maintenance Supervisor – (1 General Fund Position)

3. Clerical/Administrative Positions Supporting Central Administration

- a. Secretary to Superintendent – (1 General Fund Position)
- b. Nutrition Secretary – (1 Federally Funded Position)
- c. Payroll Clerk – (1 General Fund Position)
- d. Special Education/Student Support Services Secretary (1 General Fund Position)

If a clerical position retires, resigns, or leaves, we would evaluate to see if duties could be consolidated with other clerical positions.