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# Carroll County Public Schools

Westminster, Maryland 21157

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## Student Personnel Services

### Category 03

Student personnel services includes all activities designed to improve student attendance at school and prevent or solve student problems in the home, the school, and the community. All pupil personnel workers are included within this category. Examples of student personnel activities are:

- directing, managing and supervising attendance and social work services
- identifying non-attendance patterns, causes of non-attendance, improved attitudes of attendance and enforcing compulsory attendance laws
- investigating and diagnosing student problems in home, school and community
- group work services for the child, parent or both
- interpreting the problems of students from other staff members
- acquiring and maintaining records of school attendance, home location and census data
- preparing statistical reports

<b>Unrestricted Fund Summary</b>	<b>Actual</b>	<b>Approved</b>	<b>Proposed</b>	<b>Proposed</b>	<b>%</b>
	<b>07-08</b>	<b>08-09</b>	<b>09-10</b>	<b>Increase/ (Decrease)</b>	<b>Change</b>
<b>03 Student Personnel Services</b>					
1 Salaries	\$1,099,688	\$1,084,095	\$1,251,500	\$167,405	15.44%
2 Contracted Services	\$123,926	\$164,660	\$162,660	(\$2,000)	-1.21%
3 Supplies/Materials	\$12,890	\$17,510	\$16,010	(\$1,500)	-8.57%
4 Other Charges	\$10,743	\$8,259	\$8,259	\$0	0.00%
5 Land, Bldg, Equip Additional	\$0	\$0	\$0	\$0	0.00%
6 Land, Bldg, Equip Replacement	\$2,436	\$0	\$0	\$0	0.00%
	\$1,249,683	\$1,274,524	\$1,438,429	\$163,905	12.86%

**Category 03 - Student Personnel Services**  
**Changes - FY 2010**

	<u>On-Going Items</u>		<u>System Growth Items</u>
1. Reserve for negotiations		45,769	
2. Staff for opening of Manchester Valley High School - 1.00 Pupil Personnel Worker		96,318	
3. Salaries & Wages - exempt personnel		40,318	
4. Cost containment reductions - hourly Psychologist Intern		(15,000)	
5. Cost containment reductions including printing & supplies		(3,500)	
			<u>System Improvement Items</u>
			<u>System Intervention Items</u>
<b>Subtotal - Maintenance of Effort</b>		<u>163,905</u>	<b>Subtotal - Growth/Improvement/intervention</b>
			<u>0</u>
		<b>Non-Restricted Increase - Category 03 - Student Personnel Services</b>	
		<b>\$163,905</b>	
		<b>Restricted - Category 03 - Student Personnel Services</b>	
		<b>\$0</b>	
		<b>TOTAL INCREASE - Category 03 - Student Personnel Services</b>	
		<b>\$163,905</b>	

CARROLL COUNTY PUBLIC SCHOOLS  
**PROPOSED BUDGET - UNRESTRICTED FUNDS**  
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2007-08	Approved Budget 2008-09	Proposed Budget 2009-10	Approved Budget 2009-10
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**STUDENT PERSONNEL SERVICES**

Positions

1. Exempt	10.85	9.15	11.00	
2. Non-Exempt	5.70	5.70	4.70	
<b>Total Positions</b>	<u>16.55</u>	<u>14.85</u>	<u>15.70</u>	<u>0.00</u>

1 Salaries and Wages

Regular Classified	\$188,555	\$185,592	\$166,416	
Temporary Classified	2,190	7,110	6,003	
Overtime Classified	0	1,500	1,500	
Longevity Classified	5,372	5,372	819	
Regular Professional	847,951	860,087	1,074,428	
Temporary Professional	49,791	22,100	0	
Vacation Payoff	3,305	0	0	
Substitute Employees	190	0	0	
Insurance Opt-Out	2,334	2,334	2,334	
Hiring Turnover (F.T.E.)	0	0	0	
<b>Object Total</b>	<u>1,099,688</u>	<u>1,084,095</u>	<u>1,251,500</u>	<u>0</u>

2 Contracted Services

Printing & Binding	18,521	21,060	19,060	
Rental of Business Machines	1,527	2,000	2,000	
Other Contracted Services	103,878	141,600	141,600	
<b>Object Total</b>	<u>123,926</u>	<u>164,660</u>	<u>162,660</u>	<u>0</u>

3 Supplies and Materials

Office Supplies	11,152	12,000	12,000	
Clothing & Footwear	200	0	0	
Books & Periodicals	268	510	510	
Food	(1,004)	0	0	
General Supplies	1,888	5,000	3,500	
Computer Equipment < \$1,000	386	0	0	
<b>Object Total</b>	<u>12,890</u>	<u>17,510</u>	<u>16,010</u>	<u>0</u>

CARROLL COUNTY PUBLIC SCHOOLS  
**PROPOSED BUDGET - UNRESTRICTED FUNDS**  
 CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2007-08	Approved Budget 2008-09	Proposed Budget 2009-10	Approved Budget 2009-10
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**STUDENT PERSONNEL SERVICES-continued**

<b>4 Other Charges</b>				
Conferences & Meetings	73	632	632	
Local Mileage Reimbursement	2,106	3,000	3,000	
Dues	460	1,325	1,325	
Subscriptions	319	250	250	
Other Professional Development	0	306	306	
In-Service	172	450	450	
A. & S. Professional Development	7,613	2,250	2,250	
A.T.S.P. Professional Development	0	46	46	
Miscellaneous - Other Charges	0	0	0	
<b>Object Total</b>	10,743	8,259	8,259	0
<b>5 Equipment Additional</b>				
Motor Vehicles	0	0	0	
<b>Object Total</b>	0	0	0	0
<b>6 Equipment Replacement</b>				
Data Processing Equipment	2,436	0	0	
<b>Object Total</b>	2,436	0	0	0
<b>TOTAL STUDENT PERSONNEL SERVICES</b>	\$1,249,683	\$1,274,524	\$1,438,429	\$0

**STUDENT PERSONNEL SERVICES**

The goal of Student Personnel Services is to provide direct services, at the school level, to students, parents and staff. Activities are designed to improve student attendance at schools and prevent or solve student problems at home, the school, and the community. These services: guidance, pupil personnel, psychology, pupil assessment, health, alternative programs, and community resources, focus on the fact that children have unique abilities, strengths and needs, and any effort to maximize pupil potential depends upon the identification of, and provision for, these differences.

<b>SALARIES AND WAGES</b>		<b>PROPOSED BUDGET</b>
<b>Existing Positions Professional</b>	<b>Full-Time Equivalent</b>	
Director - Student Services	0.80	
Supervisor - Student Services & Special Programs	0.75	
Assistant Supervisor - Student Services	1.00	
Pupil Personnel Workers	<u>7.45</u>	
<b>Total Existing Professional Positions</b>	10.00	978,110
<b>New Position Professional</b>		
Pupil Personnel Worker Manchester Valley High School	1.00	<u>96,318</u>
<b>Total Existing and New Professional Positions</b>	11.00	1,074,428
<b>Existing Positions Classified</b>		
Director's Secretary	0.70	
Clerk II - 12 Month	1.00	
Secretary III - 12 Month	<u>3.00</u>	
<b>Total Existing Classified Positions</b>	4.70	<u>166,416</u>
<b>Total Positions- Professional and Classified</b>	15.70	1,240,844
<b>Other Salaries and Wages</b>		
Temporary Classified		6,003
Overtime Classified		1,500
Longevity Classified		819
Insurance Opt-Out		<u>2,334</u>
<b>TOTAL SALARIES AND WAGES</b>		<b>1,251,500</b>
<b>CONTRACTED SERVICES</b>		
<b>Printing and Binding</b>		19,060
Funds used for special work done by local printers, including student/parent handbooks, psychological referral forms, pamphlets and brochures, student materials to highlight Character Education and other informational materials for Student Services .		
<b>Rental of Business Machines</b>		2,000
<b>Other Contracted Services</b>		<u>141,600</u>
To fund the counseling component of the PRIDE Program.		
To contract for extended suspensions and other hearings.		
To contract for OOD.		
To contract for suicide and self-injury program with Youth Service Bureau.		
<b>TOTAL CONTRACTED SERVICES</b>		<b>162,660</b>

**STUDENT PERSONNEL SERVICES**

	<b><u>PROPOSED BUDGET</u></b>
<b>SUPPLIES AND MATERIALS</b>	
<b>Office Supplies</b> Stationery, forms, supplies for the copiers and student records.	12,000
<b>Books and Periodicals</b> Funds for professional library.	510
<b>General Supplies</b> Purchase of supplies and materials in order to support student services needs and implementation of programs and concepts.	<u>3,500</u>
<b>TOTAL SUPPLIES AND MATERIALS</b>	<b>16,010</b>
<b>OTHER CHARGES</b>	
<b>Conferences and Meetings</b> Attendance at national and regional meetings.	632
<b>Local Mileage Reimbursement</b> Reimbursement to individuals in carrying out assigned duties, including negotiated mileage allowance.	3,000
<b>Dues</b> Dues to professional organizations.	1,325
<b>Subscriptions</b> Limited subscriptions to professional magazines.	250
<b>Other Professional Development</b> To allow office professionals to attend conferences and meetings.	306
<b>In-Service Training</b> Pupil Personnel Workers and Supervisor to attend state-wide meeting or conference.	450
<b>A. &amp; S. Professional Development</b> Expenses incurred by administrators and supervisors at conferences and professional meetings as negotiated by the employee group.	2,250
<b>A. T. S. P. Professional Development</b> Professional training and development for assigned A.T.S.P. personnel.	<u>46</u>
<b>TOTAL OTHER CHARGES</b>	<b>8,259</b>
<b>TOTAL STUDENT PERSONNEL SERVICES</b>	<b>\$1,438,429</b>