Carroll County Public Schools

Westminster, Maryland 21157

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

Unrestricted Fund Summary	Actual 08-09	Approved 09-10	Proposed 10-11	Proposed Increase/ (Decrease)	% Change
03 Student Personnel Services					
1 Salaries	$1,146,928	$1,107,842	$1,107,842	$0	0.00%
2 Contracted Services	$109,591	$162,660	$162,660	$0	0.00%
3 Supplies/Materials	$15,085	$16,010	$16,010	$0	0.00%
4 Other Charges	$11,745	$8,259	$8,259	$0	0.00%
5 Land, Bldg, Equip Additional	$0	$0	$0	$0	0.00%
6 Land, Bldg, Equip Replacement	$0	$0	$0	$0	0.00%
	$1,283,349	$1,294,771	$1,294,771	$0	0.00%
Restricted Fund Summary					
03 Student Personnel Services					
1 Salaries	$0	$0	$130,614	$130,614	100.00%
	$0	$0	$130,614	$130,614	100.00%

Category 03 - Student Personnel Services
Changes - FY 2011

Non-Restricted Budget Changes	
none	0
Total Non-Restricted Change - Category 03 - Student Personnel Services	**$0**
Restricted Budget Net Increase - Category 03 - Student Personnel Services	**$130,614**
TOTAL INCREASE - Category 03 - Student Personnel Services	**$130,614**

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

Object/Sub-Object	Actual Expenditures 2008-09	Approved Budget 2009-10	Proposed Budget 2010-11	Approved Budget 2010-11
STUDENT PERSONNEL SERVICES				
Positions				
1. Exempt	9.15	10.00	10.00	
2. Non-Exempt	5.70	4.70	4.70	
Total Positions	14.85	14.70	14.70	0.00
1 Salaries and Wages				
Regular Classified	$157,047	$160,583	$160,583	
Temporary Classified	1,070	6,003	6,003	
Overtime Classified	0	1,500	1,500	
Longevity Classified	3,082	959	959	
Regular Professional	936,463	936,463	936,463	
Temporary Professional	46,932	0	0	
Insurance Opt-Out	2,334	2,334	2,334	
Object Total	1,146,928	1,107,842	1,107,842	0
2 Contracted Services				
Printing & Binding	2,592	19,060	19,060	
Rental of Business Machines	1,529	2,000	2,000	
Other Contracted Services	105,470	141,600	141,600	
Object Total	109,591	162,660	162,660	0
3 Supplies and Materials				
Office Supplies	11,002	12,000	12,000	
Books & Periodicals	433	510	510	
Food	300	0	0	
General Supplies	3,350	3,500	3,500	
Object Total	15,085	16,010	16,010	0
4 Other Charges				
Conferences & Meetings	248	632	632	
Local Mileage Reimbursement	2,976	3,000	3,000	
License Fees	209	0	0	
Dues	831	1,325	1,325	
Subscriptions	136	250	250	
Other Professional Development	0	306	306	
In-Service	517	450	450	
A. & S. Professional Development	6,828	2,250	2,250	
A.T.S.P. Professional Development	0	46	46	
Object Total	11,745	8,259	8,259	0
TOTAL STUDENT PERSONNEL SERVICES	$1,283,349	$1,294,771	$1,294,771	$0

CARROLL COUNTY PUBLIC SCHOOLS

PROPOSED BUDGET - RESTRICTED FUNDS

CATEGORY DETAIL BY OBJECT AND SUB-OBJECT

Object/Sub-Object	Actual Expenditures 2008-09	Approved Budget 2009-10	Proposed Budget 2010-11	Approved Budget 2010-11
STUDENT PERSONNEL SERVICES				
Positions				
1. Exempt	0.00	0.00	2.00	
2. Non-Exempt	0.00	0.00	0.00	
Total Positions	0.00	0.00	2.00	0.00
1 Salaries and Wages				
Regular Professional	0	0	130,614	
Temporary Professional	0	0	0	
Object Total	0	0	130,614	0
TOTAL STUDENT PERSONNEL SERVICES	$0	$0	$130,614	$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.

	Full-Time Equivalent		PROPOSED BUDGET
SALARIES AND WAGES			
Existing Positions			
Professional - Non-Restricted			
Director - Student Services	0.80		
Supervisor - Student Services & Special Programs	0.75		
Assistant Supervisor - Student Services	1.00		
Pupil Personnel Workers	7.45		
Total Existing Non-Restricted Professional Positions	10.00	936,463	
Professional - Restricted			
School Social Workers	2.00	130,614	
Total Existing Professional Positions	12.00	1,067,077	
Classified - Non-Restricted			
Director's Secretary	0.70		
Clerk II - 12 Month	1.00		
Secretary III - 12 Month	3.00		
Total Existing Classified Positions	4.70	160,583	
Total Positions- Professional and Classified	16.70		1,227,660
Other Salaries and Wages			
Temporary Classified			6,003
Overtime Classified			1,500
Longevity Classified			959
Insurance Opt-Out			2,334
TOTAL SALARIES AND WAGES			**1,238,456**
CONTRACTED SERVICES			
Printing and Binding			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.			
Rental of Business Machines			2,000
Other Contracted Services			141,600
To contract for extended suspensions and other hearings.			
To contract for Out-Of-Districts (OOD) appeals.			
To contract for suicide and self-injury program with Youth Service Bureau.			
TOTAL CONTRACTED SERVICES			**162,660**

STUDENT PERSONNEL SERVICES

	PROPOSED BUDGET
SUPPLIES AND MATERIALS	
Office Supplies	
Stationery, forms, supplies for the copiers and student records.	12,000
Books and Periodicals	
Funds for professional library.	510
General Supplies	
Purchase of supplies and materials in order to support student services needs and implementation of programs and concepts.	3,500
TOTAL SUPPLIES AND MATERIALS	**16,010**
OTHER CHARGES	
Conferences and Meetings	
Attendance at national and regional meetings.	632
Local Mileage Reimbursement	
Reimbursement to individuals in carrying out assigned duties, including negotiated mileage allowance.	3,000
Dues	
Dues to professional organizations.	1,325
Subscriptions	
Limited subscriptions to professional magazines.	250
Other Professional Development	306
To allow office professionals to attend conferences and meetings.	
In-Service Training	
Pupil Personnel Workers and Supervisor to attend state-wide meeting or conference.	450
A. & S. Professional Development	
Expenses incurred by administrators and supervisors at conferences and professional meetings as negotiated by the employee group.	2,250
A. T. S. P. Professional Development	46
Professional training and development for assigned A.T.S.P. personnel.	
TOTAL OTHER CHARGES	**8,259**
TOTAL STUDENT PERSONNEL SERVICES	**$1,425,385**