

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: July 11, 2006

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **FY08 OPERATING AND CAPITAL BUDGET SCHEDULES**

ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services

**RESOURCE
PERSON(S):** Barbara Burnopp, Chief Financial Officer

INFORMATION

In the past, Board Members and the public have requested advance notice of important dates connected to the capital and operating budgets. The attached initial schedules outline those important dates and the process to be followed. As specific dates become available, these schedules will be updated on the BCPS website.

Attachment I – FY2008 Operating Budget Schedule
Attachment II – FY2008 Capital Budget Schedule

FY 2008 OPERATING BUDGET SCHEDULE

July 13, 2006	Present proposed operating schedule to the board
September 7, 2006	Pre-budget meeting with the superintendent
September 13, 2006	Pre-budget meetings with the executive directors
September 15, 2006	Grants and general fund instructions to offices
September 27, 2006	Northeast Area Pre-Budget Meeting 7:00 p.m. – Eastern Technical High School (Sign up begins at 6:00 p.m.)
October 2 - October 16, 2006	BRASS training and FY08 budget assistance sessions for office budgets
October 16, 2006	Office budget requests are due to the Office of Budget and Reporting (OBR)
October 9, 2006	Southeast Area Pre-Budget Meeting 7:00 p.m. – Sollers Point Technical High School (Sign up begins at 6:30 p.m.)
October, 2006	Northwest Area Pre-Budget Meeting Time and location to be determined
October, 2006	Southwest Area Pre-Budget Meeting Time and location to be determined
October, 2006	Central Area Pre-Budget Meeting Time and location to be determined
November 14, 2006	Review by the deputy superintendents
November 17, 2006	Review by the superintendent
January 9, 2007	Superintendent presents proposed FY08 budget to the board – Distribution of the budget book
January 24, 2007	Board public hearing – Ridge Ruxton School (snow date: January 25, 2007)
January 30, 2007	Board work session (snow date: January 31, 2007)
February 13, 2007	Board adopts FY08 budget – Distribution of budget book

Specific to the Board of Education

<i>Requires action by the Board of Education</i>
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FY 2008 OPERATING BUDGET SCHEDULE

March 1, 2007	FY08 proposed budget due to the county executive
March 23, 2007	General fund budget instructions to schools
March, 2007	County executive staff reviews BCPS budget proposal
February 26 – April 20, 2007	Schools allocate holdback allotments
April, 2007	County Executive presents FY08 budget recommendations to the county council by April 15
April 19-20, 23, 24, 26, 2007	BRASS training and assistance for schools
April 27, 2007	School budget requests are due to OBR
April – May, 2007	County council reviews budget request and holds a public hearing on all county budgets
May, 2007	County council work session on BCPS budget
May, 2007	County council adopts FY08 budget
July 1, 2007	FY08 funds available
July 10, 2007	Distribution of the FY08 adopted budget book

Specific to the Board of Education

<i>Requires action by the Board of Education</i>
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FY2008 CAPITAL BUDGET SCHEDULE STATE/COUNTY REQUEST

May 24, 2006	Public hearing on BCPS FY08 capital requests
July 11, 2006	Present proposed capital schedule to the board
July/August, 2006	Office of Budget and Reporting to meet with offices and schools to review project requests
August 1, 2006	All capital project requests are due to the Office of Budget and Reporting
August 2, 2006	Meet with chief of staff, deputy superintendent, chief financial officer, executive director of facilities, and the executive director of planning and support operations to discuss the FY08 state and county capital request
August 16, 2006	Capital budget review with the superintendent
August 30, 2006	State/County capital request to the superintendent
September 19, 2006	Superintendent presents proposed FY08 state/county capital request to the board
September 20, 2006	Board work session
October 3, 2006	<i>Board votes on superintendent's proposed state/county capital request</i>
October 6, 2006	State request due to the State Interagency Committee for Public Construction (IAC)
October, 2006	Public School Construction Program review meeting with the Maryland State Department of Education
November, 2006	IAC issues recommendations for state request
December, 2006	Appeal hearing to IAC for state request
December 19, 2006	Superintendent presents revised county capital request to the board based on IAC recommendations.

Specific to the Board of Education

FY2008 CAPITAL BUDGET SCHEDULE

STATE/COUNTY REQUEST

January 9, 2007	<i>Board votes on superintendent's proposed County capital request</i>
January 15, 2007	The county capital request is submitted by this date to the County Office of Budget and Finance and forwarded to the Office of Planning and Zoning. The county executive conducts an overview meeting with the Planning Board in January.
January, 2007	Appeal hearing to the Board of Public Works (BPW) for state request
February, 2007	Presentation to the County Planning Board for county request
February – March, 2007	County capital budget is reviewed by county agencies
April, 2007	State legislature approves state capital budget
April, 2007	The county executive submits the proposed county capital budget to the county council by April 15
April – May, 2007	County council reviews budget request and holds a public hearing on all county budgets
May, 2007	BPW approves IAC recommendations of the state request
May, 2007	The county council adopts the FY08 county capital budget
May 23, 2007	Public hearing on BCPS FY09 capital requests
July 1, 2007	FY08 funds available
July 10, 2007	Distribution of the FY08 budget book

Specific to the Board of Education