

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: July 10, 2007

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **FY09 OPERATING AND CAPITAL BUDGET SCHEDULES**

ORIGINATOR: J. Robert Haines, Esq., Deputy Superintendent

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. This year, the schedules have been slightly adjusted in response to comments from the board, the public, and staff. 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 – FY2009 Operating Budget Schedule
Attachment II – FY2009 Capital Budget Schedule

FY2009 OPERATING BUDGET SCHEDULE

July 10, 2007	Present proposed operating schedule to the board
July 2007	Pre-budget focus group with principals
August 2007	Pre-budget focus group with office heads
September 2007	<ul style="list-style-type: none"> ◇ Pre-budget meeting with the superintendent ◇ Pre-budget meetings with business services and curriculum and instruction division staff ◇ Grants and general fund instructions to offices
September 26, 2007	Northeast Area Advisory Council Pre-budget Meeting 7:00 p.m. – Eastern Technical High School (Sign up begins at 6:00 p.m.)
September/October 2007	Southeast Area Advisory Council Pre-budget Meeting 7:00 p.m. – TBD (Sign up begins at 6:30 p.m.)
September/October 2007	Central Area Advisory Council Pre-budget Meeting 7:00 p.m. – TBD (Pre-register sign-up by calling the Central Area Office at 410-887-3172)
October 9, 2007	Northwest Area Advisory Council Pre-budget Meeting 7:00 p.m. – TBD (Sign up begins at 6:30 p.m.)
October 17, 2007	Southwest Area Advisory Council Pre-budget Meeting 7:00 p.m. – Western School of Technology and Environmental Science (Sign up begins at 6:30 p.m.)
October 2007	<ul style="list-style-type: none"> ◇ BRASS training and FY09 budget assistance sessions for office budgets ◇ Office budget requests are due to the Office of Budget and Reporting (OBR)
November 2007	<ul style="list-style-type: none"> ◇ Review by the deputy superintendent ◇ Review by the superintendent ◇ Schools allocate holdback allotments
December 18, 2007	Superintendent provides information report to the board, highlighting upcoming FY09 budget issues
January 8, 2008	Superintendent presents proposed FY09 budget to the board – Distribution of the budget book
January 9, 2008	Board public hearing – Ridge Ruxton School (snow date: January 10, 2008)
January 15, 2008	Board work session (snow date: January 16, 2008)

FY2009 OPERATING BUDGET SCHEDULE

February 13, 2008	<i>Board adopts FY09 budget</i>
February 26, 2008	Distribution of budget book
March 1, 2008	FY09 proposed budget due to the county executive
March 2008	<ul style="list-style-type: none"> ◇ General fund budget instructions to schools ◇ County executive staff reviews BCPS budget proposal
February – April 2008	Schools develop FY09 budget requests
April 2008	<ul style="list-style-type: none"> ◇ County executive presents FY09 budget recommendations to the county council (by the 15th) ◇ BRASS training and assistance for schools ◇ School budget requests are due to OBR
April – May, 2008	County council reviews budget request and holds a public hearing on all county budgets
May 2008	<ul style="list-style-type: none"> ◇ County council work session on BCPS budget ◇ County council adopts FY09 budget
July 1, 2008	FY09 funds available
July 8, 2008	Distribution of the FY09 adopted budget book

Specific to the Board of Education

Requires action by the Board of Education

Revised: 6/15/2007

FY2009 CAPITAL BUDGET SCHEDULE STATE/COUNTY REQUEST

May 23, 2007	Public hearing on BCPS FY09 capital requests
July 10, 2007	Present proposed capital schedule to the board
July/August 2007	Office of Budget and Reporting to meet with offices and schools to review project requests
August 2007	<ul style="list-style-type: none"> ◇ All capital project requests are due to the Office of Budget and Reporting ◇ 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 FY09 state and county capital request ◇ Capital budget review with the superintendent ◇ State/county capital request to the superintendent
September 18, 2007	Superintendent presents proposed FY09 state/county capital request to the board
September 19, 2007	Board work session
October 2, 2007	<i>Board votes on superintendent's proposed state/county capital request</i>
October 2007	State request due to the State Interagency Committee for Public Construction (IAC)
November 2007	<ul style="list-style-type: none"> ◇ Public School Construction Program review meeting with the Maryland State Department of Education ◇ IAC issues recommendations for state request
December 3, 2007	Appeal hearing to IAC for state request
December 18, 2007	Superintendent presents revised county capital request to the board based on IAC recommendations.
January 8, 2008	<i>Board votes on superintendent's proposed county capital request</i>
January 15, 2008	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 2008	Appeal hearing to the Board of Public Works (BPW) for state request
February 2008	Presentation to the County Planning Board for county request

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Revised: 6/15/2007

FY2009 CAPITAL BUDGET SCHEDULE
STATE/COUNTY REQUEST

February /March 2008	County capital budget is reviewed by county agencies
March 19, 2008	Northeast Area Advisory Council FY10 Capital Pre-budget Meeting 7:00 p.m. – Pine Grove Middle School (Sign up begins at 6:30 p.m.)
April/May 2008	<ul style="list-style-type: none"> ◇ State legislature approves state capital budget ◇ The county executive submits the proposed county capital budget to the county council (by the 15th) ◇ County council reviews budget request and holds a public hearing on all county budgets
April/May 2008	Northwest Area Advisory Council FY10 Capital Pre-budget Meeting 7:00 p.m. – TBD (Sign up begins at 6:30 p.m.)
April/May 2008	Central Area Advisory Council FY10 Capital Pre-budget Meeting 7:00 p.m. – TBD (Pre-register sign-up by calling the Central Area Office at 410-887-3172)
April/May 2008	Southwest Area Advisory Council FY10 Capital Pre-budget Meeting 7:00 p.m. – TBD (Sign up begins at 6:30 p.m.)
April/May 2008	Southeast Area Advisory Council FY10 Capital Pre-budget Meeting 7:00 p.m. – TBD (Sign up begins at 6:30 p.m.)
May 21, 2008	Public hearing on BCPS FY10 capital requests
May 2008	<ul style="list-style-type: none"> ◇ BPW approves IAC recommendations of the state request ◇ The county council adopts the FY09 county capital budget
July 1, 2008	FY09 funds available
July 8, 2008	Distribution of the FY09 budget book

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