DATE: December 4, 2007

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: POLICY 3111 – NON-INSTRUCTIONAL SERVICES: FISCAL SERVICES – BUDGET: PLANNING AND PREPARATION

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

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

RECOMMENDATION

In accordance with Superintendent’s Rule 8130, policy 3111 is scheduled for review in school year 2008. It is recommended that the Board of Education approve revisions to Policy 3111 – NON-INSTRUCTIONAL SERVICES: Fiscal Services – Budget: Planning and Preparation. This is the first reading of this revised policy.

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• Attachment I – Policy Analysis 3111
• Attachment II – Policy 3111
Statement of Issues Addressed By the Proposed Policy
In accordance with Superintendent’s Rule 8130, the above list of policies is scheduled for review in school year 2008. The Department of Fiscal Services has reviewed these policies and has no additional changes, and request that they be re-adopted.

Cost Analysis and Fiscal Impact on School System
There is no fiscal impact resulting from these policies.

Relationship to Other Board of Education Policies
Related policies listed on the individual policy are still current.

Legal Requirement
Legal requirements listed on the individual policy have been amended as necessary.

Similar Policies Adopted by Other School Systems
Most other LEAs have similar budget policies.

Draft of Proposed Policy and Rule (see attached)

Other Alternatives Considered by Staff
Staff reviewed the attached policies for changes and found them to be current.

First reader: December 4, 2007
Public comment (second reader): December 18, 2007
Board Vote (third reader): January 8, 2008
NON-INSTRUCTIONAL SERVICES: Fiscal Services

Budget: Planning and Preparation

The Superintendent [of Schools] shall prepare the annual operating and capital budgets to be submitted to the Board of Education OF BALTIMORE COUNTY (BOARD) in accordance with the Annotated Code of Maryland, rules and regulations of the Maryland State Board of Education, and the policies established by the Board [of Education of Baltimore County]. If any change in policy is necessary, the new policy shall be submitted to the Board [of Education] for approval.

In planning the funds to be included in the budget requests, the Superintendent [of Schools] shall identify the system goals by considering input from the community, the area educational advisory councils, staff, and other stakeholder groups.

Legal Reference: Annotated Code of Maryland, Education Article, §§4-205(k), 5-101
[§4-205(k) Powers and duties of county superintendent, annual budget; securing funds from local authorities
§5-101 Annual school budget]