

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: August 24, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **REPORT ON THE PROCESS FOR BOARD OF EDUCATION
APPROVAL ON CONTRACTS AND BUDGETS**

ORIGINATOR: Dr. Joe A. Hairston, Superintendent

**RESOURCE
PERSON(S):** Barbara Burnopp, Chief Financial Officer
Michael Sines, Executive Director, Department of Physical Facilities

INFORMATION

Using the Quality Management System ISO 9001 model, inputs, activities and outcomes have been identified to demonstrate the process (Attachment I) employed by staff prior to requesting Board of Education approval for contracts and budgets.

Appendix I Executive Summary
Appendix II Process for Board of Education Approval for Contracts and Budgets

REPORT ON THE PROCESS FOR BOARD OF EDUCATION APPROVAL FOR CONTRACTS AND BUDGETS

Executive Summary

Goal 8 of the *Blueprint for Progress* states: “All students will receive a quality education through the efficient and effective use of resources and the delivery of business services.” Following this direction and using the Quality Management System ISO 9001 process model, the following delineates the inputs and activities that occur prior to the presentation to the board.

- Inputs include identification of needs, stakeholders’ feedback, analysis of data, Board of Education policies and any applicable federal, state, and/or county requirements.
- Activities include public hearings, analysis of bid proposals from vendors, obtaining viable bid proposals, and development of operating and capital budgets based on the inputs.

As contracts and budgets are brought before the board for consideration, receiving questions prior to the meeting and receiving board feedback as the items are discussed are excellent strategies for continuous improvement of the process.

PROCESS FOR BOARD OF EDUCATION APPROVAL: Contracts and Budgets

Board of Education Meeting
August 24, 2010

BLUEPRINT FOR PROGRESS

Performance Goal 8: All students will receive a quality education through the efficient and effective use of resources and the delivery of business services.

OBJECTIVE

To review with the Board of Education the sequential process by which contracts and operating/capital budgets are prepared for board approval.

QUALITY MANAGEMENT SYSTEM

- Using the Quality Management System ISO 9001 process model, the following demonstrates the preparation and collaboration among the Department of Fiscal Services and other central office departments in processing contracts/ budgets for Board of Education approval.

QUALITY MANAGEMENT SYSTEM

● Inputs

- Analysis of data
- Stakeholders
- Identification of needs
- BOE policies
- Federal, State, County requirements
- Availability of resources

● Activities

- Public hearings
- Analysis of bid proposals from vendors
- Viable contracts
- Development of capital/operating budgets based on needs and resources

Quality Management System: Capital Improvement Program

● Inputs

- Analysis of data on enrollment projections
- Identification of programmatic needs
- Availability of resources: funding
- Identification of schools' needs through survey of condition of schools

● Activities

- Public hearings in the spring and fall
- Alignment of requests within Interagency Committee on School Construction's funding categories
- Analysis of data from enrollment projections and survey of condition of schools

Capital Budget Schedule- FY 2012 Request

May 19, 2010	Public hearing on FY2012 capital budget requests
July 13, 2010	Present proposed capital schedule to the board
August 10, 2010	Superintendent presents proposed FY2012 state capital request to the board
August 24, 2010	Board work session
September 7, 2010	Board votes on superintendent's proposed state capital request
October 2010	<ul style="list-style-type: none"> ● State request due to the State Interagency Committee for Public Construction (IAC) ● Public School Construction Program review meeting with the Maryland State Department of Education ● Area pre-budget meetings for the FY2013 capital requests
November 2010	IAC issues recommendations for state request
December 2010	Appeal hearing to IAC for state request
December 21, 2010	Superintendent presents county capital request to the board
January 11, 2011	Board votes on superintendent's proposed state and county capital request
January 15, 2011	The county capital request is submitted to the Baltimore County Office of Budget and Finance and forwarded to the Office of Planning and Zoning
January 2011	Appeal hearing to the Board of Public Works (BPW) for state request

Capital Budget Schedule FY2012 Request (cont.)

February 2011	Presentation to the County Planning Board for county request
April 2011	<ul style="list-style-type: none"> ● The Baltimore County Executive submits the board-proposed county capital budget to the Baltimore County Council ● Area pre-budget meetings for the FY2013 capital requests ● State legislature approves state capital budget
May 25, 2011	Public hearing on BCPS FY2013 capital requests
May 2011	<ul style="list-style-type: none"> ● BPW approves IAC recommendations of the state request ● The County Council adopts the FY2012 county capital budget
July 1, 2011	FY2012 capital funds available
July 12, 2011	Distribution of the FY2012 budget book

QUALITY MANAGEMENT SYSTEM

- **OUTCOME**

- **BOARD OF EDUCATION APPROVAL OF CONTRACTS, CAPITAL AND OPERATING BUDGETS, AND THE CAPITAL IMPROVEMENT DOCUMENTS**

- Board of Education provides staff with feedback for continuous improvement.