

TENTATIVE, SUBJECT TO CHANGE

MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

MONTHLY WORK SESSION

Tuesday, August 24, 2010

5:45 P.M.-Closed Session, 6:30 P.M. – Work (Open) Session
Educational Support Services Building

I. PLEDGE OF ALLEGIANCE

II. SILENT MEDITATION IN REMEMBRANCE

III. AGENDA

Consideration of the agenda for August 24, 2010

IV. SPECIAL ORDER OF BUSINESS – Maryland Association of Boards of Education (MABE) Risk Management Incentive Award (Ms. Calder)

V. WORK SESSION REPORTS

A. Report on the Process for Board of Education Approval on Contracts and Budget (Ms. Burnopp)
Exhibit A

B. Report/Discussion on the Proposed FY 2012 State Capital Budget Request (Ms. Burnopp)
Exhibit B

VI. ANNOUNCEMENTS

Next Board Meeting Tuesday, September 7, 2010
7:00 PM Greenwood

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.

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: August 24, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **DISCUSSION ON THE PROPOSED FY 2012 STATE CAPITAL BUDGET REQUEST**

ORIGINATOR: Dr. Joe A. Hairston, Superintendent

RESOURCE PERSON(S): Barbara Burnopp, Chief Financial Officer
Kevin Grabill, Fiscal Analyst, Budget and Reporting

RECOMMENDATION

That the Board of Education reviews the superintendent's proposed FY 2012 state capital budget recommendations for Board action on Tuesday, September 7, 2010. Before final state approval, all requested projects require verification by the county of available matching funds. Also attached is the capital planning priorities and recommended timelines for FY 2012 through 2016.

Attachment I – Proposed FY 2012 State Capital Budget Request by Priority Order
Attachment II – Capital Planning Priorities and Recommended Timelines FY 2012-2016

**Baltimore County Public Schools
Proposed FY 2012 State Capital Budget Request by Priority Order
August 24, 2010**

Attachment I

Priority Order	School	Project	Type of Approval Requested	Previous State Funding	State Funding to be Requested	Cumulative Total
1	Dundalk and Sollers Point HS	New Construction	Funding	6,555,956	\$23,912,044	\$23,912,044
2	Milford Mill Academy	Limited Renovation & Addition	Funding	2,168,905	\$5,085,095	\$28,997,139
3	Parkville HS	Limited Renovation & Addition	Planning		\$0	\$28,997,139
4	Parkville HS	Limited Renovation & Addition	Funding		\$13,376,349	\$42,373,488
5	Hampton ES	Renovation & Addition	Planning		\$0	\$42,373,488
6	Hampton ES	Renovation & Addition	Funding		\$6,373,000	\$48,746,488
7	Hereford HS	Renovation & Addition	Planning		\$0	\$48,746,488
8	Hereford HS	Renovation & Addition	Funding		\$21,744,584	\$70,491,072
9	Lutherville Laboratory ES	Roof Replacement	Funding		\$665,000	\$71,156,072
10	Westowne ES	Roof Replacement	Funding		\$765,000	\$71,921,072
11	Catonsville Center for Alt. Studies	Roof Replacement	Funding		\$598,000	\$72,519,072
12	Gen. John Stricker MS	HVAC Controls	Funding		\$1,650,000	\$74,169,072
13	Rosedale Center	Window/Ext. Door Repl.	Funding		\$280,000	\$74,449,072
14	Warren ES	Roof Replacement	Funding		\$720,000	\$75,169,072
15	Franklin MS	Roof Replacement	Funding		\$893,000	\$76,062,072
16	Fullerton ES	Window/Ext. Door Repl.	Funding		\$194,000	\$76,256,072
17	Elmwood ES	Roof Replacement	Funding		\$491,000	\$76,747,072
18	Pine Grove ES	Window/Ext. Door Repl.	Funding		\$236,000	\$76,983,072
19	Middle River MS	Roof Replacement	Funding		\$1,758,000	\$78,741,072
20	Seven Oaks ES	Roof Replacement	Funding		\$820,000	\$79,561,072
21	Parkville MS	Boiler Replacement	Funding		\$354,000	\$79,915,072
22	Jacksonville ES	Roof Replacement	Funding		\$485,000	\$80,400,072
23	Western School of Technology	Chiller Replacement	Funding		\$564,000	\$80,964,072
24	Stoneleigh ES	Renovation & Addition	Planning		\$0	\$80,964,072

Capital Planning Priorities and Recommended Timelines FY 2012 - FY 2016

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
NW		500 seats New NW Area ES	500 seats New NW Area ES		
CENT					
CENT	200 seats Stoneleigh ES				
CENT	300 seats Hampton Cluster				
CENT			200 seats Sparks Cluster	200 seats Sparks Cluster	
CENT			500 seats Lutherville Cluster	500 seats Lutherville Cluster	
NE					
NE					
SE					
SE					Additional seat (TBD) Norwood Cluster
SE					Possible additional capacity within Dundalk Cluster

Project Phase
Planning
Funding

Hampton Cluster - Timonium ES, Lutherville ES
 Shady Spring Cluster - Shady Spring ES, Fullerton ES, Red House Run ES
 Sparks Cluster- Fifth District ES, Prettyboy ES, Seventh District ES, Sparks ES
 Lutherville Cluster - Lutherville ES, Pinewood ES, Pot Spring ES, Padonia, ES, Timonium ES, Riderwood ES, West Towson ES
 Norwood Cluster - Colgate ES, Eastwood Center, Berkshire ES, Norwood ES
 Dundalk Cluster - Dundalk ES, Logan ES, Grange Es