

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 14, 2009

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **REPORT ON THE FY11 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. 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 Web site at [http://www.bcps.org/offices/fiscal\\_services/links.html](http://www.bcps.org/offices/fiscal_services/links.html). The newly formatted adopted FY10 operating budget book will be available in August.

Attachment I – FY2011 Operating Budget Schedule  
Attachment II – FY2011 Capital Budget Schedule

## FY2011 OPERATING BUDGET SCHEDULE

<b>July 14, 2009</b>	Present proposed operating schedule to the board
<b>September 2009</b>	<ul style="list-style-type: none"> <li>◇ Pre-budget meeting with the superintendent</li> <li>◇ Pre-budget meetings with business services and curriculum and instruction division staff</li> <li>◇ Grants and general fund instructions to offices</li> </ul>
<b>September 30, 2009</b>	<b>Northeast Area Advisory Council Pre-budget Meeting</b> 7:00 p.m. – Eastern Technical High School (Sign up begins at 6:30 p.m.)
<b>October 12, 2009</b>	<b>Southeast Area Advisory Council Pre-budget Meeting</b> 7:00 p.m. – Sollers Point Technical High School (Sign up begins at 6:30 p.m.)
<b>October 14, 2009</b>	<b>Northwest Area Advisory Council Pre-budget Meeting</b> 7:00 p.m. – Randallstown High School (Sign up begins at 6:30 p.m.)
<b>October 21, 2009</b>	<b>Southwest Area Advisory Council Pre-budget Meeting</b> 7:00 p.m. – Lansdowne High School (Sign up begins at 6:30 p.m.)
<b>October 15, 2009</b>	<b>Central Area Advisory Council Pre-budget Meeting</b> 7:00 p.m. – Cockeysville Middle School (Pre-register sign-up by calling the Central Area Office at 410-887-3172)
<b>October 2009</b>	<ul style="list-style-type: none"> <li>◇ BRASS training and FY11 budget assistance sessions for office budgets</li> <li>◇ Office budget requests are due to the Office of Budget and Reporting (OBR)</li> </ul>
<b>November 2009</b>	<ul style="list-style-type: none"> <li>◇ Review by the deputy superintendent</li> <li>◇ Review by the superintendent</li> <li>◇ Schools allocate holdback allotments</li> </ul>
<b>December 15, 2009</b>	Superintendent provides information report to the board, highlighting upcoming FY11 budget issues
<b>January 12, 2010</b>	Superintendent presents proposed FY11 budget to the board – distribution of the budget book
<b>January 19, 2010</b>	Board public hearing – Loch Raven High School (snow date: January 20, 2010)
<b>January 26, 2010</b>	Board work session (snow date: January 27, 2010)
<b>February 9, 2010</b>	<b><i>Board adopts FY11 budget</i></b>

Specific to the Board of Education
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<b><i>Requires action by the Board of Education</i></b>
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Revised: 7/8/2009

## FY2011 OPERATING BUDGET SCHEDULE

<b>February 23, 2010</b>	Distribution of budget book
<b>March 1, 2010</b>	FY11 proposed budget due to the county executive
<b>March 2010</b>	<ul style="list-style-type: none"> <li>◇ General fund budget instructions to schools</li> <li>◇ County executive staff reviews BCPS budget proposal</li> </ul>
<b>February – April 2010</b>	Schools develop FY11 budget requests
<b>April 2010</b>	County executive presents FY11 budget recommendations to the county council
<b>April 2010</b>	County council holds a public hearing on all county budgets
<b>April 2010</b>	<ul style="list-style-type: none"> <li>◇ BRASS training and assistance for schools</li> <li>◇ School budget requests are due to OBR</li> </ul>
<b>April – May 2010</b>	County council reviews budget request on all county budgets
<b>May 2010</b>	County council work session on BCPS budget
<b>May 2010</b>	County council adopts FY11 budget
<b>July 1, 2010</b>	FY11 funds available
<b>July 13, 2010</b>	Distribution of the FY11 adopted budget book

Specific to the Board of Education
<i>Requires action by the Board of Education</i>

**FY2011 CAPITAL BUDGET SCHEDULE**  
**STATE/COUNTY REQUEST**

May 20, 2009	<b>Public hearing on FY11 capital budget requests</b>
July 14, 2009	<b>Present proposed capital schedule to the board</b>
June/July 2009	<ul style="list-style-type: none"> <li>◇ Office of Budget and Reporting to meet with offices and schools to review project requests</li> <li>◇ All capital project requests are due to the Office of Budget and Reporting</li> <li>◇ 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 FY11 state and county capital request</li> <li>◇ Capital budget review with the superintendent</li> <li>◇ State/county capital request to the superintendent</li> </ul>
August 11, 2009	Superintendent presents proposed FY11 state/county capital request to the board
August 25, 2000	Board work session
September 8, 2009	<i>Board votes on superintendent's proposed state/county capital request</i>
October 2009	State request due to the State Interagency Committee for Public Construction (IAC)
October 2009	Public School Construction Program review meeting with the Maryland State Department of Education
October 14, 2009	<b>Northwest Area Advisory Council FY11 Capital Pre-budget Meeting</b> 7:00 p.m. – Randallstown High School (Sign-up begins at 6:30 p.m.)
October 21, 2009	<b>Southwest Area Advisory Council FY11 Capital Pre-budget Meeting</b> 7:00 p.m. – Lansdowne High School (Sign up begins at 6:30 p.m.)
November 2009	IAC issues recommendations for state request
December 2009	Appeal hearing to IAC for state request
December 15, 2009	Superintendent presents revised county capital request to the board based on IAC recommendations.
January 12, 2010	<i>Board votes on superintendent's proposed county capital request</i>

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## FY2011 CAPITAL BUDGET SCHEDULE

### STATE/COUNTY REQUEST

<b>January 15, 2010</b>	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.
<b>January 2010</b>	Appeal hearing to the Board of Public Works (BPW) for state request
<b>February 2010</b>	Presentation to the County Planning Board for county request
<b>February/March 2010</b>	County capital budget is reviewed by county agencies
<b>April 21, 2010</b>	<b>Northeast Area Advisory Council FY11 Capital Pre-budget Meeting</b> 7:00 p.m. – Overlea High School (Sign up begins at 6:30 p.m.)
<b>April 22, 2010</b>	<b>Central Area Advisory Council FY11 Capital Pre-budget Meeting</b> 7:00 p.m. – Ridgely Middle School (Pre-register sign-up by calling the Central Area Office at 410-887-3172)
<b>April 2010</b>	<b>Southeast Area Advisory Council FY11 Capital Pre-budget Meeting</b> 7:00 p.m. – TBD (Sign up begins at 6:30 p.m.)
<b>April 2010</b>	The county executive presents the proposed county capital budget to the county council
<b>April 2010</b>	County council holds a public hearing on all county budgets
<b>April/May 2010</b>	<ul style="list-style-type: none"> <li>◇ State legislature approves state capital budget</li> <li>◇ County council reviews budget request</li> </ul>
<b>May 19, 2010</b>	Public hearing on BCPS FY12 capital requests
<b>May 2010</b>	The county council adopts the FY11 county capital budget
<b>May 2010</b>	BPW approves IAC recommendations of the state request
<b>July 1, 2010</b>	FY11 funds available
<b>July 13, 2010</b>	Distribution of the FY11 budget book

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