

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: December 18, 2012

TO: **BOARD OF EDUCATION**

FROM: S. Dallas Dance, Superintendent

SUBJECT: **REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 3111, PLANNING AND PREPARATION**

ORIGINATOR: Michael Sines, Chief Operations Office

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

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 3111, *Planning and Preparation*. This is the first reading.

Attachment I – Policy Analysis
Attachment II – Policy 3111

**POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 3111
BUDGET PLANNING AND PREPARATION**

Statement of Issues or Questions Addressed

In accordance with Board of Education Policy and Superintendent's Rule 8130, Policy 3111 is scheduled for review in school year 2012-2013. Policy 3111 outlines the Board's responsibility for preparing an annual operating and capital budget in accordance with State law. Staff is recommending that the policy be revised to: (1) include a policy statement that details the Board's responsibility of preparing an annual budget that supports not only the operating and capital needs of the school system, but also aligns with the Board's vision, mission, and goals; (2) include an implementation statement; and (3) conform with the Policy Review Committee's editing conventions.

Cost Analysis and Fiscal Impact on School System

No fiscal impact is anticipated by the revision of this policy.

Relationship to Other Board of Education Policies

1. Board of Education Policy 3112, *Operating Budget*
2. Board of Education Policy 3113, *Transfers and Supplements*

Legal Requirements

1. *Annotated Code of Maryland, Education Article §4-205, Powers and duties of county superintendent*
2. *Annotated Code of Maryland, Education Article §5-101, Annual school budget*

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel County Board of Education, Policy DB, *Annual Budget*
2. Montgomery County Board of Education, Policy DAA, *Fiscal Responsibility and Control*
3. Prince George's County Board of Education, Policy 3130, *Budgets – Fiscal Responsibility and Control – Annual Operating Budget*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

No other alternatives were considered.

Timeline

First reading – December 18, 2012

Public comment – January 8, 2013

Third reading/vote – February 5, 2013

NON-INSTRUCTIONAL SERVICES: NON-INSTRUCTIONAL SERVICES [Fiscal Services]

Budget[:] Planning and Preparation

I. POLICY STATEMENT

- A. THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) RECOGNIZES ITS RESPONSIBILITY FOR PREPARATION OF AN ANNUAL BUDGET THAT SUPPORTS THE OPERATING AND CAPITAL NEEDS OF THE SCHOOL SYSTEM AND ALIGNS WITH THE BOARD’S VISION, MISSION, AND GOALS. THE DEVELOPMENT AND ADOPTION OF THE OPERATING AND CAPTIAL BUDGETS WILL BE IN ACCORDANCE WITH STATE LAW AND THE CODE OF MARYLAND REGULATIONS.

II. SUPERINTENDENT RESPONSIBILITIES

- A. The Superintendent shall prepare AN [the] annual operating and capital budget[s to be submitted] AND SUBMIT THE BUDGETS to the Board [of Education of Baltimore County (Board)] in accordance with STATE LAW, STATE REGULATION, [the *Annotated Code of Maryland*, rules and regulations of the Maryland State Board of Education,] and BOARD [the] policies[established by the Board].
- B. In planning the funds to be included in the budget requests, the Superintendent shall identify the BUDGET INITIATIVES [system goals] by considering input from the community, [the] area educational advisory councils, staff, and other stakeholder groups.

III. IMPLEMENTATION

- A. THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

Legal ReferenceS: *Annotated Code of Maryland*, Education Article §4-205, *POWERS AND DUTIES OF COUNTY SUPERINTENDENT* [, §§4-205(k),] *ANNOTATED CODE OF MARYLAND*, EDUCATION ARTICLE §5-101, *ANNUAL SCHOOL BUDGET*

POLICY 3111

RELATED POLICIES: BOARD OF EDUCATION POLICY 3112, *OPERATING BUDGET*
BOARD OF EDUCATION POLICY 3113, *TRANSFERS AND SUPPLEMENTS*
BOARD OF EDUCATION POLICY 8120, *PURPOSE, ROLE, AND RESPONSIBILITIES OF THE BOARD OF EDUCATION*

Policy

Board of Education of Baltimore County

Adopted: 09/18/68

Revised: 06/19/80

Revised: 07/09/02

Readopted: 01/08/08

REVISED: _____