

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: July 12, 2005

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **FY07 OPERATING AND CAPITAL BUDGET SCHEDULE**

ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services

RESOURCE PERSON(S): Barbara Burnopp, Executive Director, Fiscal Services
Mike Goodhues, Director, Budget & Reporting

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 website.

The processes are similar to those followed in previous years, and, again this year, the capital request process has been streamlined to consolidate the state and county processes into one process at the Board level.

Attachment I – FY2007 Operating Budget Schedule

Attachment II – FY2007 Capital Budget Schedule– State/County Request

FY 2007 OPERATING BUDGET SCHEDULE

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| July 12, 2005 | Present proposed operating schedule to the Board |
| August 23, 2005 | Pre-budget meeting with the Superintendent |
| September 13, 2005 | Pre-budget meetings with the Executive Directors |
| September 14, 2005 | Grants and general fund instructions to offices |
| October 3 - October 11, 2005 | BRASS training and FY07 budget assistance sessions for office budgets |
| October 11, 2005 | Office budget requests are due to the Office of Budget and Reporting (OBR) |
| October, 2005 | Area Pre-Budget Meetings TBD |
| November, 2005 | Review by the Deputy Superintendents |
| November, 2005 | Review by the Superintendent |
| January 10, 2006 | Superintendent presents proposed FY07 budget to the Board – Distribution of the budget book |
| January 25, 2006 | Board public hearing – Ridge Ruxton School (snow date: January 26, 2006) |
| January 31, 2006 | Board work session (snow date: February 1, 2006) |
| February 14, 2006 | <i>Board adopts FY07 budget</i> – distribution of budget book |
| March 1, 2006 | FY07 proposed budget due to the County Executive |
| March 22, 2006 | General fund budget instructions to schools |
| March, 2006 | County Executive staff reviews BCPS budget proposal |
| February 28 – April 24, 2006 | Schools allocate budget allotments |
| April, 2006 | County Executive presents FY07 budget recommendations to the County Council by April 15 |
| April 17 – 24, 2006 | BRASS training and assistance for schools |

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| Specific to the Board of Education |
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| <i>Requires action by the Board of Education</i> |
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Revised: 7/8/2005

FY 2007 OPERATING BUDGET SCHEDULE

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| April 24, 2006 | School budget requests are due to OBR |
| April – May, 2006 | County Council reviews budget request and holds a public hearing on all county budgets |
| May, 2006 | County Council Work Session on BCPS budget |
| May, 2006 | County Council adopts FY07 budget |
| July 1, 2006 | FY07 funds available |
| July 11, 2006 | Distribution of the FY07 adopted budget book |

Specific to the Board of Education

Requires action by the Board of Education

Revised: 7/8/2005

FY2007 CAPITAL BUDGET SCHEDULE STATE/COUNTY REQUEST

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| May 25, 2005 | Public Hearing |
| July 12, 2005 | Present proposed capital schedule to the Board |
| July/August, 2005 | Office of Budget & Reporting to meet with offices and schools to review project requests |
| August 1, 2005 | All capital project requests are due to the Office of Budget and Reporting |
| August 15, 2005 | Meet with Deputy Superintendents, Executive Director of Fiscal Services, Executive Director of Facilities, and the Executive Director of Planning and Support Operations to discuss FY07 state and county capital request |
| August 18, 2005 | Capital budget review with the Superintendent |
| September 2, 2005 | State/County capital request to the Superintendent |
| September 20, 2005 | Superintendent presents proposed State/County capital request to the Board |
| September 21, 2005 | Board work session |
| October 5, 2005 | <i>Board votes on Superintendent's proposed State/County capital request</i> |
| October 7, 2005 | State request due to the State Interagency Committee for Public Construction (IAC) |
| October, 2005 | Public School Construction Program review meeting (MSDE) |
| November, 2005 | IAC issues recommendations for state request |
| December, 2005 | Appeal hearing to IAC for state request |
| December 20, 2005 | Superintendent presents revised County capital request to the Board based on IAC recommendations. |

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FY2007 CAPITAL BUDGET SCHEDULE
STATE/COUNTY REQUEST

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| January 10, 2006 | <i>Board votes on Superintendent's proposed County capital request</i> |
| January 13, 2006 | The County capital request is submitted 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. |
| January, 2006 | Appeal hearing to the Board of Public Works (BPW) for state request |
| February, 2006 | Presentation to the County Planning Board for County request |
| February – March, 2006 | County capital budget is reviewed by county agencies |
| April, 2006 | State legislature approves State capital budget |
| April, 2006 | The County Executive submits the proposed county capital budget to the County Council by April 15 |
| April – May, 2006 | County Council reviews budget request and holds a public hearing on all county budgets |
| May, 2006 | BPW approves IAC recommendations of the state request |
| May, 2006 | The County Council adopts the FY07 County capital budget |
| May 24, 2006 | Public Hearing on FY08 capital requests |
| July 1, 2006 | FY07 funds available |
| July 11, 2006 | Distribution of the FY07 budget book |

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