

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Related Entries: Policy 401.01

Responsible Office: DEPARTMENT OF FACILITIES

CAPITAL IMPROVEMENT PROGRAM AND BUDGET

A. PURPOSE

To establish procedures for the development of and adoption of the annual Capital Improvement Plan (CIP) and Capital Budget of Anne Arundel County Public Schools.

B. ISSUE

Specific guidelines established by the *Annotated Code of Maryland*, the Anne Arundel County Charter, and the Interagency Committee for State Public School Construction (IAC) Administrative Procedures Guide govern the development and adoption process of the Capital Improvement Plan and Capital Budget.

C. POSITION

1. The Superintendent shall initially submit the annual Recommended Capital Budget, Six-Year Plan, and State Capital Improvement Plan to the Board of Education (Board) in public session at the Board's first regular meeting in September for information and at the second regular meeting in September for action.
2. At least one public hearing, specifically for public input, shall be held on the recommended capital budget during or between these two meetings in September, prior to submission to the State. The Board shall accept additional capital budget testimony as part of the public hearings held in January, prior to submission of both proposed operating and capital budgets to the County Government.
3. Adoption and Submission
 - a. No formal action shall be taken by the Board on the Superintendent's Recommended Capital Budget, except in public session, and only after the public hearing(s).
 - b. The Board, consistent with the requirements of the IAC Administrative Procedures Guide, shall submit its annual CIP to the IAC in October of each year.
 - c. The Board, by provision of the requirements in the *Annotated Code of Maryland*, shall submit its Requested Capital Budget to

the County Executive on or before March 1 of each year unless another date is established by the County.

- d. The Board shall adopt the County Council Approved Capital Budget by June 30 of each year, following action by the County Council.

4. Budget Documents

- a. The Superintendent's Recommended Capital Budget shall be made available to the public at the time the budget is presented to the Board in public session.
- b. The Board's Requested Capital Budget shall be made available to the public at the time the budget is presented to the Board in public session.
- c. All budget documents made available to the public shall be available in electronic format and posted on the school system's public website.

D. IMPLEMENTATION

The Superintendent is authorized to develop regulations to implement this policy.

Policy History: Adopted on 03/20/13.

Note previous policy history: Replaces Policy 401.01, adopted 11/2/88; revised 11/20/89 and 9/4/96.