TO: Chiefs
Department Heads, Chief of Staff
Department Heads, Chief Operating Officer
Department Heads, Chief of Schools
Department Heads, Division of Curriculum and Instruction
Department Heads, Division of Fiscal Services
Department Heads, Division of Human Resources
Department Heads, Division of Information Technology (DoIT)
General Counsel

FROM: Chris Hartlove, Chief Financial Officer

THRU: Dr. Myriam Yarbrough
Superintendent

DATE: July 18, 2023

SUBJECT: FY2024 Operating Budget Expenditure Review Process

The FY2024 expenditure review process will review and allow for the careful monitoring of all expenditures on a categorical and systemwide level to ensure that the school system meets high-priority needs, addresses unexpected costs, and remains within the adopted operating budget.

Current Vacant Positions Review
Administrative hiring will be carefully monitored. Staff from the Division of Human Resources will manage this process in conjunction with staff from the Division of Fiscal Services.

Certain positions that directly serve schools and budgeted grant-funded positions do not require review and may be posted immediately. These include:

- School administrators (principals and assistant principals), classroom teachers, school clericals, school nurses, school counselors, and paraeducators.
- Transportation drivers, routing assistants, dispatchers, transportation mechanics, and attendants.
- Maintenance and grounds staff, mechanics, plumbers, electricians, technicians, building service workers, building operations supervisors, and security patrol officers.
- Drivers and material handlers for the warehouse.
- School-based food and nutrition staff.
- Residency investigators, social workers, and pupil personnel workers.
- Existing grant funded positions.
- Technology support technicians.
- Special education classroom positions.

Most other vacant positions must be approved by the superintendent before they are released for posting. To expedite this process, please complete the Expenditure Review: Position Vacancy Smartsheet form which can be requested by contacting Position Management and Classification, 443-809-8931 or David Andracchi, supervisor (dandaracchi@bcps.org). If holding a position vacant will significantly impact your operations, that information should be noted on the above referenced form. The approval electronic signature of the chief/deputy will be required. The requesting department will be notified via e-mail of approved positions as well as those that are being held vacant, and when their status changes.

**Purchase Orders and Change Orders**
The superintendent will review and approve all operating budget requisitions and change orders that exceed $500,000, related to instructional policy, or are listed below:

- Software renewals [curriculum, Department of Research, Accountability and Assessment (DRAA) and student-based software].
- Textbooks and devices.
- Bus contractors for general daily transportation and taxi services.
- Contracted services (all except school-based services).
- Renewals for administrative software.

To expedite the processing of requisitions, please include a complete explanation of proposed purchases. If your requisition is approved, it will be processed immediately. The requesting department will be notified, via e-mail, of any requisition that is held. If deferring approval of a requisition will significantly impact operations, the executive director or deputy should provide that information to Melanie Webster, Director, Purchasing (mwebster@bcps.org).

Requisitions that may be processed without additional review are as follows:

- Capital projects and grant purchases.
- Expenditures from school budgets if there is an available balance.
- Vehicle repairs, maintenance parts, and fuel.
- Supplies, contracted services, and equipment for school-based facility functions (maintenance, plumbers, and technicians).
- School-based contracted services for nurses.
- School-based special education – contracted services for occupational and physical therapists, and speech pathologists.
- Nonpublic placement tuition.
- Legal settlements not requiring Board approval.
- Payments for utilities.
- Human resources contractual renewals – benefits payments, insurance payments, drug, and medical testing companies.
- Field trip contracts (curriculum offices, school based and Office of Athletics).
- Out-of-county living reimbursements.

Projections Committee
The Projections Committee will meet monthly to review expenditure and revenue projections for all major categories (e.g., salaries, benefits, utilities, fuel, nonpublic placement, transportation parts, grants, etc.). The Committee will continue to monitor savings generated to ensure that expenses stay within the maintenance of effort budget. Committee members are: Chair, Director, Budget and Reporting; Fiscal Analyst III, Budget and Reporting; Supervisor, Position Management and Classification; Business Manager, Department of Information Technology; Manager, Energy and Sustainability, Department of Facilities Management; Fiscal Officer, Division of Curriculum and Instruction; Fiscal Officer, Department of Facilities Management; Accounting Manager, Financial Reporting; Fiscal Supervisor II, Transportation; Fiscal Analyst III, Budget and Reporting; Fiscal Supervisor III, Budget and Reporting; and Director Purchasing. Concerns regarding Projections Committee should be forwarded to Chris Hartlove, Chief Financial Officer (chartlove@bcps.org).

Account Managers
All account managers are encouraged to continue to follow prudent spending habits and manage their accounts within approved budgets, including:

- Reviewing expenditures to budget on a monthly basis.
- Ensuring that all purchases are made, by procurement card, or purchase order.
- **Purchase Requisition Form** *(smartsheet.com)*, requires that any purchaser must have a valid BCPS purchase order or procurement card authorization prior to the placement of an order. Purchase orders issued without authorization or unauthorized vendors are **strictly prohibited**.
- Allocating and approving all procurement card purchases immediately.
- Approving procurement card logs of all employees on a monthly basis.
- Obtaining quotes on items less than $50,000.
- Carefully monitoring food and travel expenses for the alignment to system goals.
- Evaluating funds for redirect to more urgent needs.
- Adhering to all year-end deadlines.
- Submitting miscellaneous pay sheets every two weeks.
- Monitoring compensatory time and overtime for non-exempt employees. Again, this year, central administrative office positions will need to use office budgets to cover overtime expenses. This applies to positions funded by administration and mid-level administration categories only. Employees should be encouraged to accrue and then use compensatory time to meet work demands. Details will be included in budget letters sent to each account manager. Special exceptions may be requested by the department head to the chief financial officer for approval.

I appreciate your efforts in monitoring expenditures as we all work towards wisely utilizing funds provided and spending within budget for FY2024. To facilitate the timely processing of your position vacancies and purchase orders, please keep your supervisor informed of items of immediate need.

ch/bls
Copies to:  Mr. David Andracchi  
Ms. Shelley Disharoon  
Mr. Albert Eilbacher  
Ms. Denise Frock  
Ms. Diane Hegberg  
Ms. Shawnda Johnson  
Ms. Kristin Miles  
Ms. Lisa Murphy  
Ms. Kelly Nguyen  
Mr. Michael Salkauskas  
Mr. Whit Tantleff  
Ms. Melanie Webster