

County Council of Howard County, Maryland

2023 Legislative Session

Legislative Day No. 5

Resolution No. 65-2023

Introduced by: The Chairperson at the request of the County Executive

A RESOLUTION approving certain transfers between major categories of the Howard County Board of Education Operating Budget for Fiscal Year 2023; transferring a total of \$800,000 to Other Instructional Costs and \$300,000 to Operation of Plant; and generally relating to the Fiscal Year 2023 Operating Budget of the Board of Education.

Introduced and read first time May 1, 2023. By order Michelle Harrod Michelle Harrod, Administrator

Read for a second time at a public hearing on May 15, 2023. By order Michelle Harrod Michelle Harrod, Administrator

This Resolution was read the third time and was Adopted , Adopted with amendments , Failed , Withdrawn , by the County Council on June 5, 2023.

Certified By Michelle Harrod Michelle Harrod, Administrator

Approved by the County Executive June 6, 2023

Calvin Ball Calvin Ball, County Executive

NOTE: [[text in brackets]] indicates deletions from existing law; TEXT IN SMALL CAPITALS indicates additions to existing law; Strike-out indicates material deleted by amendment; Underlining indicates material added by amendment

1 **WHEREAS**, Section 5-105 of the Education Article of the Annotated Code of Maryland
2 provides that a transfer between major categories of the budget of a County Board of Education
3 shall be made only with the approval of the County Council; and
4

5 **WHEREAS**, Section 5-105 further provides that if a County Council fails to take action
6 on a written request for a transfer between major budget categories within 30 days of receipt of
7 the request, the failure to take action constitutes approval thereof; and
8

9 **WHEREAS**, on May 25, 2022, the County Council adopted Council Resolution No. 60-
10 2022 (“CR60”) that sets forth the Fiscal Year 2023 Operating Budget for the Board of
11 Education; and
12

13 **WHEREAS**, the County Council has received a request from the Board of Education to
14 transfer, in the Fiscal Year 2023 operating budget, a total of (1) \$800,000 to Other Instructional
15 Costs from Instructional Salaries and Wages and (2) \$300,000 to Operation of Plant from
16 Student Transportation Categories; and
17

18 **WHEREAS**, this transfer is necessary to cover all costs for the Dual Enrollment Program
19 which the Maryland State Department of Education (MSDE) has determined should be 100%
20 covered by the Local Education Agencies (LEA) and funding is available in Instructional
21 Salaries and Wages due to vacancies; and
22

23 **WHEREAS**, this transfer also accounts for an increase in utility costs by transferring
24 funding to the Operation of Plant category from the Student Transportation category where
25 funding is available due to contractual savings; and
26

27 **WHEREAS**, the Board of Education has indicated that the funds are available for
28 transfer from the respective categories.
29

30 **NOW, THEREFORE, BE IT RESOLVED** by the County Council of Howard County,
31 Maryland this 5 day of June, 2023 that it approves the transfers between
32 major categories of the Fiscal Year 2023 expense fund budget of the Howard County Board of
33 Education as shown below:

FY 2023 Categorical Transfer Request

	CR60-2022	Categorical Transfer	Revised Appropriation
General Fund			
State Cat 01 Administration	15,334,620		\$ 15,334,620
State Cat 02 Mid-Level Administration	66,234,353		66,234,353
State Cat 03 Instructional Salaries & Wages	394,180,658	(800,000)	393,380,658
State Cat 04 Instructional Textbooks/Supplies	10,275,444		10,275,444
State Cat 05 Other Instructional Costs	12,285,817	800,000	13,085,817
State Cat 06 Special Education	156,011,247		156,011,247
State Cat 07 Student Personnel Services	156,011,247 8,546,420		8,546,420
State Cat 08 Health Services	8,546,420 11,715,622		11,715,622
State Cat 09 Transportation	11,715,622 51,656,413	(300,000)	51,356,413
State Cat 10 Operation of Plant	51,656,413 48,237,284	300,000	48,537,284
State Cat 11 Maintenance	48,237,284 28,136,861		28,136,861
State Cat 12 Fixed Charges	28,136,861 223,641,174		223,641,174
State Cat 14 Community Services	223,641,174 5,086,111		5,086,111
State Cat 15 Capital Outlay	5,086,111 1,106,591		1,106,591
Total	\$1,032,448,615		\$ 1,032,448,615
Restricted Funds	\$380,892,796		\$380,892,796
School Construction	105,887,000		105,887,000
Food and Nutrition	18,218,024		18,218,024
Print Services	2,709,154		2,709,154
Information & Network Technology Services	17,823,537		17,823,537
Health	183,740,223		183,740,223
Worker's Compensation	2,819,200		2,819,200
Grants	49,227,746		49,227,746
Glenelg Wastewater Treatment Plant	242,912		242,912
Jim Rouse Theater	225,000		225,000
Other Expenses Paid by County	\$56,266,495		\$56,266,495
Debt Service	48,747,588		48,747,588
OPEB	7,518,907		7,518,907
Total General Fund, Restricted Funds and Other Expense Budget	\$1,469,607,906		\$1,469,607,906



**BOARD OF EDUCATION OF HOWARD COUNTY
MEETING AGENDA ITEM**

TITLE: FY 2023 CATEGORICAL BUDGET TRANSFER

DATE: APRIL 13, 2023

PRESENTER(S): Darin Conforti, Executive Director of Budget

Strategic Call To Action Alignment:

Responsive and Efficient Operations: Budget processes are transparent, aligned with system priorities, and follow best practices.

OVERVIEW:

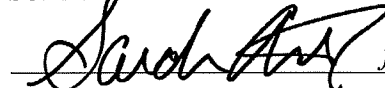
The year-end categorical transfer recommended for the Board's approval proposes to transfer funds between state categories to address budget authority needed in categories 05 and 10.

Accordingly, the following FY 2023 General Fund categorical transfers are recommended, including:

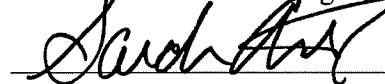
- Transfer of available budget authority from Instructional Salaries and Wages (Category 03) from salary vacancy savings to Other Instructional Costs (Category 05) to cover all cost for the Dual Enrollment program which Maryland State Department of Education (MSDE) has determined should be 100% covered by the Local Education Agencies (LEA).
- Transfer of available budget authority from Student Transportation (Category 09) from contractual savings to Operation of Plant (Category 10) to cover the increases in utility rates.

RECOMMENDATION/FUTURE DIRECTION: It is recommended that the Board approve the categorical transfer request to be submitted to the County Council by April 20, 2023, for action at its June 5, 2023 legislative session.

SUBMITTED BY:


 for D.C.

Darin Conforti
Executive Director of Budget



Sandra Austin
Budget Coordinator

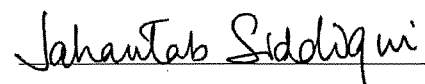
APPROVAL/CONCURRENCE:



Michael J. Martirano, Ed.D
Superintendent



Karalee Turner-Little, Ph.D.
Deputy Superintendent



Jahantab A. Siddiqui
Chief Administrative Officer

Categorical Expenditures

The categorical transfer request for FY 2023 includes transferring \$800,000 in projected salary budget savings due to vacancy savings from Instructional Salaries and Wages Category 03 to Other Instructional Costs Category 05 to cover Dual Enrollment expenses and \$300,000 from contracted savings in Student Transportation Category 09 to Operation of Plant Category 10 to cover increases in utility rates.

Category 1 – Administration

This category includes costs for activities associated with the general regulations, direction, and control of the school system. This category is expected to utilize its budgeted funds.

Category 2 – Mid-Level Administration

This category contains instructional support services including central office instructional personnel, professional development, school-based office staff, school administration, media processing, and temporary employee services. This category is expected to utilize its budgeted funds.

Category 3 – Instructional Salaries and Wages

This category funds instructional salaries and wages. Salary savings have been identified to meet the Dual Enrollment needs in Other Instructional Costs, Category 05.

Category 4 – Textbooks and Instructional Supplies

This category is comprised of expenditures and commitments for textbooks and instructional supplies for all schools. This category is expected to utilize its budgeted funds.

Category 5 – Other Instructional Costs

This category is comprised of commitments for contracted services, professional development, and equipment used to support the instructional program. This categorical request includes \$800,000 of additional budget to be added to this category to meet the Maryland State Department of Education (MSDE) updated requirement that 100% of all high school pathways expenses be paid for by the Local Education Agencies (LEA). The Dual Enrollment program requires additional budget authority to meet this requirement.

Category 6 – Special Education

The Special Education category includes costs associated with the instructional needs of students receiving special education services. This category is projected to utilize its budgeted funds.

Category 7 – Student Personnel Services

The Student Personnel Services category includes programs to improve student attendance and to solve student problems involving the home, school, and community. This category is expected to utilize its budgeted funds.

Category 8 – Health Services

The Health Services category provides staffing for school health rooms, maintains student health records, identifies health problems, enforces immunization laws, and provides other services. This category is expected to utilize its budgeted funds.

Category 9 – Student Transportation

The Student Transportation category provides funding for the transportation of students. This category has identified savings from overall program efficiencies as well as from the bus driver shortage in order to meet the utility needs in Operation of Plant, Category 10.

Category 10 – Operation of Plant

This category includes custodial salaries and the cost of utilities. This categorical request includes \$300,000 of additional budget authority to be added to this category to cover the additional costs in utilities due to increases in utility rates.

Category 11 – Maintenance of Plant

This category includes costs of building, grounds, and environmental maintenance. This category is expected to utilize its budgeted funds.

Category 12 – Fixed Charges

This category includes the cost of employee benefits and other fixed charges and costs such as vehicle insurance, retirement contributions, life insurance, workers' compensation contributions from the General Fund, and unemployment insurance. This category is expected to utilize its budgeted funds.

Category 14 – Community Services

This category provides for the usage of our facilities by the community, transportation for some parochial students in Howard County, grounds maintenance of school sites for community use, and other school system community services. This category is expected to utilize its budgeted funds.

Category 15 – Capital Outlay

The Capital Outlay category includes costs for planning, administration, and oversight of the Capital Budget. This category is expected to utilize its budgeted funds.

The following chart provides the Categorical Transfer request that will be submitted to the County Council.

FY 2023 Categorical Transfer Request

Major Category	General Fund Budget	Year-End Transfer	Revised Appropriation
State_Cat_01 Administration	\$ 15,334,620		\$ 15,334,620
State_Cat_02 Mid-Level Administration	66,234,353		66,234,353
State_Cat_03 Instructional Salaries & Wages	394,180,658	(800,000)	393,380,658
State_Cat_04 Instructional Textbooks & Supplies	10,275,444		10,275,444
State_Cat_05 Other Instructional Costs	12,285,817	800,000	13,085,817
State_Cat_06 Special Education	156,011,247		156,011,247
State_Cat_07 Student Personnel Services	8,546,420		8,546,420
State_Cat_08 Student Health Services	11,715,622		11,715,622
State_Cat_09 Student Transportation	51,656,413	(300,000)	51,356,413
State_Cat_10 Operation of Plant	48,237,284	300,000	48,537,284
State_Cat_11 Maintenance of Plant	28,136,861		28,136,861
State_Cat_12 Fixed Charges	223,641,174		223,641,174
State_Cat_14 Community Services	5,086,111		5,086,111
State_Cat_15 Capital Outlay	1,106,591		1,106,591
Total	\$ 1,032,448,615	\$ -	\$ 1,032,448,615

Individual Transfers

	From		To	
1	State_Cat_03 Instructional Salaries & Wages	\$ (800,000)	State_Cat_05 Other Instructional Costs	\$ 800,000
2	State_Cat_09 Student Transportation	(300,000)	State_Cat_10 Operation of Plant	300,000

Explanations:

- 1 Transfer needed to cover Dual Enrollment tuition required by Maryland State Department of Education (MSDE).
- 2 Transfer needed to cover utility expenses due to increased utility rates.

Amendment 1 to Council Resolution No. 65-2023

**BY: The Chairperson at the request
of the County Executive**

**Legislative Day 6
Date: June 5, 2023**

Amendment No. 1

(This amendment corrects the table attached to the Resolution as filed. In the table, a cell was repeated starting with State Category 07, Student Personnel Services, which resulted in subsequent incorrect amounts.)

- 1 On page 2, amend the chart as shown in the attached.

I certify this is a true copy of

Am 1 to CR 65-2023

passed on June 5, 2023

Michelle Perry
Council Administrator

1. The first part of the document discusses the importance of maintaining accurate records of all transactions.

2. It also emphasizes the need for regular audits to ensure compliance with applicable laws and regulations.

FY 2023 Categorical Transfer Request

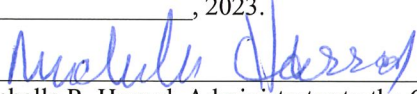
	CR60-2022	Categorical Transfer	Revised Appropriation
General Fund			
State Cat 01 Administration	15,334,620		\$ 15,334,620
State Cat 02 Mid-Level Administration	66,234,353		66,234,353
State Cat 03 Instructional Salaries & Wages	394,180,658	(800,000)	393,380,658
State Cat 04 Instructional Textbooks/Supplies	10,275,444		10,275,444
State Cat 05 Other Instructional Costs	12,285,817	800,000	13,085,817
State Cat 06 Special Education	156,011,247		156,011,247
State Cat 07 Student Personnel Services	156,011,247 8,546,420		8,546,420
State Cat 08 Health Services	8,546,420 11,715,622		11,715,622
State Cat 09 Transportation	11,715,622 51,656,413	(300,000)	51,356,413
State Cat 10 Operation of Plant	51,656,413 48,237,284	300,000	48,537,284
State Cat 11 Maintenance	48,237,284 28,136,861		28,136,861
State Cat 12 Fixed Charges	28,136,861 223,641,174		223,641,174
State Cat 14 Community Services	223,641,174 5,086,111		5,086,111
State Cat 15 Capital Outlay	5,086,111 1,106,591		1,106,591
Total	\$1,032,448,615		\$ 1,032,448,615
Restricted Funds	\$380,892,796		\$380,892,796
School Construction	105,887,000		105,887,000
Food and Nutrition	18,218,024		18,218,024
Print Services	2,709,154		2,709,154
Information & Network Technology Services	17,823,537		17,823,537
Health	183,740,223		183,740,223
Worker's Compensation	2,819,200		2,819,200
Grants	49,227,746		49,227,746
Glenelg Wastewater Treatment Plant	242,912		242,912
Jim Rouse Theater	225,000		225,000
Other Expenses Paid by County	\$56,266,495		\$56,266,495
Debt Service	48,747,588		48,747,588
OPEB	7,518,907		7,518,907
Total General Fund, Restricted Funds and Other Expense Budget	\$1,469,607,906		\$1,469,607,906

FY 2023 Categorical Transfer Request

	CR60-2022	Categorical Transfer	Revised Appropriation
General Fund			
State Cat 01 Administration	15,334,620		\$ 15,334,620
State Cat 02 Mid-Level Administration	66,234,353		66,234,353
State Cat 03 Instructional Salaries & Wages	394,180,658	(800,000)	393,380,658
State Cat 04 Instructional Textbooks/Supplies	10,275,444		10,275,444
State Cat 05 Other Instructional Costs	12,285,817	800,000	13,085,817
State Cat 06 Special Education	156,011,247		156,011,247
State Cat 07 Student Personnel Services	156,011,247		8,546,420
State Cat 08 Health Services	8,546,420		11,715,622
State Cat 09 Transportation	11,715,622	(300,000)	51,356,413
State Cat 10 Operation of Plant	51,656,413	300,000	48,537,284
State Cat 11 Maintenance	48,237,284		28,136,861
State Cat 12 Fixed Charges	28,136,861		223,641,174
State Cat 14 Community Services	223,641,174		5,086,111
State Cat 15 Capital Outlay	5,086,111		1,106,591
Total	\$1,032,448,615		\$ 1,032,448,615
Restricted Funds	\$380,892,796		\$380,892,796
School Construction	105,887,000		105,887,000
Food and Nutrition	18,218,024		18,218,024
Print Services	2,709,154		2,709,154
Information & Network Technology Services	17,823,537		17,823,537
Health	183,740,223		183,740,223
Worker's Compensation	2,819,200		2,819,200
Grants	49,227,746		49,227,746
Glenelg Wastewater Treatment Plant	242,912		242,912
Jim Rouse Theater	225,000		225,000
Other Expenses Paid by County	\$56,266,495		\$56,266,495
Debt Service	48,747,588		48,747,588
OPEB	7,518,907		7,518,907
Total General Fund, Restricted Funds and Other Expense Budget	\$1,469,607,906		\$1,469,607,906

BY THE COUNCIL

This Bill, having been approved by the Executive and returned to the Council, stands enacted on _____, 2023.



Michelle R. Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, having been passed by the yeas and nays of two-thirds of the members of the Council notwithstanding the objections of the Executive, stands enacted on _____, 2023.

Michelle R. Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, having received neither the approval nor the disapproval of the Executive within ten days of its presentation, stands enacted on _____, 2023.

Michelle R. Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, not having been considered on final reading within the time required by Charter, stands failed for want of consideration on _____, 2023.

Diane Schwartz Jones, Administrator to the County Council

BY THE COUNCIL

This Bill, having been disapproved by the Executive and having failed on passage upon consideration by the Council stands failed on _____, 2023.

Michelle R. Harrod, Administrator to the County Council

BY THE COUNCIL

This Bill, the withdrawal of which received a vote of two-thirds (2/3) of the members of the Council, is withdrawn from further consideration on _____, 2023.

Michelle R. Harrod, Administrator to the County Council