

Department of Facilities Management
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

April 14, 2008

MEMORANDUM

To: MCCPTA Cluster Coordinators

From: Adrienne Karamihas, CIP Team Leader

Subject: Cluster Comments for the FY 2010 Capital Budget and Amendments to the FY 2009–2014 Capital Improvements Program (CIP)

Each year, cluster coordinators are invited to submit their capital requests for the upcoming budget cycle. This fall, as part of the biennial Capital Improvements Program (CIP) process, the Board of Education will consider amendments to the FY 2009–2014 CIP. As indicated in the Long-Range Educational Facilities Planning Regulation (FAA-RA), cluster comments are due June 1, 2008. This date is prior to the release of the FY 2009 Educational Facilities Master Plan, but after the County Council adopts the FY 2009 Capital Budget and the FY 2009–2014 CIP.

The format for cluster comments was designed to ensure that school communities include all capital projects that are part of the CIP process. The format lists all of the projects that are routinely included in the budget each year. Each cluster's request for a capital project should correspond with one of the categories. It would be appreciated if each cluster's request was structured in this format. Maintenance issues, such as recarpeting or painting, should be requested by the school's principal to the designated Maintenance Depot.

Attached, for your review, is the format for submitting cluster comments, as well as an information form summarizing when and where the cluster comments should be submitted. Cluster coordinators should begin compiling cluster comments now. After the County Council adopts the FY 2009 Capital Budget and the FY 2009–2014 CIP, additional comments can be included based on the County Council's budget actions the third week of May.

A tentative planning calendar for the upcoming CIP process also is attached for your review. Should you have any additional questions, please do not hesitate to contact me at (240) 314-1035.

ALK:ak

Attachments

Copy to: Mr. Bowers, Mr. Bedford, Community Superintendents, Mr. Lavorgna, MCCPTA Area Vice Presidents, Dr. de Winter, Mr. Keenan