

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** October 24, 2006

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 3640**

**ORIGINATOR:** J. Robert Haines, Esq., Deputy Superintendent

**RESOURCE PERSON(S):** Don Dent, Executive Director, Planning and Support Operations  
Chuck Raulie, Manager, Distribution Services

**RECOMMENDATION**

Board of Education Policy 3640 is being revised to reflect the current organization structure and to further define areas of accountability. This is the first reading of Policy 3640.

Attachment I – Policy Analysis  
Attachment II – Proposed Policy 3640

BOARD OF EDUCATION OF BALTIMORE COUNTY  
Policy Analysis for Proposed Revision to Policy 3640:  
Fees, Gifts, and Property Disposition

Statement of Issues Addressed by the Proposed Policy Revision

Policy 3640 was originally adopted by the Board of Education in September 1968 and addresses the process for disposal of books and equipment. The policy has not been updated since its original adoption

The proposed revision clarifies language related to record keeping responsibilities and deletes reference to disposal of supplies. The proposed language also reflects current administrative functions.

Cost Analysis

There is no new fiscal impact on the system as a result of the proposed revision.

Relationship to Other Board of Education Policies

Policy 3220 establishes a standard for maintaining inventories. Rule 3220 requires that procedures be established for property disposal.

Legal Requirement

USDA Rules and Regulations, 7CFR Part 3015, Uniform Federal Assistance Regulations: Sub Part I – Audits

MSDE - Rules, Regulations and Procedures Governing Federal and State Categorical Equipment Inventory

State of Maryland Public School Construction Program – Procedures for the Transfer of State Funded Movable Equipment

Title 4, subtitle 5, s. 501-508 Annotated Code of Maryland, State Finance and Procurement  
Federal register, Volume #53, No. 48, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments: Final Rule  
Section 1011, Chapter 1 of Title I, ESEA. Sections 200.4 and 200.40-200.45

Similar Policies Adopted by Other School Systems

Policies in seven other counties were reviewed: Anne Arundel, Carroll, Frederick, Harford, Howard, Montgomery, and Prince Georges.

Draft of Proposed Policy

See attached

Other Alternatives Considered by Staff

Proposed revisions were submitted after careful review of operating procedures in seven other counties.

NON-INSTRUCTIONAL SERVICES: [Fees, Gifts and] Property Disposition

Sale and Disposal of Books AND Equipment[, and Supplies]

No books, [supplies,] or equipment shall be disposed of until permission has been received from the [Office of the Associate Superintendent, Division of Business and Finance] SUPERINTENDENT OR SUPERINTENDENT'S DESIGNEE.

[The Office of the Associate Superintendent, Division of Business and Finance shall determine whether the material involved has a salable value and if such shall be the case he/she shall arrange for the sale of the material. If the material does not have a salable value the proper disposal of the books, equipment, and/or supplies shall be determined.]

Records of disposals shall be maintained [, whether the disposal occurs at an individual school or office or in the central warehousing facility] IN THE DISTRIBUTION SERVICES OFFICE, THE ACCOUNTING OFFICE, AND THE SCHOOL OR THE CENTRAL OFFICE THAT FUNDED THE ORIGINAL PURCHASE.

Policy  
Adopted: 9/18/68  
REVISED:

Board of Education of Baltimore County