

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 22, 2007

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **PROPOSED CHANGES OF BOARD OF EDUCATION POLICY 8222**
INTERNAL BOARD POLICIES: SECRETARY-TREASURER,
ASSISTANT SECRETARY-TREASURER

ORIGINATOR:

RESOURCE
PERSON(S):

RECOMMENDATION

That the Board of Education approves the changes to Policy 8222. This is the third reading of this Policy.

Attachment I – Policy Analysis
Attachment II – Proposed Policy 8222

BOARD OF EDUCATION POLICY ANALYSIS

Revisions to Board of Education Policy 8222
Internal Board Policies: Officers, Duties: Secretary-Treasurer

Statement of issues or questions to be addressed by the proposed policy

The Ad Hoc Policy Committee is in the process of reviewing the Board's Internal policies. (8000 Series) The Committee is recommending minor revisions to the policy so that it reflects current practices.

Fiscal Impact on the school system

No fiscal impact is anticipated or contemplated by this revision.

Similar Policies adopted by other local school systems

ANNE ARUNDEL COUNTY BOARD OF EDUCATION

Policy Code 201.01, Board Officers: Superintendent

http://www.aacps.org/aacps/boe/board/newpolicy/Sections/section_200/policy201.01.pdf

FREDERICK COUNTY BOARD OF EDUCATION

Policy 103, Superintendent

<http://www.fcps.org/dept/legal/103.pdf>

HARFORD COUNTY BOARD OF EDUCATION

Policy 22-0012-000: Superintendent Relations

http://www.hcps.org/BOE/PoliciesProcedures/docs/School_System_Governance/0012-000%20Superintendent%20Relations.pdf

Legal Requirements, such as federal, state or local laws or regulations

Md. Ed. Art. §4-107 provides that "each county board shall hold an annual meeting on or as near as possible to the second Tuesday in July" and that "each county board, at its annual meeting, shall elect a president and a vice president from among its members by means of an individually recorded vote."

A draft of the proposed policy

See attached

Other alternatives that were considered by the Board members

The Board Committee members did not consider other alternatives.

Timeline

Opportunity for Citizen Comment, May 8, 2007

Proposed Date of Adoption, May 22, 2007

INTERNAL BOARD POLICIES: Duties and Responsibilities

Officers, Duties: Secretary-Treasurer[, Assistant Secretary-Treasurer]

[1.] The Superintendent of Schools shall serve as secretary-treasurer to the Board. As secretary-treasurer, his/her duties shall be:

1. [a.] To have complete charge of proper maintenance, filing and storage of documents and records of the Board
2. [b.] To post and issue written notices as required bylaw, and notify all Board members of Board meetings
3. [c.] To attend all Board meetings and meetings of all the committees except when his/her own tenure, salary, or the administration of his/her office are under consideration. In case of incapacitation, the Superintendent shall appoint an alternate and notify the president of the Board.
4. [d.] To prepare the agenda for each Board meeting
5. [e.] To record minutes of the meetings of the Board
6. [f.] To conduct and sign the correspondence of the Board
7. [g.] To prepare and submit all official Board documents
8. [h.] To sign and execute all official papers on behalf of the Board when the signature of the Board members is not required
9. [i.] To compile and present information useful to the Board in making decisions and in keeping informed on the progress of the school system.

[2. Unless otherwise provided for by the policies of the Board, the assistant secretary-treasurer shall in the absence of the Superintendent of Schools perform the legally constituted duties of the Superintendent. Any document signed under this authority shall possess the same legal effects as though it were signed by the Superintendent.

The assistant secretary-treasurer shall keep a permanent record of all such records signed.]

Legal Reference: Annotated Code of Maryland, Education Article
§4-102 County Superintendent
§4-204 Administration of office of county
Superintendent; general duties
§4-205 POWERS AND DUTIES OF COUNTY
SUPERINTENDENT

Policy
Adopted: 4/13/72
REVISED: _____

Board of Education of Baltimore County

CAPS = indicates proposed addition
Brackets [] = indicates proposed deletion