

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 3520 –
NON-INSTRUCTIONAL SERVICES: PHYSICAL PLANT SERVICES -
MAINTENANCE**

ORIGINATOR: J. Robert Haines, Deputy Superintendent

**RESOURCE
PERSON(S):** Michael Sines, Executive Director, Physical Facilities

RECOMMENDATION

That the Board of Education considers the changes to Policy 3520. This is the first reading of this policy.

Attachment I – Policy Analysis
Attachment II – Proposed Policy 3520

BOARD OF EDUCATION OF BALTIMORE COUNTY

Policy Analysis for Proposed Revision to Policy 3520 Physical Plant Services – Maintenance

Statement of Issues Addressed by the Proposed Policy Revision

Changes in COMAR mandate bidding project costs at \$25,000 or higher. The update of the current BCPS policy changes the threshold amount from \$5,000 to \$25,000.

Cost Analysis

There will be no new fiscal impact on the system as a result of the proposed revisions.

Relationship to Other Board of Education Policies

Revision may require a review of procurement policy to ensure consistency.

Legal Requirement

Revisions are consistent with the requirements of Annotated Code of Maryland §5-12.

Similar Policies Adopted by Other School Systems

Anne Arundel County, Prince Georges County, and Baltimore City Public Schools policies include similar procedures.

Draft of Proposed Policy

See attached.

Other Alternatives Considered by Staff

No other alternative was considered.

NON-INSTRUCTIONAL SERVICES: Physical Plant Services

Maintenance

The maintenance of the school plant shall be the responsibility of the [Division] DEPARTMENT of Physical Facilities. Necessary personnel, equipment, TOOLS, and supplies shall be provided in the annual operating budget to enable this vital function to proceed in the most efficient and economical manner.

Improvements to buildings and grounds, funded by capital outlay monies in the annual operating budget, shall be directed by the [Division] DEPARTMENT of Physical Facilities.

All projects over [\$5,000] \$25,000 MUST COMPLY WITH STATE LAW AND ESTABLISHED BOARD OF EDUCATION POLICIES AND PURCHASING PROCEDURES [shall be competitively bid and submitted to the Board of Education for approval].

Legal Reference: Annotated Code of Maryland, Education Article §5-[110] 112 Bids

RELATED POLICIES: BOARD OF EDUCATION POLICY 3210, PURCHASING SERVICES
BOARD OF EDUCATION POLICY 3200, PURCHASES FROM MINORITY AND SMALL BUSINESS ENTERPRISES

Policy Board of Education of Baltimore County

Adopted: 9/18/68

REVISED:

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