

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**Date:** July 10, 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 third 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  
Adopted:    9/18/68  
REVISED:

Board of Education of Baltimore County