

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: March 10, 2009

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 2320 – ADMINISTRATION: ADMINISTRATIVE OPERATIONS-LINE OF RESPONSIBILITY**

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

RESOURCE PERSON(S): Donald Peccia, Assistant Superintendent, Human Resources
Daniel Capozzi, Staff Relations Manager

RECOMMENDATION

That the Board of Education approves the proposed revisions to Policy 2320. This is the third reading.

Attachment 1 – Revised Policy 2320
Attachment 2 – Policy Analysis

**Policy Analysis for
Board of Education Policy 2320
Line of Responsibility**

Statement of Issues or Questions Addressed

Board of Education Policy 2320 was adopted in 1968 and has never been revised. The proposed revisions clarify that employees are responsible to the Board through the Superintendent, and that there is a clear line of responsibility related to employee appeals.

Cost Analysis and Fiscal Impact on School System

No fiscal impact is anticipated by the revision of this policy.

Relationship to Other Board of Education Policies

Board of Education Policy 4216.2, *Administrative Review Procedures*

Legal Requirements

Annotated Code of Maryland, Education Article §4-205(c)

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel County, Policy Code 200.07, *Investigations and Due Process*
2. Montgomery County, Policy GKA-RA, *Administrative Complaints*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

No other alternatives were considered.

Timeline:

First reading – January 27, 2009

Public comment – February 10, 2009

Third reading – March 10, 2009

ADMINISTRATION: Administrative Operations

Line of Responsibility

- I. Each employee of the BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) [Board of Education] is responsible to the Board OF EDUCATION OF BALTIMORE COUNTY (BOARD) through the Superintendent [of Schools]. [All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises. Administrative officers shall refer such matters to the next higher authority when necessary.]

- II. AN EMPLOYEE [All employees] shall have the right to appeal any decision made by an ADMINISTRATOR [administrative officer] to the next higher MANAGEMENT LEVEL [authority] and through appropriate successive steps to the Board [of Education]. All employees shall be advised of procedures established to assist in the solution of [the] problems. [and grievances].

Legal Reference: *Annotated Code of Maryland*, Education Article, §4-205

RELATED POLICY: BOARD OF EDUCATION POLICY 4216.3

[Also see Series 4000, Personnel.]

Policy
Adopted: 9/18/68
REVISED: _____

Board of Education of Baltimore County