

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** October 19, 2010

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

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

**SUBJECT:** **REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 3126 – NON-INSTRUCTIONAL SERVICES: EXPENSE REIMBURSEMENT**

**ORIGINATOR:** Joe A. Hairston, Superintendent

**RESOURCE PERSON(S):** Barbara Burnopp, Chief Financial Officer

**RECOMMENDATION**

That the Board of Education reviews the proposed changes to Policy 3126. This is the first reading.

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Attachment I – Policy Analysis 3126  
Attachment II – Policy 3126

**POLICY ANALYSIS FOR  
BOARD OF EDUCATION POLICY 3126  
EXPENSE REIMBURSEMENTS**

Statement of Issues or Questions Addressed

In accordance with Rule 8130, Policy 3126 is scheduled for review in school year 2010-2011. The policy has been revised to conform to the PRC's editing conventions and included Board members in the required scope of individuals who must submit travel reimbursements.

Cost Analysis and Fiscal Impact on School System

The Board will not incur additional costs by revising Policy 3126.

Relationship to Other Board of Education Policies

1. Board of Education Policy 3127, *Travel*

Legal Requirements

Similar Policies Adopted by Other Local School Systems

1. Montgomery County Board of Education, Policy DIE-RA, *Local Travel*
2. Montgomery County Board of Education, Policy DIE-RB, *Out-of-State Travel on Official Business*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

Board Policy 3126 was considered to be readopted with no changes.

Timeline

First reading – October 19, 2010

Public comment – November 9, 2010

Third reading/vote – December 7, 2010

NON-INSTRUCTIONAL SERVICES: Fiscal Services

[Accounting and Cash Management:] Expense Reimbursement

I. PURPOSE

Approved expenses incurred by [employees of the] MEMBERS OF THE Board of Education OF BALTIMORE COUNTY (BOARD) AND EMPLOYEES OF BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) shall be reimbursed in accordance with the rules and procedures established by the Superintendent.

Related Policies: Board of Education Policy 3127, *Travel*

[Also see Master Agreement with Teachers Association of Baltimore County]

Policy

Board of Education of Baltimore County

Adopted: 10/8/96

Revised: 3/14/06

REVISED: \_\_\_\_\_