

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** February 21, 2012

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

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

**SUBJECT:** **REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 3520 – MAINTENANCE**

**ORIGINATOR:** Renee A. Foose, Deputy Superintendent

**RESOURCE PERSON(S):** Michael G. Sines, Executive Director, Department of Physical Facilities

**RECOMMENDATION**

That the Board of Education reviews the proposed change of Policy 3520 – *Maintenance*. This is the first reading.

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Attachment I – Policy Analysis  
Attachment II – Policy 3520

**POLICY ANALYSIS FOR  
BOARD OF EDUCATION POLICY 3520  
MAINTENANCE**

**Statement of Issues or Questions Addressed**

In accordance with Board of Education Policy and Superintendent's Rule 8130, Policy 3520 is scheduled for review in school year 2011-2012. Policy 3520 articulates the Board's commitment to ensuring that its schools are properly maintained in order to provide an environment that is conducive to learning. Staff is recommending that the policy be revised to (1) include a philosophy statement that details the Board's commitment to the maintenance of the school plant and its connection to student achievement; (2) conform with the Policy Review Committee's editing conventions.

**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**

None

**Legal Requirements**

1. *Annotated Code of Maryland, Education Article §5-112, Bids*
2. *COMAR 23.03.02.18, Maintenance*

**Similar Policies Adopted by Other Local School Systems**

Carroll County Board of Education, Policy GBG, *Health and Safety*

**Draft of Proposed Policy**

Attached

**Other Alternatives Considered by Staff**

No other alternatives were considered.

**Timeline**

First reading – February 21, 2012

Public comment – March 6, 2012

Third reading/vote – April 17, 2012

NON-INSTRUCTIONAL SERVICES: Physical Plant Services

Maintenance

I. PHILOSOPHY

- A. THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) IS COMMITTED TO ENSURING THAT ALL SCHOOLS ARE PROPERLY MAINTAINED AND ARE SAFE, HEALTHY, AND CONDUCIVE TO LEARNING. THE BOARD SUPPORTS THE PHILOSOPHY THAT THE PROPER CARE AND MAINTENANCE OF THE SCHOOL SYSTEM'S BUILDINGS, EQUIPMENT, AND GROUNDS SUPPORTS THE INSTRUCTIONAL PROGRAM BY ENHANCING STUDENT LEARNING.

[The maintenance of the school plant shall be the responsibility of the Department of Physical Facilities.]

II. IMPLEMENTATION

- A. EACH YEAR THE BOARD WILL APPROVE A COMPREHENSIVE MAINTENANCE PLAN FOR FACILITY MAINTENANCE AND IMPROVEMENT.
- B. THE BOARD DIRECTS THE SUPERINTENDENT TO INCLUDE IN THE ANNUAL OPERATING BUDGET FUNDING FOR necessary personnel, equipment, tools, and supplies FOR THE MAINTENANCE OF BUILDINGS, EQUIPMENT, AND GROUNDS. [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 Department of Physical Facilities.

All projects over \$25,000 must comply with state law and established Board of Education policies and purchasing procedures.]

POLICY 3520

Legal ReferenceS: *Annotated Code of Maryland*, Education Article §5-112, *Bids*  
COMAR 23.03.02.18, *MAINTENANCE*

[Related Policies: Board of Education Policy 3210, *Purchasing Services*  
Board of Education Policy 3200, *Purchases from Minority*  
*and Small Business Enterprises*]

Policy  
Adopted: 09/18/68  
Revised: 07/10/07  
REVISED: \_\_\_\_\_

Board of Education of Baltimore County