

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: March 20, 2012

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **REPORT ON PROPOSED CHANGES TO BOARD OF EDUCATION
POLICY 3640, SALES AND DISPOSAL OF BOOKS AND EQUIPMENT
RENAMED DISPOSAL OF SURPLUS OR EXCESS PROPERTY**

ORIGINATOR: Renee A. Foose, Deputy Superintendent

**RESOURCE
PERSON(S):** Kara Calder, Executive Director, Planning and Support Operations
Charles Raulie, Manager, Distribution and Print Services

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 3640. This is the first reading.

Attachment I – Policy Analysis
Attachment II – Policy 3640

**POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 3640
SALE AND DISPOSAL OF BOOKS AND EQUIPMENT
RENAMED AS “DISPOSAL OF SURPLUS OR EXCESS PROPERTY”**

Statement of Issues or Questions Addressed

In accordance with Board of Education Policy and Superintendent’s Rule 8130, Policy 3640 is scheduled for review in school year 2011-2012. Policy 3640 addresses the disposal of goods and materials when they become obsolete or impractical. Staff is recommending that the policy be revised to: (1) rename the policy to better reflect its intent; (2) include a policy statement reflecting the Board’s goal of sound financial stewardship; (3) include standards for determining which items meet the criteria for disposal; (4) clarify that surplus property remains the property of the school system and that any attempt to remove such property will lead to disciplinary action; (5) include an implementation section authorizing the Superintendent to dispose of surplus property.

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

1. Board of Education Policy 3620, *Inventories*
2. Board of Education Policy 4100, *Employee Responsibilities and Conduct*
3. Board of Education Policy 8410, *Fraud Reporting*

Legal Requirements

None

Similar Policies Adopted by Other Local School Systems

1. Board of Education of Harford County, Policy 20-0022-000, *Disposal of Personal Property*.
2. Board of Education of Carroll County, Policy DNN, *School Property Disposition*.
3. Board of Education of Montgomery County, Policy DNA, *Disposition of Board of Education Property*.

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

None.

Timeline

First reading – March 20, 2012
Public comment – April 17, 2012
Third reading/vote – May 8, 2012

NON-INSTRUCTIONAL SERVICES: FEES, GIFTS AND Property Disposition

DISPOSAL OF SURPLUS OR EXCESS PROPERTY [Sale and Disposal of Books and Equipment]

I. POLICY STATEMENT

- A. THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) WILL MAKE EVERY EFFORT TO USE PROPERTY EFFICIENTLY AND COST-EFFECTIVELY UNTIL THE PROPERTY BECOMES UNSERVICEABLE, UNREPAIRABLE, OUTDATED, OR UNSAFE. THIS POLICY DOES NOT APPLY TO REAL PROPERTY.

II. STANDARDS

- A. WHEN PROPERTY OF THE BOARD IS DETERMINED TO BE OF NO USE TO BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) DUE TO ITS OBSOLESCENCE OR CONDITION, OR IS DISCONTINUED AT ITS CURRENT LOCATION, THE PROPERTY WILL BE DISPOSED OF IN ACCORDANCE WITH ESTABLISHED PROCEDURES.
- B. PROPERTY DEEMED SURPLUS MUST MEET AT LEAST ONE OF THE FOLLOWING CRITERIA:
 - 1. IT HAS BEEN CONDEMNED OR IS UNSAFE.
 - 2. IT IS DAMAGED OR WORN BEYOND REPAIR THAT IS ECONOMICALLY FEASIBLE.
 - 3. IT IS CONSIDERED OUTDATED OR OBSOLETE.
 - 4. IT MUST BE REMOVED FROM SERVICE IN ACCORDANCE WITH STATE REGULATIONS.
- C. TEXTBOOKS AND OTHER MATERIALS OF INSTRUCTION ARE CONSIDERED BOARD PROPERTY AND WILL BE GOVERNED BY THIS POLICY.
- D. THE DISPOSAL OF LEASED OR LICENSED ITEMS WILL BE EXEMPT FROM THIS POLICY AND WILL COMPLY WITH THE SPECIFIC TERMS OF THE LEASE OR LICENSE AGREEMENT.
- E. PROCEEDS REALIZED FROM ANY MEANS OF DISPOSAL ARE TO BE DEPOSITED IN AN ACCOUNT DESIGNATED BY THE DEPARTMENT OF FISCAL SERVICES.

III. RETENTION

- A. ALL PROPERTY DECLARED SURPLUS OR EXCESS UNDER THIS POLICY, INCLUDING SALVAGE AND SCRAP PROPERTY, REMAINS THE PROPERTY OF BCPS. THE REMOVAL OF THESE ITEMS FOR PERSONAL USE IS STRICTLY PROHIBITED AND MAY RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.

IV. IMPLEMENTATION

- A. THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

[No books or equipment shall be disposed of until permission has been received from the Superintendent or superintendent's designee.

Records of disposals shall be maintained in the Distribution Services Office, the Accounting Office, and the school or the central office that funded the original purchase].

RELATED POLICIES: BOARD OF EDUCATION POLICY 3620, *INVENTORIES*
BOARD OF EDUCATION POLICY 4100, *EMPLOYEE RESPONSIBILITIES AND CONDUCT*
BOARD OF EDUCATION POLICY 8410, *FRAUD REPORTING*

Policy
Adopted: 09/18/68
Revised: 11/21/06
REVISED: _____

Board of Education of Baltimore County