

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** May 22, 2012

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

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

**SUBJECT:** **REPORT ON PROPOSED CHANGES TO BOARD OF EDUCATION  
POLICY 8222, SECRETARY-TREASURER**

**ORIGINATOR:** Margaret-Ann Howie, Esq., General Counsel

**RESOURCE  
PERSON(S):** Patricia Clark, Policy and Compliance Officer

**INFORMATION**

That the Board of Education reviews the proposed changes to Policy 8222. This is the first reading.

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Attachment I – Policy Analysis  
Attached II – Policy 8222

**POLICY ANALYSIS FOR  
BOARD OF EDUCATION POLICY 8222  
OFFICERS, DUTIES: SECRETARY-TREASURER  
RENAMED AS, "SECRETARY-TREASURER"**

**Statement of Issues or Questions Addressed**

In accordance with Policy and Rule 8130, Policy 8222 is scheduled for review in school year 2011-2012. Policy 8222 outlines the duties of the Superintendent in his/her capacity as Secretary-Treasurer of the Board of Education. Policy 8222 has been revised to: (1) rename the policy; (2) include a policy statement; (3) delete the requirement that the Superintendent be incapacitated in order to send a designee to board or committee meetings; (4) include responsibilities as Treasurer of the Board; (5) 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**

1. None

**Legal Requirements**

1. *Annotated Code of Maryland, Education Article §4-102, County superintendent*
2. *Annotated Code of Maryland, Education Article §4-204, Administration of office of county superintendent; general duties*
3. *Annotated Code of Maryland, Education Article §4-205, Powers and duties of county superintendent*

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

1. Anne Arundel County Board of Education, Policy BBA, *Superintendent – Secretary/Treasurer, Executive Officer of the Board*
2. Frederick County Board of Education, Policy 103, *Superintendent*
3. Harford County Board of Education, Policy 22-0012-000, *Superintendent Relations*
4. Prince George's County Board of Education, Policy 9230, *Secretary, Treasurer, and Executive Officer*

**Draft of Proposed Policy**

Attached

**Other Alternatives Considered by Staff**

No other alternatives were considered.

**Timeline**

First Reading – May 22, 2012

Public Comment – June 12, 2012

Third Reading/vote – July 10, 2012

INTERNAL BOARD POLICIES: Duties and Responsibilities

[Officers, Duties:] Secretary-Treasurer

I. POLICY STATEMENT

- A. IN ACCORDANCE WITH STATE LAW, the Superintendent [of Schools] shall serve as secretary-treasurer OF [to] the Board OF EDUCATION OF BALTIMORE COUNTY (BOARD).

II. DUTIES

- A. As secretary-treasurer, THE SUPERINTENDENT [, his/her duties] shall [be]:
1. MAINTAIN, FILE, AND STORE ALL [To Have complete charge of proper maintenance, filing and storage of] documents and records of the Board IN ACCORDANCE WITH THE SCHOOL SYSTEM'S RECORDS RETENTION SCHEDULE.
  2. PUBLISH ALL LEGAL [To Post and issue written] notices CONCERNING BOARD BUSINESS [as required bylaw,] and DISTRIBUTE NOTICES OF [notify all Board members of Board] meetings.
  3. [To] PERSONALLY, OR THROUGH A DESIGNEE, attend all MEETINGS OF THE Board [meetings] and OF ITS COMMITTEES, [meetings of all the committees] except when THE BOARD IS CONSIDERING APPEALS IN ITS QUASI-JUDICIAL ROLE IN CLOSED SESSION, OR WHEN THE SUPERINTENDENT'S [his/her own] tenure, salary, or the administration of his/her office are under consideration. [In case of incapacitation, the Superintendent shall appoint an alternate and notify the president of the Board.]
  4. [To] Prepare the agenda for each Board meeting.
  5. [To] Record minutes of the meetings of the Board.
  6. [To] Conduct and sign the correspondence of the Board, WHEN APPROPRIATE.
  7. [To] Prepare and submit all official Board documents.
  8. [To] Sign and execute all official papers on behalf of the Board when the signature of the Board members is not required.
  9. [To] Compile and present information useful to the Board in making decisions and in keeping informed on the progress of the school system.

10. ACT AS CUSTODIAN OF ALL FUNDS BELONGING TO AND UNDER THE CONTROL OF THE BOARD.
11. DISBURSE BOARD FUNDS ACCORDING TO THE PROVISIONS OF THE ANNUAL BUDGET, SPECIFIC DIRECTIVES OF THE BOARD, AND AS PROVIDED BY LAW.

Legal ReferenceS: *Annotated Code of Maryland*, Education Article §4-102, *County superintendent*  
*ANNOTATED CODE OF MARYLAND*, EDUCATION ARTICLE §4-204, *Administration of office of county superintendent; general duties*  
*ANNOTATED CODE OF MARYLAND*, EDUCATION ARTICLE §4-205, *Powers and duties of county superintendent*

Policy  
Adopted: 04/13/72  
Revised: 05/22/07  
REVISED: \_\_\_\_\_

Board of Education of Baltimore County