

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 11, 2006

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

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

**SUBJECT:** **POLICY 3225 – NON-INSTRUCTIONAL SERVICES:  
PURCHASING – FURNITURE, FIXTURES, AND EQUIPMENT**

**ORIGINATOR:** J. Robert Haines, Deputy Superintendent, Business Services

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

**RECOMMENDATION**

That the Board of Education approve revisions to Policy 3225 – NON-INSTRUCTIONAL SERVICES: Purchasing – Furniture, Fixtures, and Equipment. This is the first reading of this policy.

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- Attachment I – Policy Analysis 3225
- Attachment II – Policy 3225

**BOARD OF EDUCATION OF BALTIMORE COUNTY**  
Policy Analysis for Proposed New Policy 3225 and Rule 3225  
**NON-INSTRUCTIONAL SERVICES: Purchasing; Furniture, Fixtures &  
Equipment**

Statement of Issues Addressed By the Proposed Policy

The policy is slightly updated for current language.

Cost Analysis and Fiscal Impact on School System

No impact.

Relationship to Other Board of Education Policies

It is suggested that the reference to the Board policy on inventory be eliminated.

Legal Requirement

Similar Policies Adopted by Other School Systems

FF&E applies to all school systems though implementation may vary.

Draft of Proposed Policy and Rule (see attached)

Other Alternatives Considered by Staff

None

NON-INSTRUCTIONAL SERVICES: Purchasing

Furniture, Fixtures, and Equipment – New School Projects, Renovations or Additions

The Superintendent [of Schools] shall establish administrative procedures for the selection, purchase, and installation of furniture, fixtures, and equipment for new school projects, building renovations, or additions. These procedures shall conform to applicable state and local laws and regulations, and shall support the educational, functional, and architectural requirements and design of the school program.

Policy  
Adopted: 9/25/69  
Revised: 7/13/99  
Revised: 6/10/03  
REVISED:

Board of Education of Baltimore County