

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: June 10, 2008

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **REPORT ON PROPOSED CHANGES TO POLICY 3215 – NON-
INSTRUCTIONAL SERVICES: CONTRACTS**

ORIGINATOR: J. Robert Haines, Esq., Deputy Superintendent

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

RECOMMENDATION

In accordance with Superintendent's Rule 8130, policy 3215 is scheduled for review in school year 2008. It is recommended that the Board of Education review the proposed revisions in Policy 3215 – NON-INSTRUCTIONAL SERVICES: Contracts. This is the first reading of this revised policy.

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- Attachment I – Policy Analysis 3215
- Attachment II – Policy 3215

**Policy Analysis for
Board of Education Policy 3215
Contracts**

Statement of Issues or Questions Addressed

Board of Education Policy 3215 was revised to reflect current editing conventions. It requires no substantive amendment. The policy directs the superintendent to establish appropriate procedures concerning the award and execution of contracts.

Cost Analysis and Fiscal Impact on School System

The Board will not incur additional costs by incorporating minor edits to Policy 3215.

Relationship to Other Board of Education Policies

There is no relationship of this policy with other Board of Education policies.

Legal Requirements

There are no legal requirements for Policy 3215.

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel County, Policy DE 405, *Purchasing Authority*
2. Montgomery County, Policy DJB, *Bid Awards*
3. Harford County, Policy 16-0002-000, *Contracts*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

The policy is being revised to reflect current editing conventions; therefore, no other alternatives were considered.

Timeline:

- First reading – June 10, 2008
- Public comment – July 8, 2008
- Third reading – August 12, 2008

NON-INSTRUCTIONAL SERVICES: Purchasing

Contracts

- I. With respect to the award and execution of a contract for expenditures approved by the Board of Education OF BALTIMORE COUNTY (BOARD), the Superintendent [of Schools] shall establish administrative [procedures] RULES wherein necessary contracts and agreements shall be executed to reflect the range of equipment, supplies, commodities, services, including construction or renovation projects, regardless of the funding source.

- II. The [procedures] RULES shall provide for the issuance of a contract or agreement to document the scope, surety, responsibilities of the parties, terms and conditions of performance, and authorization for payment. [The contracts and agreements shall be executed in conformance with pertinent law and regulations including the obtaining of such approvals as are required for the legal execution of these documents.]

Policy
Adopted: 9/25/69
Revised: 7/13/99
REVISED: _____

Board of Education of Baltimore County