

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** December 6, 2011

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

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

**SUBJECT:** **CONSIDERATION OF THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 3225 – FURNITURE, FIXTURES, AND EQUIPMENT**

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

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

**RECOMMENDATION**

That the Board of Education approves the proposed changes of Policy 3225. This is the third reading.

Attachment I – Policy Analysis  
Attachment II – Policy 3225

**POLICY ANALYSIS FOR  
BOARD OF EDUCATION POLICY 3225  
FURNITURE, FIXTURES, AND EQUIPMENT**

**Statement of Issues or Questions Addressed**

In accordance with Board of Education Policy and Superintendent's Rule 8130, Policy 3225 is scheduled for review in school year 2011-2012. Policy 3225 concerns the purchase of furniture, fixtures, and equipment following new school construction, building renovations, and additions. Staff is recommending that the policy be revised to: (1) include a policy statement that reflects the Board's commitment to include these items in the total construction budget, and (2) conform with the Policy Review Committee's policy 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. Board of Education Policy 3000, *Non-Instructional Services*
2. Board of Education Policy 3200, *Purchases from Minority and Small Business Enterprises*
3. Board of Education Policy 3209, *Purchasing Principles*
4. Board of Education Policy 3210, *Purchasing Guides*
5. Board of Education Policy 3220, *Inventories*
6. Board of Education Policy 7310, *Determination of School Construction Costs*

**Legal Requirements**

1. *Annotated Code of Maryland, Education Article §5-112, Bids*

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

1. Anne Arundel County Board of Education, Policy DE, *Purchasing Authority*
2. Harford County Public Schools, Policy 18-0002-000, *Contracting and Procurement, Minority Business Enterprises Policy for State Funded Public School Construction*
3. Howard County Board of Education, Policy 6020, *School Planning/School Construction Programs*

**Draft of Proposed Policy**

Attached

**Other Alternatives Considered by Staff**

Make no revisions and leave the policy as originally written.

**Timeline**

First reading – October 25, 2011

Public comment – November 8, 2011

Third reading/vote – December 6, 2011

NON-INSTRUCTIONAL SERVICES: Purchasing

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

I. POLICY STATEMENT

- A. THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) RECOGNIZES THAT THE NEED MAY ARISE TO PLAN, DESIGN, AND CONSTRUCT NEW EDUCATIONAL FACILITIES OR TO RENOVATE OR BUILD ADDITIONS TO AN EXISTING SCHOOL TO ADVANCE STUDENT SUCCESS. THE BOARD FURTHER BELIEVES THAT THESE CONSTRUCTION PROJECTS SHOULD INCLUDE IN THE TOTAL PROJECT BUDGET THE COST OF THE PURCHASE OF FURNITURE, FIXTURES, AND EQUIPMENT REQUIRED FOR USE IN THE FACILITY.

II. IMPLEMENTATION

- A. The Superintendent shall establish administrative procedures for the selection, purchase, and installation of furniture, fixtures, and equipment for new school projects, building renovations AND [, 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.

LEGAL REFERENCES: *ANNOTATED CODE OF MARYLAND*, EDUCATION ARTICLE §5-112, *BIDS*

RELATED POLICIES: BOARD OF EDUCATION POLICY 3000, *NON-INSTRUCTIONAL SERVICES*  
BOARD OF EDUCATION POLICY 3200, *PURCHASES FROM MINORITY AND SMALL BUSINESS ENTERPRISES*  
BOARD OF EDUCATION POLICY 3209, *PURCHASING PRINCIPLES*  
BOARD OF EDUCATION POLICY 3210, *PURCHASING GUIDES*  
BOARD OF EDUCATION POLICY 3220, *INVENTORIES*  
BOARD OF EDUCATION POLICY 7310, *DETERMINATION OF SCHOOL CONSTRUCTION COSTS*

Policy	Board of Education of Baltimore County
Adopted:	09/25/69
Revised:	07/13/99
Revised:	06/10/03
Revised:	09/06/06
REVISED:	_____