I. Policy Statement

In accordance with State law, the Baltimore County Public Schools’ (BCPS) Superintendent shall serve as the executive officer, secretary and treasurer of the Board of Education of Baltimore County (Board).

II. Duties

A. As executive officer, the Superintendent shall:

1. Advise the Board on educational policies of BPCS, school attendance areas, curriculum guides and courses of study and any question under consideration by the Board;
2. Propose annual operating and capital budgets to the Board;
3. Personally, or through a designee, attend all meetings of the Board, as well as the Board’s committee meetings, except when the Board is considering appeals in its quasi-judicial role in closed session or when the Superintendent’s tenure, salary or the administration of his/her office is under consideration;
4. Advise the Board on any question under consideration at the meetings that he/she is permitted to attend, but may not vote;
5. Recommend for Board approval the appointment of personnel and salaries;
6. Administer disciplinary actions of BCPS personnel and students;
7. Implement State law, State Board of Education regulations and Board policies as they govern BCPS operations; and
8. Compile and present information useful in making decisions and/or as directed by the Board Chair and/or by a majority of Board members.

B. As Secretary, the Superintendent shall:

1. Maintain, file and store all documents and records of the Board in accordance with the school system’s records retention schedule;
2. Publish all legal notices concerning Board business and distribute notices of meetings;
3. In collaboration with the Board Chair and Vice Chair, and upon approval by the Board Chair and Vice Chair, prepare the agenda for each Board meeting;
4. Record minutes of the meetings of the Board and ensure compliance with the Education Transparency Act as set forth in Board Policy 8330;
5. Conduct and sign the correspondence of the Board, when appropriate;
6. Prepare and submit all official Board documents;
7. Sign and execute all official papers on behalf of the Board when the signature of the Board members is not required;
8. Maintain accurate records including a stenographic transcript of all hearings involving disputes and controversies; and
9. Maintain accurate records including a stenographic transcript of all public Board hearings and Board meetings to be made available on the Web site, as appropriate.

C. As Treasurer, the Superintendent shall:
1. Act as custodian of all funds belonging to and under the control of the Board; and
2. Disburse Board funds according to the provisions of the annual budget, specific directives of the Board and as provided by law.

III. Implementation

The Board shall implement this policy.

Legal References:  
Annotated Code of Maryland, Education Article §3-2B-09, Election of Chair and Vice Chair
Annotated Code of Maryland, Education Article §4-102, County Superintendent as Executive Officer, Secretary, and Treasurer of the Board
Annotated Code of Maryland, Education Article §4-103, Appointment and Salaries of Principals, Teachers, and Personnel
Annotated Code of Maryland, Education Article §4-108, Powers and Duties of the Board
Annotated Code of Maryland, Education Article §4-204, Duties of the County Superintendent
Annotated Code of Maryland Education Article §4-205, Powers and Duties of County Superintendent
Annotated Code of Maryland, Education Article §6-201, Appointment of Employees by County Board
Annotated Code of Maryland, Education Article §6-202, Suspension or Dismissal of Teachers, Principals, Supervisors, Assistant Superintendents or Other Professional Assistants

Related Policies: Board of Education Policy 8314, Meetings: Agenda
Board of Education Policy 8330, Minutes

Policy
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