

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Related Entries: Policy 201.01, BCD, BCF

Responsible Office: BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

SUPERINTENDENT - SECRETARY/TREASURER, EXECUTIVE OFFICER OF THE BOARD

A. PURPOSE

To enumerate the responsibilities of the Superintendent of Schools in his/her various positions with the Board.

B. ISSUE

Maryland Education Law provides that the Superintendent is the executive officer, secretary, and treasurer of the Board.

C. POSITION

1. The Superintendent as Executive Officer:
 - a. advises the Board of Education on educational policies of the school system, school attendance areas, curriculum guides and courses of study, and any question under consideration by the Board;
 - b. recommends contracts, to the extent required by law, and other documents for Board approval;
 - c. informs the Board in advance of administrative reorganizations, including transfers of functions, establishment of positions and offices, and consolidation of positions and offices;
 - d. proposes annual operating and capital budgets to the Board of Education;
 - e. attends all meetings of the Board, as well as committee meetings as requested, 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;
 - f. advises the Board on any question under consideration at the meetings that he/she is permitted to attend, but may not vote;

- g. recommends for its approval the appointment and/or advises (where appropriate) of the appointment and/or transfer of administrative and supervisory personnel to the Board, whether by discrete personnel actions or by way of a monthly personnel report;
 - h. administers disciplinary actions of Anne Arundel County Public Schools (AACPS) personnel and students;
 - i. implements State law, State Board of Education regulations, and Board of Education policies insofar as they govern local school system operations;
 - j. provides leadership and direction with planning, coordination, and evaluation of all aspects of the operations of AACPS, and is responsible for day-to-day operations and management of the public schools;
 - k. promotes an awareness of, and advocacy for, matters involving public education in Anne Arundel County including reaching out to professional organizations, civic groups, and public officials of the national, state, and local levels; and
 - l. sends copies of all major directives to each Board member for information.
2. The Superintendent as the Board Secretary, in tandem with the Executive Assistant to the Board of Education:
- a. keeps accurate minutes of the proceedings pursuant to Policy BCF;
 - b. records the proceedings as a public record;
 - c. sends out notices of meetings;
 - d. publishes all legal notices concerning Board business;
 - e. maintains accurate records including a stenographic transcript of all hearings involving disputes and controversies; and
 - f. transmits to the State Superintendent of Schools and to local school principals, in a timely fashion, notification of the adoption of a new or revised policy by the Board and the issuance of a new or revised regulation from the Superintendent.
3. The Superintendent as the Board Treasurer:
- a. acts as custodian of all funds belonging to and under the control of the Board;

- b. receives all funds transmitted to the Board;
- c. deposits funds received in banks designated by the Board;
- d. disburses Board funds according to the provisions of the annual budget, specific directives to the Board, and the provisions of school law;
- e. provides regular reports and accounts of funds received and disbursed; and
- f. gives bond to secure the interests of the State of Maryland and bond to secure the interests of the Board in such penal sums as the Board will determine. The bonds shall have the security of any guaranty, deposit, trust, or other similar company authorized under the laws of Maryland to act in such capacity. The cost or fee for such securities shall be paid by AACPS. The bond to the State, when executed, shall be filed with the Maryland State Comptroller, Office of Administration and Finance. The bond to the Board shall be filed with the Insurance and Safety Management Office at AACPS.

Policy History: Adopted on 12/21/11.

Note previous policy history: Replaces Policy 201.01, adopted 6/7/78 and revised 10/16/89.