

REGULATION

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: DH
Responsible Office: CHIEF OPERATING OFFICE

MANAGEMENT OF BOARD REAL PROPERTY

A. PURPOSE

To ensure that adequate schools and support facilities are available to support the school district's mission.

B. BACKGROUND

Management of the real property inventory requires the establishment of regulations and processes to govern the use, administration, and disposition of real property.

C. DEFINITIONS

1. ***Easement*** – a non-possessory interest in the land that creates the right to use the property of another for a specific purpose or that imposes limitations upon use or obligations to preserve or maintain all of a specific portion of the property.
2. ***Right of way*** – the legal right established by usage or grant to pass along a specific route through grounds or property belonging to another.
3. ***Surplus real property*** – real property owned by the Board that is not being utilized
4. ***Temporary or revertible easements*** – temporary right to use or control real property belonging to another.

D. PROCEDURES

1. All approvals on easements, right of ways, and surplus properties shall be made by the Board during a regularly scheduled Board meeting.
2. Pertinent information shall be reviewed by the Chief Operating Officer or the Chief Operating Officer's designee. The deeds, plats, and descriptions shall be sent to the Board attorney for review. The recommendation of the

Superintendent shall be submitted to the Board for final review and approval at a scheduled Board meeting.

3. The Code of Maryland Regulations governs the disposition of real property when the local board of education determines that it is no longer needed for school purposes. The Chief Operating Officer or the Chief Operating Officer's designee shall be responsible for initiating and carrying through the necessary activities to develop a recommendation to the Superintendent for disposing of any real property as prescribed in State law. With the concurrence of the Superintendent of Schools, the recommendation shall be submitted to the Board for consideration and approval. The Superintendent shall then notify the State Superintendent of Schools, and when required, the County Council of Anne Arundel County.
4. All plats and descriptions shall be signed and sealed by a registered Maryland Professional Land Surveyor. Deeds shall be prepared by a Maryland licensed attorney(s).
5. After all requisite documents have been reviewed for legal sufficiency and appropriate signatures obtained, the documents are to be recorded with the Clerk of the Circuit Court for Anne Arundel County. Copies of documents shall be stored in the Anne Arundel County Public Schools real estate files at the Office of Planning, Design & Construction.
6. Funds received in excess of the fair market value as determined by an appraisal or other acceptable means shall be deemed as donations.

Regulation History: Developed by Superintendent 04/26/17
Reviewed by the Board of Education 05/17/17
Adopted 07/12/17

Note Previous Regulation History: Replaces Policy 408, adopted 03/05/94