

PRINCE GEORGE’S COUNTY PUBLIC SCHOOLS  
Board of Education  
Upper Marlboro, Maryland

3000  
Policy No.

BOARD OF EDUCATION POLICY

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

Business

**I. POLICY STATEMENT**

- A. The Prince George’s County Board of Education (Board) recognizes that resources and resource management comprise the foundational support of the whole school program.
- B. The Board also recognizes that effective resource management involves the strategic and efficient allocation of Prince George’s County Public Schools’ (PGCPS) assets, such as: human capital, finances, equipment, and technology, etc., to ensure that the foundational support is effective.

**II. PURPOSE**

The purpose of this policy is to provide guidelines for effective support to ensure PGCPS provides all students regardless of race, color, national origin, citizenship status, religion, marital status, sex, sexual orientation, gender identity, disability, or age, with equitable access to a high quality education that promotes college and career readiness, social/emotional learning, and supports the social, emotional, mental, physical and academic needs of each student.

**III. DEFINITIONS**

- A. *Adequacy in staffing* – Refers to sufficient staffing levels. The key factors of *adequacy in staffing* include:
  - 1. Workload and operational requirements;
  - 2. Skill sets and competencies;
  - 3. Productivity standards and service level agreements; and
  - 4. Employee well-being.
- B. *Resource management* – The process of strategically planning, allocating, and managing an organization’s resources to achieve specific goals and objectives.

C. *Resources* – Things that can be used to help someone do something to solve a problem or achieve a goal, which can be physical objects or intangible things.

D. *Stakeholders* – PGCPS students, staff, parents, and community members.

#### IV. **STANDARDS**

A. To encourage advance planning through the best possible budget procedures, the Superintendent/designee shall:

1. Clearly define the resources required for each program ~~project or task~~, considering the skills, time and tools necessary;
2. Anticipate upcoming needs based on PGCPS' strategic plan, federal and state statutory and regulatory requirements, and Maryland State Department of Education (MSDE) requirements;
3. Develop resource management plans that outline how resources will be allocated and utilized over a specified time period;
4. Develop a comprehensive budget aligned with PGCPS' strategic plan; and
5. Develop a strategic budget development plan which substantially involves all essential internal and external stakeholders in the annual budget creation process; and implement a robust plan to effectively time- manage stakeholder engagement, taking into consideration the order of operations and the anticipation of any new state laws that could impact the budget.

B. To guide the expenditure of funds to achieve the greatest educational returns, the Superintendent/designee shall:

1. Allocate funds equitably across schools and programs, considering factors like student demographics and special needs and in accordance with State and federal law;
2. Provide schools with adequate resources to support their instructional programs and operational needs; and
3. Highlight for Board members areas of financial accountability that present a compliance challenge.

C. To attain maximum efficiency through effective resource allocation utilization and accountability, the Superintendent/designee shall:

1. Implement strategies and provide support to guide school principals in using their budget efficiently and effectively without compromising the quality of students'

education; and

2. Establish processes or strategies to regularly review and analyze expenditures to identify areas for efficiency improvements.
- D. To explore all practical and legal sources of income, in addition to federal, state, and local funding, and seek the resources required to provide high-quality education, the Superintendent/designee shall:
1. Require the Division of Business Management Services and other divisions, as appropriate, to share information with Grants Financial Management (GFM) about funding gaps that need to be addressed so that GFM may seek and apply for grants from federal, state, and other resources.
  2. Develop partnerships with businesses and community organizations to secure additional funding and resources.
  3. Explore fundraising opportunities to supplement traditional funding sources.
- E. To ensure that PGCPs administrative offices provide appropriate support to the schools, the Superintendent/designee shall:
1. Use best efforts to attain staffing adequacy for applicable administrative offices;
  2. Develop systems that provide effective and efficient management of resources and annually evaluate system efficiency; and
  3. Require administrative offices to collect and utilize data to make decisions regarding all aspects of the operation of the school system.
- F. The Superintendent/designee shall set high standards for:
1. Safety of the operation and maintenance of the school and administrative buildings;
  2. A school and work environment that promotes the health of students and staff; and
  3. Healthy school buildings that support the efforts of staff to provide a quality education.
- G. To ensure that the business of PGCPs results in providing students with a transformative educational experience, each standing committee of the Board shall coordinate its work with the other standing committees.

**V. IMPLEMENTATION RESPONSIBILITIES**

The Superintendent is authorized to develop an administrative procedure to implement this policy.

## **VI. REFERENCES**

### **A. Legal**

MD. CODE ANN., EDUC. § 4-108

### **B. Other Board Policies**

BP 0101 – Educational Equity

BP 0109 – Financial Impropriety, Improper Conduct and Whistleblower Protection

BP 0119 – Theory of Action

BP 0120 – System Oversight

BP 3100 – Investments

BP 3130 – Budgets

### **C. Superintendent's Administrative Procedures**

Administrative Procedure 3100 – Investment Policy and Procedures

Administrative Procedure 3230 – Grant Assistance, Funding Solicitations, and  
Acceptance of Other Funds and Resources

## **VII. HISTORY**

Policy Adopted

8/10/71

Policy Amended

5/12/03

Policy Amended

11/9/04

Policy Amended

11/13/25