

## NEW CONSTRUCTION: Planning

Determining Needs

## I. PURPOSE

- A. THE NEED FOR CHANGES TO SCHOOL FACILITIES IS DETERMINED BY NUMEROUS FACTORS, INCLUDING BUT NOT LIMITED TO STATE RATED CAPACITY (SRC) OF EXISTING BUILDINGS, PROJECTED ENROLLMENT, OBSERVED AND ANTICIPATED INCREASES IN COMMUNITY DEVELOPMENT, AND CHANGES IN FACILITY NEEDS DUE TO PROGRAMMATIC, LOCAL OR STATE REQUIREMENTS.
- B. A STRATEGIC PLANNING PROCESS GUIDES THE WORK OF BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) IN PLANNING FOR HIGH QUALITY FACILITIES, WHICH ARE NEEDED TO SUPPORT THE EDUCATIONAL PROGRAM.

## II. DEFINITIONS

- A. *CAPITAL IMPROVEMENT PROGRAM*  
A COMPREHENSIVE FIVE-YEAR PLAN THAT IDENTIFIES AND PRIORITIZES PHYSICAL FACILITY NEEDS AND CAPITAL IMPROVEMENTS TO SUPPORT THE EDUCATIONAL PROGRAM.
- B. *EDUCATIONAL FACILITIES MASTER PLAN (EFMP)*  
AN ANNUAL DOCUMENT REQUIRED OF ALL LOCAL EDUCATION AGENCIES (LEA'S) BY THE STATE OF MARYLAND IN ACCORDANCE WITH ITS ADMINISTRATIVE PROCEDURES GUIDE. THE EFMP IDENTIFIES THE LEA PROJECTED FACILITY NEEDS. THE ANALYSIS AND CONCLUSIONS THEREIN MUST BE ABLE TO SUBSTANTIATE ALL PUBLIC SCHOOL CONSTRUCTION PROJECTS.
- C. *INTERAGENCY COMMITTEE ON SCHOOL CONSTRUCTION (IAC)*  
THE STATE AGENCY RESPONSIBLE FOR THE REVIEW/ APPROVAL OF CONSTRUCTION DOCUMENTS AND FUNDING OF SCHOOL CONSTRUCTION PROJECTS TO ENSURE EQUITY OF SCHOOL FACILITIES. THE IAC IS COMPOSED OF THE STATE SUPERINTENDENT OF SCHOOLS, THE DIRECTOR OF THE MARYLAND OFFICE OF PLANNING, THE SECRETARY OF THE DEPARTMENT OF GENERAL SERVICES, AND THE EXECUTIVE DIRECTOR OF THE STATE SCHOOL CONSTRUCTION PROGRAM.

- D. *MARYLAND STATE PUBLIC SCHOOL CONSTRUCTION PROGRAM*  
THE PROGRAM THAT PROVIDES FOR STATE FUNDING OF PUBLIC SCHOOL CONSTRUCTION.
- E. *PUPIL-YIELDS*  
AN ESTIMATE OF THE NUMBER OF SCHOOL-AGED STUDENTS A NEWLY CONSTRUCTED RESIDENTIAL DEVELOPMENT IS EXPECTED TO PRODUCE OVER TIME.
- F. *STATE RATED CAPACITY (SRC)*  
DEFINED BY THE STATE OF MARYLAND AS THE MAXIMUM NUMBER OF STUDENTS WHO CAN REASONABLY BE ACCOMMODATED IN A FACILITY WITHOUT SIGNIFICANTLY HAMPERING DELIVERY OF THE GIVEN EDUCATIONAL PROGRAM. THE SRC IS CALCULATED AS THE PRODUCT OF THE NUMBER OF TEACHING STATIONS IN A SCHOOL AND A STATE-DETERMINED STUDENT-TO-CLASSROOM RATIO.

III. PROCEDURES

THE FOLLOWING PROCEDURES, CRITERIA, OR STANDARDS APPLY TO THE FACILITIES PLANNING PROCESS:

- A. ENROLLMENT FORECASTS
  - 1. STUDENT POPULATION AND COMMUNITY DEVELOPMENT TRENDS SERVE AS THE BASIS FOR LONG-RANGE PLANNING.
  - 2. IN CONSULTATION WITH THE ASSISTANT SUPERINTENDENTS, THE OFFICE OF STRATEGIC PLANNING IS RESPONSIBLE FOR COMPILING DATA NECESSARY TO PROJECT ENROLLMENTS.
  - 3. THE OFFICE OF STRATEGIC PLANNING WILL:
    - a. CHART GROWTH AND DEVELOPMENT ACTIVITY BASED ON DATA RECEIVED FROM THE COUNTY OFFICE OF PLANNING AND ZONING.
    - b. PREPARE ENROLLMENT FORECASTS AT ALL GRADE LEVELS FOR ALL SCHOOLS.
    - c. DETERMINE PUPIL-YIELDS FOR VARIOUS TYPES OF HOUSING IN ALL ELECTION DISTRICTS.
    - d. REVIEW EXISTING AND POTENTIAL SITES AND MAINTAIN A DATABASE OF SITE BANK PROPERTIES FOR BCPS.

- e. PREPARE AND REPORT ANNUALLY TO THE SUPERINTENDENT THE OFFICIAL SCHOOL YEAR ENROLLMENT, REVISED SCHOOL CAPACITIES, AND REVISED ONE YEAR AND TEN YEAR ENROLLMENT PROJECTIONS.

B. FACILITIES INVENTORY

- 1. A FACILITIES INVENTORY IS REQUIRED AS A COMPONENT OF THE ANNUAL EDUCATIONAL FACILITIES MASTER PLAN.
- 2. THE INVENTORY SHALL CONTAIN PERTINENT HISTORICAL AND CURRENT BUILDING INFORMATION TO SUPPORT THE CAPITAL IMPROVEMENT PROGRAM IN ACCORDANCE WITH *THE IAC AND THE STATE OF MARYLAND PUBLIC SCHOOL CONSTRUCTION PROGRAM ADMINSTRATIVE PROCEDURES GUIDE*.
- 3. THE DEPARTMENT OF PHYSICAL FACILITIES WILL MAINTAIN THE FACILITY INVENTORY INCLUDING THE FOLLOWING INFORMATION FOR EACH EDUCATIONAL FACILITY:
  - a. NAME;
  - b. LOCATION;
  - c. STATE RATED CAPACITY (SRC);
  - d. GRADE ORGANIZATION;
  - e. SIZE AND GROSS SQUARE FOOTAGE;
  - f. DATE OF CONSTRUCTION OF ORIGINAL BUILDING;
  - g. DATES AND DESCRIPTIONS OF ALL RENOVATIONS;
  - h. ACREAGE OF SCHOOL SITE;
  - i. ENROLLMENTS FOR THE PREVIOUS FALL;
  - j. UTILIZATION RATE;
  - k. GENERAL PHYSICAL CONDITION.
- 4. THE DEPARTMENT OF PHYSICAL FACILITIES WILL ESTABLISH CRITERIA, METHODS AND PROCEDURES FOR CONDUCTING EVALUATIONS OF SCHOOL BUILDINGS.
- 5. THE DEPARTMENTS OF FISCAL SERVICES, PHYSICAL FACILITIES, AND PLANNING AND SUPPORT OPERATIONS WILL PREPARE AND SUBMIT ANNUALLY TO THE SUPERINTENDENT DOCUMENTATION IN SUPPORT OF THE CAPITAL IMPROVEMENT PROGRAM AND THE EDUCATIONAL FACILITIES MASTER PLAN.

[1. Enrollment Data

It shall be the responsibility of the Department of Planning and the principal of each school to compile the data necessary to project enrollments several years in advance for that particular school.

2. Charting Growth and Forecasting Enrollments

Inasmuch as the orderly physical expansion of the school system is dependent upon charting residential growth as the basis for preparation of enrollment forecasts, at the various grade levels, it is important that precise procedures be followed in this phase of determining needs. The Department of Planning, Division of Physical Facilities, shall be charged with the responsibility of charting such growth and preparing enrollment forecasts, both short and long range. The following procedures shall apply in their preparation:

- a. Establishment of a set of wall maps on which shall be located all yet-to-be completed housing subdivisions in the County. These maps shall be kept up to date under an arrangement whereby approved subdivision plats are received from the County Office of Planning and Zoning.
- b. Keep up to date a set of log books in which each housing subdivision is listed. When building permits are issued against these subdivisions, this information shall be recorded in the log books, thereby giving the current status of an individual development as it proceeds toward completion.
- c. Determination of pupil-yield factors for various types of housing in all election districts of the County. Pupil-yield factors shall be developed for pupils at all levels of instruction--including elementary, middle, and high.
- d. Establishment and revision of school districts following the boundary change practices approved by the Board of Education.
- e. Preparation and periodic revision of a master justification schedule that establishes priority schedules for site acquisition, advance architectural planning, and start of construction.
- f. Submission to the Board of Education for approval an annual school capital budget and ensuing five-year capital program for approval.
- g. Submission to the State of Maryland Interagency Committee on School

Construction an annual school capital budget and ensuing five-year capital program for approval.

- h. Submission to the Baltimore County Executive for approval an annual school capital budget and ensuing five-year capital program which includes funds for the purchase of school sites and other real property, and for construction costs ineligible for state funding.

### 3. Evaluating Existing Buildings

The following steps shall apply in the evaluation of new school buildings after one year of operation:

- a. The Department of Planning, Division of Physical Facilities, shall coordinate the evaluation.
- b. Schools to be evaluated shall consist of those designed in accordance with a significant change in the educational specifications or requirements given an architect. At the discretion of the Superintendent of Schools, other facilities may be evaluated in which environmental or other changes have been made as compared with past buildings of a similar type.
- c. Personnel to be involved in the review of a school shall include its principal, faculty, staff representatives of the Division of Instruction, and parents.
- d. The establishment of criteria, methods, and procedures for conducting evaluations shall be the responsibility of the Department of Planning. Results of the evaluations shall be communicated to the Superintendent of Schools and such other persons as he/she may designate.

### 4. Educational Specifications

- a. An Educational Specifications Committee composed of personnel from the Divisions of Physical Facilities, Administration, Instruction, and Business and Finance shall develop the educational specifications. The committee shall include representatives from the Departments of Planning, Construction, Grounds Maintenance and Operations, Purchasing, Food and Nutrition, a local school administrator, and a designee of the Division of Instruction. After consultation with the area assistant superintendent, instructional coordinators, supervisors, other staff members, and

representatives of county agencies, a draft of the educational specifications shall be prepared and presented to the Superintendent's Staff. Completed educational specifications shall be submitted to the State of Maryland Interagency Committee on School Construction for approval.

- b. Educational specifications serve as a guide to the architect in his preparation or architectural plans and specifications for school capital projects.

5. School Construction Phases

To ensure that the school construction program proceeds as smoothly and rapidly as possible, the following process for planning and construction shall be utilized. Generally speaking, a school construction program involves six broad phases:

- a. Identification of school building needs
- b. Preparation of educational specifications
- c. Planning the school plant
- d. Construction
- e. Accepting and using the plant
- f. Evaluation.]

Rule

Superintendent of Schools

Approved: 9/25/69

Revised: 8/11/77

Edited: 12/14/81

Revised: 9/27/90

REVISED: \_\_\_\_\_