

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: May 8, 2007

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **FY 2007 EDUCATIONAL FACILITIES MASTER PLAN AND
COMPREHENSIVE MAINTENANCE PLAN**

ORIGINATOR: J. Robert Haines, Deputy Superintendent

**RESOURCE
PERSON(S):** Michael G. Sines, Executive Director, Department of Physical Facilities
Don Dent, Executive Director, Department of Planning and Support
Operations
Pradeep Dixit, Sr. Operations Supervisor, Physical Facilities
Ghassan Shah, Planning Administrator, Strategic Planning
Pamela Carter, Specialist, Strategic Planning

RECOMMENDATION

That the Board of Education approves the FY2007 Educational Facilities Master Plan and Comprehensive Maintenance Plan. This is the first reading.

Appendix I – Presentation

Recommendation of Approval of Educational Facilities Master Plan and Comprehensive Maintenance Plan FY 2007

Executive Summary

May 8, 2007

The State of Maryland's Public School Construction Program requires that each Local Education Agency (LEA) develop an Educational Facilities Master Plan and a Comprehensive Maintenance Plan annually, obtain local school board approval, and submit them for review.

The Baltimore County Public Schools' Educational Facilities Master Plan and Comprehensive Maintenance Plan are designed to support the delivery of educational programs consistent with Performance Goal 4 of the *Blueprint for Progress*, "All students will be educated in school environments that are safe and conducive to learning." The objectives of the programs align with Performance Goal 8 of the *Blueprint for Progress* and are to provide a positive learning environment, maintain the asset value of the property, eliminate or reduce accidents, conserve energy, and operate buildings at peak efficiency.

The Educational Facilities Master Plan includes the following: goals; standards; guidelines and policies; community analysis; inventory and evaluation; enrollment data; and facility needs analysis. The Comprehensive Maintenance Plan includes the following: the organizational structure of the Department of Physical Facilities; a description of scheduled, unscheduled, and deferred maintenance work; energy conservation components; and grounds activities completed during 2006-2007. The Comprehensive Maintenance Plan also includes a report on the computerized maintenance management system; capital improvement programs; the Aging School Program; safety and security projects; and the environmental and preventive maintenance programs.

Appendices A and B outline the contents of the Educational Facilities Master Plan and Comprehensive Maintenance Plan that are being submitted for the Board's approval.

Appendix A

Educational Facilities Master Plan

1. Letter from the Maryland Department of Planning (MDP) verifying that the State and Baltimore County Public Schools (BCPS) agree on the projected enrollments on which the plan is predicated
2. Letter from the Baltimore County Office of Planning stating that the Educational Facilities Master Plan (EFMP) is consistent with the adopted comprehensive plan
3. Letter from BCPS certifying that it accepts the plan as a working document
4. Non-discrimination statement
5. Goals, standards, and guidelines:
 - a. Organization pattern (e.g., PreK-5, 6-8, 9-12, K-6, 7-9, 10-12)
 - b. Staffing ratios
 - c. Transportation policies
 - d. Districting and redistricting policies
 - e. Provision for special education, alternative education, and career technology education
 - f. School closing procedures
6. Community Analysis
 - a. A narrative about the community with references to school attendance areas; current and future population distribution; adopted comprehensive plan of the local jurisdiction; building and subdivision plan of the local jurisdiction; building and subdivision plans; water and sewer plans; transportation plans; and shifts in housing and employment patterns
 - b. A narrative identifying proposed housing and/or business development plans to revitalize or stabilize a neighborhood or community
7. Inventory and Evaluation
 - a. Name and address of all BCPS locations; grade organization; SRC; enrollment for September 30, 2006; acreage; age and square footage of the original construction; renovations; additions and demolitions; total square footage; physical condition; and utilization rate
 - b. Statement for each existing/proposed school which identifies its neighborhood/community as an area that has stabilized, is targeted for revitalization, is a growth area, or is a non-growth area

- c. Inventory of former school properties no longer housing students but still owned by the Board of Education
- 8. Enrollment Data
 - Enrollment projections for each of the next five years and the tenth year on a county-wide basis (preK-12, including special education, alternative education, and career technology)
- 9. Facility Needs Analysis
 - Projected future needs for renovations, systemic renovations, and projected enrollments of adjacent schools

Appendix B

Comprehensive Maintenance Plan

Introduction

- I. Administration
 - A. Department of Physical Facilities Website
 - B. Baltimore County Public Schools Map
 - C. Mission, Goals, and Strategies
 - D. Capital Budget FY08
 - 1. Capital Projects Fund
 - 2. State of Maryland
 - 3. Baltimore County
 - 4. Capital Improvement Program FY08-FY13
 - E. Operating Budget FY08
 - 1. Executive Director of Physical Facilities
 - 2. Engineering and Construction
 - 3. Grounds
 - 4. Maintenance
 - 5. Operations

- II. Personnel (Statements and Organization Charts)
 - A. Executive Director of Physical Facilities
 - B. Energy Management
 - C. Office of Budget and Accounting
 - D. Office of Engineering and Construction
 - E. Office of Operations
 - F. Office of Maintenance and Grounds
 - 1. Maintenance Section
 - a) Contract Maintenance
 - b) Environmental Services
 - c) Safety and Security/Customer Service
 - d) General Maintenance Services
 - e) Electrical Services
 - f) Mechanical Services
 - 2. Grounds Section

- III. Scheduled Maintenance FY06
 - A. Preventive Maintenance
 - 1. Office of Operations
 - 2. Grounds Section
 - 3. Maintenance Contracts
 - 4. Relocatable Contracts

- B. Modifications and Alterations
 - 1. Electrical Services - Special Projects FY07
 - 2. Mechanical Services - Special Projects FY07
 - 3. General Maintenance Services - Special Projects FY07

- C. Scheduled Replacements
 - 1. Electrical Services Summer Projects FY07
 - 2. General Maintenance Services Summer Projects FY07
 - 3. Contract Maintenance Summer Projects FY07
 - 4. Safety and Security/Customer Service Summer Projects FY07
 - 5. Aging School Program FY07

- D. Work Orders
 - 1. Work Orders by Section and by Percentage FY07
 - 2. Open/Closed Work Orders by Sections FY07

- IV. Unscheduled Maintenance
 - A. Electrical Services - Emergency Work Orders FY07
 - B. Safety and Security Patrol Totals FY07

- V. Deferred Maintenance
 - A. Maintenance Section
 - B. Window/Blind Replacement
 - C. Grounds Section

- VI. Energy Conservation
 - A. Energy Conservation Guidelines
 - B. Schools with Maximum Potential for Energy Improvements
 - C. Energy Audits

- VII. Strategic Initiatives
 - A. Computerized Maintenance Management System (CMMS)
 - B. Capital Improvement Projects, QZAB, and Aging School Program FY07
 - 1. Aging School Program Proposed Budget FY08
 - 2. Adopted Capital Budget FY08
 - 3. Security Capital Projects FY07
 - 4. Card Access Systems; Closed-Circuit Television Systems
 - C. Preventive Maintenance Program
 - D. School Painting Program
 - E. Restroom Partitions and Access
 - F. Stage Curtain Replacement
 - G. Indoor Air Quality Program

- VIII. Conclusion

Plan and Comprehensive Maintenance

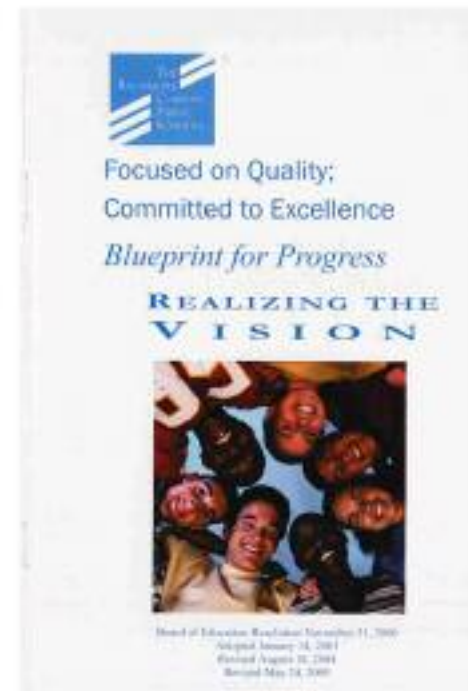


Department of
Physical Facilities
**Baltimore County
Public Schools**



Baltimore County Public Schools

- **Blueprint for Progress**
 - **Goal 4: All students will be educated in school environments that are safe and conducive to learning.**



State Required Plans

- **Educational Facilities Master Plan (EFMP)**
 - Each school system must develop a master plan to be eligible for State project planning or construction funding

- **Comprehensive Maintenance Plan (CMP)**
- Each Local Education Agency will develop a CMP which describes a strategy for maintaining public school facilities that is approved annually by the Board

Educational Facilities Master Plan (EFMP)

- **Objective**

- The EFMP is a planning tool that deals with the Local Education Agency's projected facility needs. The analysis and conclusions therein must be able to substantiate each public school capital improvement project. The plan must be approved and submitted by July 1 annually .

July 2008						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Educational Facilities

Master Plan (EFMP)

- **Contents of the EFMP include:**
 - **Goals, standards, guidelines, and policies**
 - **Community analysis**
 - **Inventory and evaluation**
 - **Enrollment data**
 - **Facility needs analysis**

Educational Facilities Master Plan (EFMP)

- **Goals, standards, guidelines, and policies**
 - **Organizational pattern**
 - **Staffing ratios**
 - **Transportation policies**
 - **Districting and redistricting policies**
 - **Provisions for special education, alternative education, and career technology**
 - **School closing procedures**



Educational Facilities Master Plan (EFMP)

- **Community analysis**
 - Narrative of the community
 - School attendance areas
 - Current and future population distribution
 - Adopted comprehensive plan of the local jurisdiction
 - Water and sewer plans
 - Transportation plans
 - Shifts in housing and employment patterns
 - Identification of proposed housing and business development plans to revitalize neighborhoods



Educational Facilities Master Plan (EFMP)

- **Inventory and evaluation**
 - **Name and address**
 - **Grade organization**
 - **State-rated capacity**
 - **Enrollment for the previous September 30**
 - **Acreage, age, and square footage**
 - **Physical condition**
 - **Utilization rate**



Educational Facilities Master Plan (EFMP)

- **Enrollment data***
 - Enrollment projections for each school for five (5) years
 - Enrollment projection of each school for ten (10) years



**(Special education, alternative education, and career technology education included)*

Educational Facilities Master Plan (EFMP)

- **Facilities needs analysis**
 - Identification of projected needs
 - New schools, additions, and renovations
 - Systemic renovations, replacement, and closings
 - Applicable justification



Comprehensive Maintenance Plan (CMP)

- **Purpose**
 - **Represents the Local Education Agency's program of maintenance, which supports the delivery of the educational programs in safe and healthy physical environments**



Comprehensive Maintenance Plan (CMP)

- **Components of the Department of Physical Facilities**
 - Administration
 - Personnel
 - Scheduled Maintenance
 - Unscheduled Maintenance
 - Deferred Maintenance
 - Energy Conservation
 - Major Initiatives



State Required Plans

- **Conclusion**

- **The EFMP and CMP are pre-requisites for submission of the Capital Improvement Program to be submitted by October 15**
- **Board approval is requested for the EFMP and CMP**

