NON-INSTRUCTIONAL SERVICES: Planning

Land Use, Planning, and Zoning Activities

I. Policy Statement

A. The Board of Education of Baltimore County (Board) recognizes that Baltimore County government and state land use, planning, and zoning activities have an impact on Baltimore County Public Schools (BCPS).

B. The Board believes that collaborating with Baltimore County government and state of Maryland officials is essential so that land use, planning, and zoning activities do not adversely affect school operations and resource management.

II. Guidelines

A. The Superintendent shall develop procedures that ensure BCPS’ participation in land use, planning, and zoning activities that include:

   1. Providing to county and state officials accurate data and information regarding student enrollment projections, educational facility capacity and building use, and other pertinent information regarding the way in which BCPS utilizes Board-owned property to support the goals of the school system.

   2. Participating, as appropriate, in county and state land use planning activities that may have an impact on schools.

III. Implementation

The Board directs the Superintendent to implement this policy.

Legal Reference: Baltimore County Code, Zoning Article §32-6-103, Overcrowded School Districts
LAND USE, PLANNING, AND ZONING ACTIVITIES

I. Purpose

A. To implement Board of Education of Baltimore County (Board) Policy 3800, by establishing and maintaining processes within Baltimore County Public Schools (BCPS) that may inform Baltimore County and state land use planning activities.

B. To review periodically all county and state land use planning activities that may inform BCPS planning and capital activities.

II. Procedure

A. The Office of Strategic Planning will regularly collaborate with appropriate Baltimore County government and state agencies regarding land use planning and zoning matters that may impact BCPS.

B. The Office of Strategic Planning will collaborate with appropriate BCPS offices to produce data and/or reports that will assist school system planning and will be provided to appropriate county and state officials to inform county and state planning. Data and reports may include:
   1. Annual enrollment;
   2. School capacity and facility utilization;
   3. Pupil yield factors;
   4. Enrollment projections;
   5. Education Facilities Master Plan.

Legal Reference: Baltimore County Code, Zoning Article § 32-6-103, Overcrowded School Districts
Rule

Approved: 07/14/09
Revised: 02/03/15

Superintendent of Schools
Determining Needs

I. Philosophy

A. The Board of Education of Baltimore County (Board) must be responsive to changing enrollment patterns to sustain high quality educational programs for all students. The Board further recognizes the need to have a comprehensive and coordinated approach for planning school facilities in order to promote student achievement.

B. The Board believes setting clear criteria for the prioritization of planning and funding requests ensures that system and student needs are central to decision making.

II. Implementation

A. The Superintendent shall establish procedures that ensure comprehensive planning. In developing these procedures, the following factors should be taken into consideration:
   1. The current condition of facilities and projected demographics of the student population;
   2. Implementation of the instructional program;
   3. Community involvement; and
   4. The availability of fiscal resources from all funding authorities.

B. The Board directs the Superintendent to implement this policy.

Related Policies: Board of Education Policy 1280, Boundary Changes
Board of Education Policy 7240, School Site Selection and Acquisition
Board of Education Policy 7250, School Building Design
Board of Education Policy 7310, Determination of School Construction Costs
FACILITIES AND 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 (CIP)
   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 (LEAs) 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:
   - Chart growth and development activity based on data received from the county Office of Planning and Zoning;
   - Prepare enrollment forecasts at all grade levels for all schools;
   - Determine pupil-yields for various types of housing in all election districts;
   - Review existing and potential sites and maintain a database of site bank properties for BCPS; and
   - 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 EFMP.
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 Administrative 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; and
   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 Strategic Planning and Research will prepare and submit annually to the Superintendent documentation in support of the CIP and the EFMP.

Related Policies: Board of Education Policy 1280, Boundary Changes
Board of Education Policy 7240, School Site Selection and Acquisition
Board of Education Policy 7250, School Building Design
Board of Education Policy 7310, Determination of School Construction Costs

Rule
Approved: 09/25/69
Revised: 08/11/77
Edited: 12/14/81
Revised: 09/27/90
Revised: 01/12/11
Revised: 05/10/16

Superintendent of Schools
FACILITIES AND CONSTRUCTION: Designing School Site Selection and Acquisition

I. Policy Statement

The Board of Education of Baltimore County (Board) recognizes the need to have a comprehensive and coordinated approach to the selection and acquisition of school sites in anticipation of the need for new or replacement school facilities.

II. Definitions

A. New School – A newly constructed building that adds to the total number of schools in the system.

B. Replacement School – A newly constructed building that will be occupied by a school that already exists on the same or different site where the total number of schools in the system will not change.

III. Standards

A. The Superintendent shall establish procedures for the selection and acquisition of school sites. The procedures must comply with state and local laws and regulations.

B. The Superintendent shall be responsible for recommending the site for acquisition to the Board.

C. The Superintendent shall direct staff on all matters relating to this policy.

III. Implementation

The Board directs the Superintendent to implement this policy.

Legal References: Annotated Code of Maryland, Education Article § 4-109, Public Schools and Attendance Areas
Annotated Code of Maryland, Education Article § 4-115, Land, School Sites or Buildings Used for School Purposes
Annotated Code of Maryland, Education Article § 4-116, School Site Selections by Board

Annotated Code of Maryland, Education Article § 4-118, Donations of School Lands, Sites or Houses Adapted to School Purposes

Annotated Code of Maryland, Education Article § 5-301, Public School Construction and Capital Improvements

Annotated Code of Maryland, Education Article § 5-302, Interagency Committee on School Construction

Annotated Code of Maryland, General Provisions Article, Title 3, Open Meetings Act

Related Policies:
- Board of Education Policy 3210, Purchasing Guidelines
- Board of Education Policy 7110, Determining Needs
- Board of Education Policy 7250, School Building Design
- Board of Education Policy 7310, Determination of School Construction Costs
- Board of Education Policy 8120, Purpose, Role and Responsibilities of the Board of Education

Policy
Adopted: 09/25/69
Revised: 04/24/07
Revised: 04/23/13
Edited: 09/23/14 (Effective: 10/01/14)
Revised: 11/08/18

Board of Education of Baltimore County
School Site Selection and Acquisition

I. Purpose

To establish guidelines for selection and acquisition of school sites in anticipation of the need for new or replacement school facilities.

II. Definitions

A. New School – A newly constructed building that adds to the total number of schools in the system.

B. Replacement School – A newly constructed building that will be occupied by a school that already exists on the same or different site where the total number of schools in the system will not change.

III. Site Selection Process

A. The selection of school sites shall be made by the Baltimore County Public Schools (BCPS) Site Selection Committee, which will be activated by the Superintendent as needed.

B. BCPS Site Selection Committee
   1. The Site Selection Committee shall be responsible for advising the Superintendent on the feasibility of school site development and collaborating to ensure county and state approval of a site acquisition.
   2. The Site Selection Committee shall be appointed by the Superintendent and be comprised of representatives from the Departments of Facilities Management, Fiscal Services and Research and Strategic Planning. The Site Selection Committee may also include representatives from Baltimore County government.
C. Site Selection Proposals

The Site Selection Committee will send its recommendation to acquire a new school site to the Superintendent for consideration. The Superintendent will evaluate the recommendation and submit his/her recommendation to the Board of Education of Baltimore County (Board).

VI. Acquisition

A. The acquisition of school sites must comply with all federal, state and local laws and regulations.

B. All recommendations to acquire school sites shall be subject to approval by the Board and the State of Maryland Interagency Commission on School Construction (IAC).

C. Upon approval by the Board, the Department of Fiscal Services shall request funding from Baltimore County government to acquire the desired school site.

Legal References:  
- Annotated Code of Maryland, Education Article § 4-109, Public Schools and Attendance Areas
- Annotated Code of Maryland, Education Article § 4-115, Land, School Sites or Buildings Used for School Purposes
- Annotated Code of Maryland, Education Article § 4-116, School Site Selections by Board
- Annotated Code of Maryland, Education Article § 4-118, Donations of School Lands, Sites or Houses Adapted to School Purposes
- Annotated Code of Maryland, Education Article § 5-301, Public School Construction and Capital Improvements
- Annotated Code of Maryland, Education Article § 5-302, Interagency Commission on School Construction
- Annotated Code of Maryland, General Provisions Article, Title 3, Open Meetings Act

Related Policies:  
- Board of Education Policy 3210, Purchasing Guidelines
- Board of Education Policy 7110, Determining Needs
- Board of Education Policy 7250, School Building Design
Board of Education Policy 7310, *Determination of School Design and Construction Costs*
Board of Education Policy 8120, *Purpose, Role and Responsibilities of the Board of Education*

Rule

Superintendent of Schools

Approved: 09/25/69
Revised: 09/27/90
Revised: 04/24/07
Revised: 04/23/13
Revised: 11/20/18
Design and Construction Costs

I. Policy Statement

The Board of Education of Baltimore County (Board) recognizes its responsibility to build educational facilities and any additions thereto and to renovate any such facilities, when necessary to provide safe and optimum learning environments for all Baltimore County Public Schools’ (BCPS) students in a cost-effective manner.

II. Standards

To provide for the efficient and effective fiscal management of the Board’s capital program, the Superintendent shall establish guidelines for the development of a system for estimating the costs of individual capital projects.

III. Implementation

The Board directs the Superintendent to implement this policy.

Legal References:  
Annotated Code of Maryland, Education Article § 5-107, Capital Projects  
Annotated Code of Maryland, Education Article § 5-112, Contracts for School Buildings, Improvements, or Supplies  
Annotated Code of Maryland, Education Article § 5-301, Public School Construction and Capital Improvement  
Annotated Code of Maryland, Education Article § 5-303, Renovation of Forty-year-old Buildings  
Annotated Code of Maryland, Education Article § 5-309, Reuse of School Designs  
Annotated Code of Maryland, Education Article § 5-312, New Construction and High Performance Buildings

Related Policies:  
Board of Education Policy 3210, Purchasing Guidelines  
Board of Education Policy 3225, Furniture, Fixtures and Equipment  
Board of Education Policy 3250, Selection of Design and Construction Consultants  
Board of Education Policy 7110, Determining Needs
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Design and Construction Costs

I. Purpose

To establish guidelines for determining school design and construction costs for the Baltimore County Public Schools (BCPS) capital project program.

II. Guidelines

A. Cost Estimates
   1. Preliminary Estimate
      a. The Department of Facilities Management (DFM) shall coordinate the establishment of preliminary cost estimates for the design and construction of school construction projects.
         (1) The preliminary cost estimates shall be incorporated in a proposed school capital budget, which shall be approved by the Board of Education of Baltimore County (Board) prior to its submission to appropriate county and state fiscal and government officials and agencies.
         (2) The preliminary cost estimates shall reflect any division of costs between Baltimore County government and the State of Maryland.
      2. The DFM shall request that the project consultant provide periodic construction cost estimates to more accurately forecast whether the project, as designed, can be built within funding allocations.
   3. Final Estimate
      a. The final estimate of the construction cost for a school construction project shall be mutually determined by the project consultant and DFM after final completion of the construction documents by the project consultant.
      b. When the final cost estimate exceeds budgeted funds, a determination shall be made by the Superintendent to:
(1) Redesign to reduce the scope of the project;
(2) Establish add/deduct bid alternates; and/or
(3) Secure additional funding.

B. Construction Cost
1. Initial Construction Cost
   The initial construction cost shall include the amount awarded to the
   lowest responsive responsible bidder, plus a minimum of a ten percent
   contingency.
2. Final Construction Costs
   Final construction costs for a school construction project shall:
   a. Include all construction expenses associated with the project,
      including change orders.
   b. Be determined after the final approval by the project
      consultant, DFM and close-out of the project.

C. Total Project Cost
   The total project cost shall include:
   1. All expenses incurred during the planning, design, bidding and
      construction phases of the project; and
   2. All expenditures for the purchase of furniture, fixtures, equipment and
      technology.

Legal References: Annotated Code of Maryland, Education Article § 5-107, Capital
Projects
Annotated Code of Maryland, Education Article § 5-112, Contracts
for School Buildings, Improvements, or Supplies
Annotated Code of Maryland, Education Article § 5-301, Public
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Related Policies: Board of Education Policy 3210, Purchasing Guidelines
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Board of Education Policy 3250, Selection of Design and Construction Consultants
Board of Education Policy 7110, Determining Needs
Board of Education Policy 7240, School Site Selection and Acquisition
Board of Education Policy 7250, School Building Design

Rule
Approved: 09/25/69
Revised: 09/27/90
Revised: 09/05/07
Revised: 04/23/13
Revised: 12/18/18

Superintendent of Schools