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 (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:
   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; and
   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 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

Superintendent of Schools

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

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Appendix n. BCPS Policy 1280

COMMUNITY RELATIONS: Community Involvement

Boundary Changes

I. Policy Statement

A. The Board of Education of Baltimore County (Board) establishes school attendance areas in order to provide quality educational opportunities for all students and to promote the efficient use of school facilities and resources.

B. The Board recognizes the importance of community involvement in its deliberations and decisions related to school attendance areas.

C. The Board shall determine, with the recommendation of the Superintendent, the geographical attendance area for each Baltimore County public school.

II. Implementation

A. The Superintendent will develop procedures for school and community involvement in the development of recommendations for all boundary changes.

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

Legal References:

Annotated Code of Maryland, Education Article §4-108, Duties in General
Annotated Code of Maryland, Education Article §4-109, Establishment of Public Schools

Related Policies:

Board of Education Policy 1200, Community Involvement
Board of Education Policy 1290, Closing of School Buildings
Board of Education Policy 5110, Admissions
Board of Education Policy 5140, School Attendance Areas