



NEW CONSTRUCTION: Planning

Determining Needs

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

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