



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 (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 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;
 - 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 CIP and the EFMP.

Rule

Superintendent of Schools

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