

## **CARROLL COUNTY PUBLIC SCHOOLS ADMINISTRATIVE REGULATIONS**

### **BOARD POLICY FA: DEVELOPMENT OF THE EDUCATIONAL FACILITIES MASTER PLAN AND SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

#### **INTRODUCTION**

Each local education agency has the responsibility to develop, approve and submit an Educational Facilities Master Plan (EFMP) to the Maryland Department of Planning on or before July 1 of each year pursuant to Section 101.1 and Appendix A of the Public School Construction Program Administrative Procedures Guide as adopted and approved by The Maryland Board of Public Works. The annual Capital Budget request and five-year Capital Improvement Program request must be in accordance with the current Educational Facilities Master Plan of record.

#### **PURPOSE**

To establish a procedure and timeline to be employed in the annual update of the Educational Facilities Master Plan, and compilation of the six-year Capital Improvement Program.

#### **PROCEDURE**

The required components of the Educational Facilities Master Plan are listed below.

- A. Written verification that the Maryland Department of Planning and Carroll County Public Schools agree on the countywide population and enrollment data on which the plan is predicated.
- B. A letter from the Carroll County Planning and Zoning Commission stating that the Educational Facilities Master Plan is consistent with the current adopted Carroll County comprehensive plan.
- C. A letter or resolution from the Board of Education certifying that it accepts the plan as a working document.
- D. The following statement must appear at either the beginning or the end of the plan:

“The public school system of Carroll County does not discriminate on the basis of race, color, sex, age, national origin, religion, or disability in matters affecting the provision of access to educational programs, and nothing in this Educational Facilities Master Plan of Carroll County is intended to or will be allowed to institute, reinstate, maintain, or further such discrimination.”

E. Goals, Standards, and Guidelines

This section of the plan is vital to the development of the EFMP because it defines the standards to be achieved by the plan. The following pieces of information are to be included:

- a. Carroll County Public School Goals
- b. Staffing Analysis and Class Size Report
- c. Administrative Procedures for School Boundary Adjustments
- d. Administrative Procedures for Public School Closings
- e. Board Policy on Adequate Schools
- f. Carroll County Adequate Public Facilities and Concurrency Management Ordinance
- g. Board Policy on Eligibility for School Bus Transportation
- h. Provisions for Special Education
- i. Provisions for Career & Technology Education
- j. School Organization and Size
- k. School Campus Concept
- l. Feeder School Concept
- m. School Community Concept
- n. School Site Standards
- o. Other relevant education program policies

F. Community Analysis

This section of the plan should include an analysis of the current population distribution and the planned future growth based on the current adopted County Comprehensive Plan. The following should be considered when conducting this analysis:

- a. Current population distribution
- b. Adopted county and municipal comprehensive plans
- c. Current Carroll County Department of Planning development pipeline
- d. Carroll County Buildable Land Inventory report

G. Inventory and Evaluation

This section should provide the following information on each educational facility:

- a. Name and Address
- b. Grade Organization
- c. State Rated and Local Capacities
- d. Enrollment (previous September 30)

- e. Acreage
- f. The age and square footage of the original construction, additions, renovations, and demolition
- g. Total square footage
- h. Utilization rate
- i. General physical condition

The results of the Building Condition Assessments conducted by EMG in the 2006-2007 school years (and updated by the Facilities Department) will be utilized in combination with the Instructional Assessments performed in 2008 to determine the schools in the most need of modernization. The schedule for modernizations included in the Educational Facilities Master Plan will be based on these combined building and instructional assessment scores.

#### H. Enrollment Data

Enrollment Projections shall be developed to correspond to the ten year EFMP. Both countywide and individual school projections are developed. Enrollment Projections are developed annually in October. Projection figures for budget preparation shall be supplied to the Superintendent/Designee prior to November 1. Updated enrollment projections for State Capital Improvement Program justification shall be supplied to the Maryland Public School Construction Program Office when complete. Enrollment Projections are calculated using the following methodology:

1. The projections are developed using the cohort survival methodology. The enrollment figures from the last school day in September are utilized to develop the projections. Typically four years of actual enrollments are used to develop average cohort survival ratios for each grade level, which are then used to project future enrollments.
2. Carroll County live birth data from the Maryland Department of Health and Mental Hygiene is utilized to project future Kindergarten Students.
3. County development pipeline data is considered when determining the average cohort survival ratios that will be used to project future enrollments.
4. Both headcount and full-time equivalent (FTE) enrollments are included in the enrollment projections.
5. In addition to the countywide and individual school projections, enrollment and projection data shall be organized into geographic clusters of schools.

## I. Facility Needs Analysis

Projected enrollments, facility inventory data, and attendance area information are utilized to determine future facility needs. The following steps are a part of this determination:

1. Analyze the physical condition of existing facilities to determine if there are future renovations, replacement, addition, or systemic renovation projects.
2. Compare existing capacity to projected enrollments to determine if additional capacity projects or boundary adjustments are necessary. The need for relocatable classroom placements for short-term capacity relief will also be considered.
3. Examine utilization rates. The utilization rate of a building is established by comparing the State or Local Capacity to the current FTE enrollment and calculating the percentage of the building currently being utilized.
  - a. Develop a ten-year construction calendar of projects and describe each project identified.

The annual six year Capital Improvement Program Request is developed using the first six years of the construction calendar included in the Educational Facilities Master Plan. In order to create the Capital Improvement Program Request project budgets must be developed. The first year is the actual Capital Budget Request for the next fiscal year, and the last five years are the Capital Improvement Program of planned projects.

### **TIMELINE**

The development of the Educational Facilities Master Plan and Capital Improvement Program Request follows the timeline listed below:

1. Once the actual enrollment from the last school day of September becomes official, the Facilities Planner develops the enrollment projections for the next ten-year period. The completed Enrollment Projection document is distributed to all recipients of the EFMP in November.
2. Between November and March, the Facilities Planner collects any information regarding changes to the goals, standards, and guidelines utilized by the school system. The Facilities Planner also updates the facility inventory and community analysis sections during this time period. This information along with the enrollment projections is then utilized by the Facilities Planner to conduct the facility needs analysis. This analysis results in the development of the “Ten Year Facilities Master Plan Calendar”, any recommendations for boundary line adjustments, and any recommendations to provide relocatable classrooms for capacity relief.

3. If, after conducting the facility needs analysis, the Facilities Planner determines that a boundary line adjustment is necessary, a recommendation will be made to the Superintendent. Upon agreement with the recommendation, the Director of Transportation will be directed to develop options for the boundary adjustment.
4. In April, the Facilities Planner presents the Ten Year Facilities Master Plan Calendar to the Superintendent/Designee for distribution to their staff for comment.
5. The Educational Facilities Master Plan is presented as a report at the regular meeting of the Board of Education in May of each year.
6. A public hearing on the Educational Facilities Master Plan is held subsequent to the presentation of the EFMP to the Board of Education.
7. The Board of Education shall vote to approve the Educational Facilities Master Plan with or without amendments at its regular meeting in June of each year.
8. The approved Educational Facilities Master Plan shall be presented to the Carroll County Planning Commission each year.
9. By or on July 1, three copies of the complete Educational Facilities Master Plan shall be delivered to the Maryland Department of Planning.
10. All recipients of the Educational Facilities Master Plan shall receive their copy or be provided the web address by July 31 of each year.
11. In order to develop the Capital Improvement Program Request, the Facilities Planner develops a budget for each project planned to occur in the first six years of the “Ten Year Facilities Master Plan Calendar”.
12. The six year Capital Improvement Program Request is presented as a report at the regular meeting of the Board of Education in August of each year.
13. A public hearing on the Capital Improvement Program Request is held subsequent to the presentation of the Capital Improvement Program Request to the Board of Education.
14. The Board of Education shall vote to approve the Capital Improvement Program Request with or without amendments at its regular meeting in September of each year.
15. Copies of the approved Capital Improvement Program Request are due to the Carroll County Department of Management and Budget by October 1<sup>st</sup> and to the Maryland Public School Construction Program by the first Friday in October.

**Effective - April 22, 2009**