

Effective: July 1, 2022

Policy Outline

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I. Policy Value Statement

The Board of Education appreciates the willingness and desire of community individuals and groups to collaborate with the Howard County Public School System (HCPSS) to improve school system sites and/or facilities. The Board will consider improvement to school system facilities proposals that are consistent with the mission and vision of the HCPSS.

II. Purpose

The purpose of this policy is to provide procedures for community individuals and/or groups to submit proposals for improvements to school system facilities and to ensure that the improvements align with the HCPSS mission and established criteria relative to accessibility, environmentally friendly materials, workmanship, equipment, alterations, and funding.

III. Standards

- A. The petitioner will submit to the Director of School Facilities/designee an Improvement to School System Sites or Facilities Proposal Form outlining the improvement to a school system facility or site owned by the Board.
- B. The petitioner must adhere to the following process for submitting a proposal for consideration:
 - 1. Collaborate with the school administrator(s) or building administrator to discuss and gain agreement for the proposal idea.
 - 2. Obtain, complete, and submit an Improvement to School System Sites or Facilities Proposal Form.
 - 3. Attend a site meeting, if required by the Director of Facilities/designee.

4. Submit any additional information, if requested by the Director of Facilities/designee.
 5. Comply with Policy 4010 Donations.
 6. Obtain any required insurance, permits, licenses, etc., as required by the Board/HCPSS and/or county agencies, prior to the start of work.
- C. The Director of School Facilities/designee will evaluate all proposals and make a decision/recommendation to the Chief Operating Officer/designee.
 - D. The proposal will be formally evaluated by the Chief Operating Officer/designee.
 - E. All approvals will be provided to the petitioner in writing and work may not commence without authorization by the Chief Operating Officer/designee.
 - F. No conditions are to be attached to site improvement proposals which would restrict the use of the facilities to any person or group.
 - G. Upon completion of work, final inspections will be conducted by the petitioner, the Director of School Facilities/designee, school administrator/designee, and a county inspector when applicable.
 - H. Authorization for the proposed project does not create a partnership or joint venture between the petitioner and the Board of Education and/or HCPSS.
 - I. All existing facilities and real property remain the property of the Board of Education of Howard County. Authorization for the proposed project does not provide the petitioner with any legal interest in any part of the existing facility or the real property on which the project takes place.
 - J. Unless expressly stated otherwise, maintenance of site improvements will be the responsibility of the HCPSS.
 - K. In accordance with Policy 4010 Donations, the Board reserves the right to name or not name any donated improvement.
 - L. If the proposal is considered to be a significant improvement to real property, the proposal may be brought to the Board for final approval.

IV. Responsibilities

- A. The Superintendent/designee will ensure the efficient implementation of this policy.
- B. The Superintendent/designee will provide an annual report to the Board on the implementation of this policy.

- C. The Board will ensure improvement to school system sites or facilities, as applicable, in accordance with Policy 4010 Donations.

V. Delegation of Authority

The Superintendent/designee is authorized to develop appropriate procedures for the implementation of this policy.

VI. Definitions

Within the context of this policy, the following definitions apply:

- A. Existing Facilities – Currently constructed school system buildings and facilities, including grounds, owned by the Board.
- B. Improvement Project – Any project that results in a permanent/semi-permanent physical change in any school system facility or equipment on any site owned by the Board.
- C. Improvement to Real Property – Materials and/or labor used to alter, modify, or renovate the physical appearance or structure of a school system site or facility.
- D. Inspections – Examinations of work in progress and/or completed work by the Director of School Facilities/designee and when applicable inspection by the Howard County Department of Inspections, Licenses, and Permits.
- E. Permanent/Semi-Permanent Physical Change – Improvements to existing facilities, that include but are not limited to the following: concession stands, dugouts, weight room equipment, canopies, concrete or asphalt pathways, fences, school signs, walls, playground areas and/or equipment, additional parking lot(s), driveway(s), trees, flower/planting beds, etc.
- F. Permit – The Howard County Department of Inspections, Licenses, and Permits approval to begin construction of any building improvements or site changes to school system property.
- G. Petitioner(s) – Community individuals or groups proposing improvements to school system facilities or sites.
- H. Proposal – A document detailing the intent of the petitioner’s request, including information such as but not limited to description of the site improvement, type of construction, location of the improvement on the site, dimensions, elevations, sketches, costs, schedule, etc.

VII. References

- A. Legal
COMAR 13 A.01.02
- B. Board Policies
Policy 1080 Educational Equity
Policy 4010 Donations
- C. Relevant Data Sources
Policy 6060 Community Improvements to School System Sites or Facilities Annual Reports
- D. Other
Acceptance of Donations Form
Improvement to School System Sites or Facilities Proposal Form

VIII. History¹

ADOPTED: April 7, 1970
REVIEWED: December 19, 2019
MODIFIED:
REVISED: May 24, 1990
 June 25, 2009
 June 9, 2022
EFFECTIVE: July 1, 2022

¹ Key: *Adopted*-Original date the Board took action to approve a policy; *Reviewed*-The date the status of a policy was assessed by the Superintendent's Standing Policy Group; *Modified*-The date the Board took action to alter a policy that based on the recommendation of the Superintendent/designee did not require a comprehensive examination; *Revised*-The date the Board took action on a policy that based on the recommendation of the Superintendent/designee needed a comprehensive examination; *Effective*-The date a policy is implemented throughout the HCPSS, typically July 1 following Board action.

**COMMUNITY IMPROVEMENTS TO SCHOOL
SYSTEM SITES OR FACILITIES**

Effective: July 1, 2022

I. Responsibilities of the School Administrator/Designee or Building Administrator

Collaborate with the petitioner(s) regarding the proposed improvement and contact the Howard County Public School System (HCPSS) Director of School Facilities/designee to review the proposal process and to review the Improvement to School System Sites or Facilities Proposal Form.

II. Responsibilities of the Director of School Facilities & Operations/Designee

- A. Provide training on the implementation of Policy 6060 to school administrators and building administrators.
- B. Determine the significance and appropriateness of petitioner's proposed improvement with input from the Office of Security, Emergency Preparedness, and Response and other applicable offices.
- C. Recommend approval or disapproval of the proposed project to the Chief Operating Officer/designee.
- D. Provide the petitioner status updates throughout the review and evaluation process and notify the petitioner of the decision regarding project approval/disapproval.
- E. If approval is granted by HCPSS, collaborate with the school administrator/designee or building administrator, to proceed with the improvement project by:
 - 1. Overseeing the project to completion in accordance with the approved plans and time schedule.
 - 2. Ensuring that the petitioner project includes an approved Acceptance of Donations Form, when applicable.
 - 3. Ensuring that the petitioner obtains insurance, permits, licenses, etc., as required by the Board/HCPSS and county agencies, prior to the start of work, when applicable.
 - 4. Ensuring availability of all funds donated by the petitioner that are needed for completion of the project.

5. Ensuring that the work is performed:
 - a. In accordance with requirements from the Office of Security, Emergency Preparedness and Response.
 - b. During times when school is not in session, or per an approved exception.
 - c. In compliance with the approved plans, acceptable construction practices, and all regulations imposed by building permits and federal and local laws.
 6. Regularly monitoring the project activities to identify potential exposures that could result in injury or property damage.
 7. Overseeing correction of any damage to existing facilities using HCPSS specified materials.
- F. Establish a process to gather regular feedback from community members who submit an Improvement to School System Sites or Facilities Proposal Form.

III. Responsibilities of the Chief Operating Officer

- A. Upon receipt of the recommendation of the Director of School Facilities and after performing additional review of the proposal, the Chief Operating Officer may grant approval, involving the Superintendent if appropriate.
- B. If the Superintendent considers the proposal(s) to be a significant improvement to real property, they may bring the proposal to the Board for final approval.

IV. Monitoring

Policy 6060 implementation procedures will be overseen by the Division of Operations.

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