

I. Policy Statement

The Board of Education appreciates the willingness and desire of external community individuals/groups to partner with the Howard County Public School System (HCPSS) to improve school sites and/or school facilities. The Board is prepared to respond favorably when such proposals are shown to be in harmony with the fulfillment of HCPSS legal responsibilities and obligations. This policy sets forth the conditions and procedures necessary for such response.

II. Purpose

The purpose of this policy is to ensure that improvements or changes proposed by external community individuals/groups meet HCPSS established criteria relative to materials, equipment, alterations, and funding.

III. Definitions

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

- A. Existing Facilities – Currently constructed school buildings and facilities, including grounds, owned by the Board.
- B. Improvement Project – Any project that results in a permanent physical change in any school facility or on any site owned by the Board.
- C. Inspections – Examinations of completed work by the Director of School Facilities/Designee and applicable inspection by the Howard County Department of Inspections, Licenses, and Permits.
- D. Permanent Physical Change – Improvements to existing facilities that include but are not limited to the following: trees, concession stands, dugouts, canopies, concrete or asphalt pathways, fences, school signs w/brick or concrete base, walls, playground areas, playground equipment, additional parking lot(s), driveway(s).
- E. Permit – The Howard County Department of Inspections, Licenses, and Permits approval to begin construction of any building improvements or site changes to school property.

- F. Petitioners – Community individuals or groups proposing improvements to school facilities or sites.
- G. Sketch Plan – A document showing the dimensions, elevations, type of construction or site improvement, and location of the improvement on the site.

IV. Standards

- A. Proposal Petitioners may submit proposals for a permanent physical improvement to a school facility or site owned by the Board. The request should be directed initially to the Director of School Facilities.
- B. The Director of School Facilities will carry out a preliminary evaluation of all proposals. If the Director's preliminary evaluation reveals no impracticality in the proposal, he/she will arrange to assist the petitioners in completing the appropriate form necessary to ensure compliance with the requirements described above.
- C. The proposal will be formally evaluated and approved by the Chief Operating Officer/Designee.
- D. Policy 4010 Donations specifies the guidelines to meet the petitioners' proposals.
- E. The following process will be followed to obtain approval:
 - 1. A statement of the purpose and functionality of the improvement, including appropriate background data
 - 2. Sketch plans showing dimensions, elevations, type of construction or site improvement and site location
 - 3. How the necessary health and safety precautions will be provided
 - 4. For any structure, the intended usage and maximum personnel and equipment occupancy
 - 5. Provisions for security from vandalism and unauthorized occupancy during construction or when not in use for intended purpose
 - 6. How the exterior will relate to other nearby existing structures and landscaping (i.e., aesthetics)
 - 7. An estimate of the installation cost
 - 8. Sources of non-county funds to complete the project

9. If the proposal results in additional annual operating costs, these are to be submitted.
 10. The source of labor required for the construction or improvement, i.e., private contractors, boosters club members, students, etc.
 11. Estimated time to complete the improvement after receiving approval to proceed.
- F. All approvals will be written and work may not commence without authorization by the Chief Operating Officer/Designee.
 - G. No conditions are to be attached to site improvement proposals which would restrict the use of the facilities to any person or group.
 - H. Upon completion of work, final inspections will be conducted by the petitioner, the Director of School Facilities/Designee, Principal/Designee, and a county inspector if appropriate.
 - I. Unless expressly stated otherwise, maintenance of site improvements will be the responsibility of the HCPSS.
 - J. The Board reserves the right to name or not name any donated improvement.
 - K. If the Superintendent considers the proposals to be a major change to the facility, he/she will bring the proposal to the Board for final approval.

V. Compliance

- A. The Department of School Facilities is responsible for the efficient implementation of this policy.
- B. The Director of School Facilities is responsible for conducting the initial approval.
- C. The Board approves the donations that are required to complete the proposed project.

VI. Delegation of Authority

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

VII. References

- A. Legal
COMAR 13 A.03.02
- B. Other Board Policies

Policy 4010 Donations

VIII. History

ADOPTED: April 7, 1970

REVIEWED: July 1, 2015

MODIFIED:

REVISED: May 24, 1990

June 25, 2009

EFFECTIVE: July 1, 2009

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

Effective: July 1, 2009

- I. Responsibilities of the Principal/Designee or Building Administrator Overseeing the Improvement**
- A. On behalf of the petitioner(s) proposing the improvement, the School Principal/Designee or Building Administrator will contact the Director of School Facilities to obtain the necessary forms needed for proposed improvements to school sites or facilities.
- B. If approval is granted by the Howard County Public School System (HCPSS) to proceed with any improvement project, the Principal/Designee or Building Administrator, in collaboration with the Director of School Facilities, has the following responsibilities:
1. Overseeing the project to completion in accordance with the approved plans and time schedule
 2. Overseeing correction of any damage done to existing facilities on the site using HCPSS specified materials. (Examples include damage to concrete or blacktop paving, sod or lawn, drainage facilities, underground utility lines, etc.)
 3. Ensuring the availability of all funds donated by the petitioner that are needed for the project
 4. Regularly monitoring the project activities to identify potential exposures that could result in injury or property damage
 5. Ensuring that all work is performed during times when school is not in session. An exception may be made with the approval of the Director of School Facilities
 6. Ensuring compliance with all regulations imposed by building permits, federal and local laws, and the Office of Safety, Environment and Risk Management.

II. Responsibilities of the Director of School Facilities

- A. Determining that the proposal meets all the requirements of this policy and Policy 4010 Donations.
- B. Determining the significance and appropriateness of the proposed improvement with review by the Office of Safety, Environment and Risk Management.
- C. When applicable, ensuring the petitioner obtains insurance, permits, licenses, etc., as required by the Board/HCPSS and county agencies, prior to the start of work.
- D. Recommending approval or disapproval of the project to the Chief Operating Officer.
- E. Supervising or delegating supervision to staff to ascertain that all work is carried out in accordance with approved plans, permits, regulations, and acceptable construction practices.

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 major change to the facility, he/she may bring the proposal to the Board for final approval.
- C. Notifying petitioner(s) of the project of the approval to proceed.

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