

# POLICY

SOMERSET COUNTY  
BOARD OF EDUCATION

<b>Date Submitted:</b> July 20, 1999 <b>Date Reviewed:</b> November 15, 2005	<b>Number:</b> <b>400-5</b>
<b>Subject:</b> Educational Facilities Master Plan	<b>Date Approved:</b> August 17, 1999 December 13, 2005 <b>Date Effective:</b> August 17, 1999 December 13, 2005

## 1. PURPOSE

To establish procedures for the development and updating of the Educational Facilities Master Plan.

## 2. POLICY

As part of the school system's facilities planning and in compliance with the Administrative Procedures Guide of the Public School Construction Program, the school system is required to submit or amend its Educational Facilities Master Plan (EFMP) by July 1<sup>st</sup> of each six-year. Capital Improvements Program must be in accordance with the current EFMP of record.

The required components of an acceptable plan per the Administrative Procedures Guide of the Public School Construction Program are as follows:

- A. Written verification that the Maryland Office of Planning and the local educational agency agree on the countywide population and enrollment data on which the plan is predicated.
- B. Letter from the planning board, commission, or director stating that the EFMP is consistent with the county's comprehensive plan.
- C. Letter or resolution from the local educational agency certifying that it accepts the plan as a working document.
- D. Non-discrimination statement, signed by the Chairman of the Board of Education and the Superintendent of Schools.
- E. Goals, standards, and guidelines of the educational system.
- F. Community analysis.
- G. Inventory and evaluation Enrollment data Facility needs analysis.

The EFMP is a planning tool which projects the school system's facilities' needs. The analysis and conclusions therein must be able to substantiate each public school capital improvements project.