

PROCEDURE TITLE: <b>School/Organization Sponsored Projects</b>		
ADOPTION/EFFECTIVE DATE: December 20, 2021	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: District Management		

**I. Purpose and Scope**

The purpose of this procedure is to establish the process through which schools, the school community, and organizations outside of the Harford County Public Schools (HCPS) can request and be granted approval to sponsor, fund, and complete improvements to school buildings and grounds.

**II. Program Statement**

HCPS and its students have benefited greatly from projects that have been sponsored and funded by various organizations in Harford County. In times when funding is limited, assistance from other sources provide additional fiscal resources that otherwise would not be available. Under the scenario that a local school community or organization outside of HCPS wishes to modify or alter a school facility or ground that is not planned in the HCPS operating or capital budget, the requirement becomes the responsibility of the local school community, and the evaluation and approval of any proposed improvement is coordinated under the HCPS process for School/Organization Sponsored Projects. It is through this process that requests are forwarded by a sponsoring local school or organization for the evaluation, approval of HCPS, and for the procurement and appropriate installation of a new feature or amenity to a school facility or property by the sponsor.

**III. Definitions**

- A. Sponsor: The local school, department, or outside organization representative(s) submitting a School/Organization Sponsored Project approval application proposing to make a permanent improvement to a school facility or school grounds, with the understanding that they are responsible to fully fund, manage and maintain the proposed improvement.
- B. School/Organization Sponsored Project: Any permanent improvement to a school facility or school grounds that is fully funded, managed, and maintained by a sponsor. School/Organization Sponsored Projects are not funded by the HCPS Capital Improvement Program or Facilities Management operating budgets.
- C. Facility or Grounds: Any school building, site, office, or real property owned or leased by the Board of Education of Harford County.

### IV. Program Requirements

#### A. School/Organization Sponsored Project Approval Process:

1. A local school or HCPS department representative(s) who wishes to sponsor a project shall contact the school principal or highest-ranking location administrator to obtain an endorsement for the desired project.
2. All organizations external to HCPS who wish to sponsor a school project shall contact the school principal or highest-ranking location administrator to obtain an endorsement for the desired project.
3. The school principal or highest-ranking location administrator determines the appropriateness of the project and its benefit to HCPS, the school and the students.
4. Once endorsed by the school principal, or highest-ranking location administrator the sponsoring organization shall complete a School Sponsored Project Approval Request Form and submit all pertinent materials/information to school principal or designee for processing.
5. The school principal or designee shall:
  - a. Review all submitted materials
  - b. Ensure that all information is accurate
  - c. Ensure that the request form is complete and that all items requested are provided
6. The school principal or designee shall submit a complete project request packet to the Office of Operations for review and approval. It is the responsibility of the sponsoring organization and the local school to ensure that information is provided for items #1 thru #12 as outlined on the project request form.
7. Once received, the Office of Operations shall record and forward, to the school and sponsoring organization, correspondence acknowledging receipt of the submitted documentation.
8. Incomplete submissions shall be returned to the local school. The local school shall return the incomplete approval request packet to the sponsoring organization to be completed and resubmitted.
9. Proposal Review: Once a submission is determined to be complete, and the project scope is deemed appropriate, copies of the project request submission shall be forwarded to various offices or departments for review, comment, and endorsement of matters which fall under their area of responsibility. The proposal review process shall address how the proposed project would impact the school system in the following areas:

- a. Operations – Building Operations
  - b. Curriculum and Instruction – Academic Program
  - c. Education Services – Academic Program
  - d. Facilities – Maintenance and Environmental Compliance
  - e. Planning and Construction – School Planning, Design and Construction
  - f. Transportation – Student Transportation
  - g. General Counsel – Legal Sufficiency and Liability
  - h. Risk Management – Risk and Liability Exposure
  - i. Business Services – Procurement Requirements
  - j. Technology – Technology Impact
  - k. Other – As deemed necessary
10. Proposed projects shall be investigated and/or reviewed based on the information submitted. HCPS investigation may require:
- a. A visit to the school site
  - b. Discussions with the local school and sponsoring organization
  - c. Coordination between offices and departments
  - d. Maintenance requirements will be identified by the appropriate department
11. HCPS review comments shall be forwarded to the local school/sponsoring organization for response and/or clarification. All responses to review comments must be submitted to and received by the Office of Operations prior to moving forward with the project approval process.
12. All projects that are estimated to be less than \$100,000 must be approved by the Assistant Superintendent of Operations.
13. All projects that are estimated to be in excess of \$100,000 must be approved by the HCPS BOE.
14. Depending on the scope of the project, a Memorandum of Understanding (M.O.U) may be required and agreed upon by both parties prior to the approval of the project. The M.O.U. shall set forth the sponsoring organizations responsibility to include the following but not limited to:
- a. Fiscal responsibility for maintenance and capital replacement
  - b. Responsibility for replacement resulting from vandalism and/or property damage
  - c. Responsibilities for ensuring the safety of students and the school community
  - d. Requirements for project sustainability
15. Once a final decision is made the Office of Operations shall notify the local school/sponsoring organization of the project's approval status.

16. All conditions that are noted by reviewing department representatives must be met prior to final acceptance of any approved project.

**B. School/Organization Sponsored Project Request Data:** The sponsoring organization must provide the following project data:

1. Name of School/ Project Location
2. Name of Sponsoring Individual(s) or Organization(s)
3. Project Sponsor Contact Information
4. Project Name
5. Project Description: Describe the proposed project. Attach drawings, site plan, location plan, etc.
6. Performance of Work: Describe who will perform the work associated with the project, and their specific qualifications. Attach quote(s) for proposed work if applicable.
7. Management of Project: Describe who will be responsible for the development, coordination, completion, and follow-up of the project from the school/location and from the sponsor.
8. Estimate of Cost: Provide an estimate of the projected costs associated with the planning, construction, purchase, permits, and services for this project.
9. Funding Source: Describe how funds will be provided or all aspects of the project.
10. School System Impact: Describe how the proposed project will impact the school system in the following categories:
  - a. Physical impact on existing building and/or site
  - b. Additional equipment and materials required
  - c. Maintenance (short and long term)
  - d. Staffing (short and long term)
  - e. Utilities (short and long term)
  - f. Monthly/Quarterly/Yearly Charges
  - g. Permits required (list)
  - h. Environmental Impact
  - i. Other
11. Community Impact: Describe how the project will impact the community-at-large.
12. Endorsements: Attach a letter of endorsement for the project from the school principal, or highest-ranking location administrator.

### **C. Supervision & Obligations:**

1. It shall be the responsibility of the sponsor or sponsoring organization to finance and manage the proposed project. The sponsoring organization must identify the project manager who will be responsible for coordination and general project oversight.
2. It is the responsibility of the local school and sponsoring organization to ensure that a project is being properly supervised at all times.
3. When necessary, project coordination may be required to allow for visual inspections and project acceptance by the Facilities Management Department.
4. All who are party to an approved project shall comply with the BOE Policy which prohibits drugs, alcoholic beverages, tobacco products, and weapons in the buildings and/or on the premises in keeping with the Public School Laws of Maryland.
5. Failure to meet and comply with noted conditions/requirements; Federal, local, and State code/law; BOE policy and HCPS procedure may require that all work stop, that the school facility be returned to its original state and may warrant denial of future requests.

### **D. Damage to Property**

1. The sponsoring organization and HCPS representatives shall verify building and site conditions prior to the start of the project. Any abnormal condition shall be documented. If damages should occur to the school building, grounds, or any school equipment as the result of work being performed during the life of the project, the sponsoring organization shall assume financial responsibility for any and all corrective measure.
2. In the event of any damages the school principal, project coordinator, building engineer and facilities personnel shall jointly estimate the cost to remedy damages.

### **V. Indemnification/Insurance**

The sponsoring organization will indemnify and hold harmless the Board of Education from any and all injury (including death), loss or damage resulting to any person or property by reason of the sponsoring group's execution of proposed improvements provided the same was not caused solely by the negligence of the Board of Education. The sponsoring group shall defend the Board of Education against liability, damage, claim or demand and reimburse the Board of Education for any costs incurred by the Board of Education in connection therewith, including reasonable attorney's fees arising out of any injury (including death), loss or damage described above. The Board of Education shall have the right to approve any legal

counsel selected to defend the Board of Education in such claim or alleged claim. Nothing set forth herein shall be construed as a waiver on the part of the Board of Education of any defense, immunity, limitation of liability or restriction on damages provided for it under applicable law including but not limited to Section 5-518 of the Courts and Judicial Proceedings Article and Section 4-105 of the Education Article of the Maryland Annotated Code as amended.

- VI. Disputes:** The Superintendent or her/his designee shall decide any disputes that arise from the implementation of this procedure. The Superintendent's decision shall be final. Decisions of the Superintendent may be appealed to the Board of Education.

**Approved By:**



2021-12-20

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Sean W. Bulson, Ed.D.  
Superintendent of Schools

Procedure Action Dates		
ACTION DATE	ACTION DATE	ACTION DATE
Adopted 12/20/2021		

Responsibility for Procedure Maintenance & References	
LAST EDITOR/DRAFTER NAME:	JOB POSITION OF LAST EDITOR/DRAFTER:
PERSON RESPONSIBLE:	JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME:	DESIGNEE POSITION:
PROCEDURE NUMBER PRIOR TO NOVEMBER 1, 2005:	

### **LEGAL REFERENCES<sup>1</sup>**

References are set forth in the Procedure.

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<sup>1</sup> All references are to specific federal or Maryland statutes or regulations. References are provided for convenience and informational purposes only and are not to be considered as exhaustive or as precluding Harford County Public Schools from relying upon any other statutes or regulations in support of a policy.