

**Administrative Procedures for Policy #1045 (Administration) of the Board of Education Regarding School Facility Plaques**

- I. The Director of Construction will arrange for the development and installation of plaques in school system facilities. Plaques will be installed in buildings after the completion of construction or major renovation projects.
- II. The guidelines for building plaques are as follows:
  - A. Plaques shall be a minimum of 12" x 18" and the letter size shall be ¼".
  - B. Plaques may contain the following information:
    1. The name of the school or facility
    2. Calvert County, Maryland
    3. The year of acceptance
    4. Board of Education of Calvert County
    5. The names and titles of all Board members at the time of the award of the contract
    6. The names and titles of all current Board members (if different)
    7. The name of the Superintendent of Schools at the time of the award of the contract
    8. The name of the current Superintendent of Schools (if different)
    9. The names and titles of all County Commissioners at the time of the award of the contract
    10. The names and titles of all current County Commissioners (if different)
    11. Name of the architect(s)
    12. Name of the construction manager or contractor(s)
  - C. The information on the plaque shall generally be in the following form:
    1. Board of Education
      - a. Name, President
      - b. Name, Vice President
      - c. Name, Member
      - d. Name, Member
      - e. Name, Member
      - f. Name, Member

- g. Name, Student Member
- h. Name, Superintendent
- i. Name, Principal

2. County Commissioners

- a. Name, President
- b. Name, Vice President
- c. Name, Member
- d. Name, Member
- e. Name, Member
- f. Name, Architect
- g. Name, Contractor

- III. The Superintendent or designee will instruct the architect to design the plaque(s) accordingly.  
The construction manager or general contractor will furnish and install the plaque(s).