

SECTION F: FACILITIES PLANNING AND DEVELOPMENT

Section F contains policies and regulations, on facility planning, financing, construction, and renovation.

<u>Code</u>	<u>Category</u>	<u>Title</u>
FA		Facilities Development Goals/Priority Objectives
FBB	R	Enrollment Projections
FE		Facilities Construction
FEA	O	Educational Specifications
FEB	O	Selection of a Design Professional
FEE	O	Site Acquisition Procedure
FEH	O	Supervision of Construction/Clerk of the Works
FF		Naming of Facilities

Categories

O = Optional These policies should be reviewed to determine whether they meet a particular local need. Most are informational in nature.

P = Priority The subject matter of these policies is required by state and/or federal law.

R = Recommended While these policies are not required by law, they are highly recommended for effective and efficient school board operation.

Adopted March, 2004

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FACILITIES DEVELOPMENT GOALS/PRIORITY OBJECTIVES

As the Board seeks to incorporate the most appropriate and cost-effective risk management techniques for less prevention and control, and to overcome deficiencies in its physical plant, it will strive to provide new and remodeled facilities that will offer the best possible physical plant, it will strive to provide new and remodeled facilities that will offer the best possible physical environment for learning and teaching. The Board specifically recognizes the need and importance of regular and substantial capital maintenance, renovation, improvement and expansion consistent with realistic fiscal constraints.

The Board aims specifically toward:

1. Facilities, including buildings, ground, and playing fields, that will accommodate organizations and instructional patterns that support the district's educational philosophy and instructional goals.
2. Meeting all safety requirements through the remodeling and renovation of older structures.
3. Providing building renovations to meet requirements on the availability of public school facilities to handicapped persons whenever possible.
4. Building design, Construction, and renovation that will lend themselves to low maintenance costs and the conservation of energy.
5. Facilities that will also lend themselves to utilization by the community in ways consistent with the overall goals of the district.
6. Keeping the community informed about the condition of district facilities as well as the perceived needs in the areas of capital improvement expansion and acquisition.

Decisions pertaining to education specifications of new buildings and those undergoing extensive remodeling will be developed with the input of teachers, students, parents, School Board, and the community.

New Policy: May, 2004

ENROLLMENT PROJECTIONS

Enrollment projections will be prepared on a 5-year basis under the direction of the Superintendent and will be reviewed annually.

The projections will take into consideration the following:

1. Figures from the latest school census.
2. School registration figures.
3. Review of forthcoming changes in town planning and zoning.
4. Review of current and planned community land development and housing.

Whenever construction of new school facilities or the closing of any school buildings is being contemplated, the Board may authorize outside studies made of population trends and school enrollment.

Revised: July, 1998

Adopted March, 2004

FACILITIES CONSTRUCTION

Changing educational needs require the planning, design, and construction of new educational facilities as well as to renovate or make additions to existing schools. The size, complexity, and potential cost for such a program requires that the Superintendent develop a comprehensive plan in the following areas:

1. Educational program spatial requirements and assessment of the adequacy of existing facilities to accommodate present or proposed educational programs.
2. Cost/benefit considerations relating to facility modernization, renovation, or new construction.
3. Community use of schools and school-related facilities.
4. An annual report reviewing projects underway or completed.

Construction plans, requests for bond money, and all other documents required to begin and/or complete needed school construction projects will be submitted to the appropriate local and state agencies in a timely manner.

New Policy: May, 2004

EDUCATIONAL SPECIFICATIONS

The Board shall work with the Superintendent to develop a set of comprehensive educational specifications.

1. Information concerning the plan of school organization and estimated enrollment in the proposed building.
2. A description of the proposed curriculum and the teaching methods and techniques to be employed.
3. A schedule of space requirements, including an indication of relative locations of various spaces.
4. A desired layout of special areas and the equipment needed for such areas.
5. An outline of mechanical features and special finishes desired.

Revised: July, 1998

Adopted March, 2004

SELECTION OF A DESIGN PROFESSIONAL

The State Board of Education requires that a design professional must be employed to design the plans of the proposed building to make the project eligible for state building aid. The designer contributes to the building program as follows:

1. Advice and assistance in the selection of a site.
2. Assistance in determining the physical requirements of the project and developing preliminary budgets.
3. Preparation of preliminary sketches and studies incorporating educational specifications.
4. After thorough review, preparation of detailed drawings, plans, specifications, and contracts for the project, to be in full accord with all local state and federal laws and regulations.
5. Assistance in obtaining approval by: the State Department of Education for building aid, Fire Marshal, water supply and pollution control, and all other governmental agencies as required.
6. Preparation of necessary forms and information to advertise the project for bid, assistance in bid opening, advice to the committee on awarding the contract.
7. Supervision and administration of the construction phase of the project.
8. Certification of payments to the contractor, advice as to final acceptance of the building.
9. Authoritative, professional presentation of the building program to the public, especially with regard to costs and details of construction.

Revised: November, 1999

Revised: July, 1998

Adopted March, 2004

SITE ACQUISITION PROCEDURE

Priorities based upon student population, location, and education needs shall be established well in advance in order that proper locations for school sites might be acquired. Sites shall be acquired in advance of time for construction to allow adequate time for the completion of topography studies and other preliminary work.

Eminent domain action for the acquisition of property for school site purposes shall be executed only after negotiations fail.

Statutory References:

RSA 31:92

RSA 195:16-b (*Cooperative Districts Only*)

RSA 498 - A

RSA 199:1-3 (*City School Districts Only*)

Revised: November, 1999

Revised: July, 1998

Adopted March, 2004

SUPERVISION OF CONSTRUCTION (Clerk of the Works)

The Board will employ a Clerk of the Works who shall be directly responsible to the Board for review of the architect and contractor's activities in his/her supervision of building construction. This review shall include adequacy of field inspection of the contractor's operations, administrative activities of the architect relating to construction, and any other matters relating to the interest of the District. The District's representative shall make periodic reports certifying by his/her personal knowledge that the work of the construction contractor and the architect is being performed in accordance with plans, specifications, and contracts.

Change orders will be recommended by the Clerk of the Works to the Superintendent who will determine whether or not it is a matter for Board consideration. If the Superintendent decides Board consideration is not necessary, then the signature of the Superintendent shall be considered Board action. The Superintendent will develop a procedure to use relative to the need for the School Board review of change orders.

Upon completion of building construction and after a final inspection of all its aspects by the design professional, contractors, and school officials, a recommendation for its acceptance will be made to the Board by the design professional and the Clerk of the Works.

Statutory Reference:

RSA 199:3, 4, 4a (City School Districts Only)

Revised: November, 1999

Revised: July, 1998

Adopted March, 2004

NAMING OF FACILITIES

The Windham School Board shall be responsible for the naming of facilities within the Windham School District. The School Board may, subject to the established guidelines, name a facility, or portion of a facility, after an individual or organization for a significant contribution to the purpose of enhancing education in the Windham School District. In naming facilities, the intention of the School Board shall be that such name should be permanent/ perpetual. Nevertheless, the Windham School Board retains the right, in appropriate and compelling circumstances, to rename a facility.

Individuals:

- 1.) The person so honored shall have demonstrated, by professional or community service, a commitment to further quality education and the furtherance of student achievement.
- 2.) Such an honor will only be conferred after the death of the person honored, except in specific circumstances as voted on by the Windham School Board.
- 3.) In the case of former employees, the commitment shall be reflected by dedication considered beyond what would generally be expected by an employee.
- 4.) In the case of elected school officials, the commitment shall be reflected in the demonstrated commitment of extended tenure in office and service in various leadership and liaison roles within and outside the district.
- 5.) In the case of volunteers or other community leaders, the commitment shall be through unselfish volunteer service and leadership of the community on education issues.
- 6.) With respect to the commitment of significant resources to construct or maintain a given facility, the Windham School Board may consider commissioning naming rights to facilities.

Organizations:

- 1.) Commitment of resources to the construction or maintenance of a facility shall be a permissible ground for the decision to honor an organization; however, the organization's reputation, character and community standing, both in Windham and at large, shall also be considered.
- 2.) Plaques or other tangible evidence of the naming of the facility shall be of the same character as that for individuals; generally display of logos or trademarks shall not be permitted.
- 3.) With respect to the commitment of significant resources to construct or maintain a given facility, the Windham School Board may consider commissioning naming rights to facilities.

Adopted April 4, 2006