

## **FACILITIES DEVELOPMENT GOALS**

The School Committee believes that any educational program is influenced greatly by the environment in which it functions. The development of a quality educational program and school facilities that help to implement the program must go hand in hand.

Therefore, it is the Committee's goal to provide the facilities needed for the number of students in the school system, and to provide the kind of facilities that will best support and accommodate the educational program.

In planning facilities, the Committee recognizes that capital outlay funds are limited, and that priorities must be established to make the best use of the school building dollar. The Committee's first objective will be to develop a plan that eliminates overcrowding and minimizes the need for extended day programs and double sessions. Whenever possible, the cultural as well as educational needs of the community will be considered in planning facility expansions.

Architects retained by the Committee are expected to plan for simplicity of design; sound economics, including low long-range maintenance costs and efficiency in energy needs; low insurance rates; high educational use; and flexibility.

SOURCE: MASC

LEGAL REF.: 963 CMR 2.00

**NOTE:** Because many towns currently are not contemplating extensive building programs and because School Committees have limited authority over school building projects initiated by the town, little space has been devoted in the Massachusetts Policy Reference Manual to policies in that area.

## **FACILITIES PLANNING**

The Superintendent of Schools will, on a continuous basis, inform the School Committee as to building requirements. The Superintendent may report the need for either new facilities or renovations of facilities, the School Committee may authorize studies pursuant to same. These studies should involve as many constituent community groups as possible. On the basis of the findings, the School Committee may seek authorization for new school constructions, renovation of existing facilities, or other alternatives.

If the decision is reached to initiate new school construction, or major rehabilitation projects, the Mayor shall create a School Building Committee to oversee the project to its conclusion. The School Building Committee acts as the administrative authority for the project, subject to approval of various actions by the School Committee and/or City officials.

The School Building Committee has the following responsibilities:

1. To review thoroughly with the Superintendent and the School Committee the educational requirements in relation to school buildings.
2. To review previous studies and initiate needed studies with or without consultative assistance.
3. To employ the services of architects and cost estimators and such other professional assistance as it may deem necessary.

In managing any school construction project, the Superintendent should consult facets of the educational community and other interested parties and agencies for suggestions for possible inclusion in the educational specifications.

SOURCE: Haverhill

## **RETIREMENT OF FACILITIES**

When a school building becomes inadequate by virtue of age, condition, size of site, lack of need, other overriding limitations, and cannot reasonably and economically be brought up to the current educational standards, the building should be considered for a closing study. The superintendent will recommend to the School Committee which facilities appear to justify further analysis.

The School Committee may seek both professional advice and the advice of the community in making its recommendations as to the retirement of any school facility. This will permit the public, which originally acquired the property, to benefit from its recycling or retirement.

A closing study will include direct involvement by those neighborhoods considered in the study and will be concerned with all or some of the following factors:

1. Review of in depth demographic studies and grouping and consideration of alternatives.
2. Age and current physical condition of the facilities, its operating systems, and program facilities.
3. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions.
4. Reassignment of children, including alternative plans according to Committee policy.
5. Transportation factors, including numbers of children bussed, time, distance, and safety.
6. Alternative uses of the building.
7. Cost/Savings
  - a. Personnel
  - b. Plant Operation
  - c. Transportation
  - d. Capital Investment
  - e. Alternative Use
8. Continuity of instructional and community programs.
9. Feelings and opinions of the neighborhood in which the school is located.

SOURCE: Haverhill

## NAMING NEW FACILITIES

Naming a school is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a school name. A name with educational significance or inspiration should be chosen. The Committee also feels that it is appropriate to name schools for physical locations; geographical areas; distinguished local, state, and national leaders whose names will lend dignity and stature to the school; or significant or pertinent events.

The Superintendent will prepare for the approval of the Committee a procedure to follow in recommending names for school buildings. Whenever possible, the wishes of the community, including parents and students, should be considered in naming new facilities.

It is expected that an orderly, announced procedure will lessen the community or factional pressures that so quickly build up when the selection is delayed or seems uncertain. A prompt decision will reduce disappointments and advance community solidarity. Much confusion in accounts, files, and records can be avoided if a new school can be identified by name before the planning starts.

SOURCE: MASC

**NOTE: Regional school districts have the statutory authority (see M.G.L. 71:16) to acquire property. Thus, the content of a policy in this area might vary slightly from that in the sample policy above.**

## **GUIDELINES FOR RENOVATIONS/IMPROVEMENTS TO SCHOOLS OR SCHOOL SITES**

Prior to the alteration of any school facility or site, or the replacement or installation of equipment thereon:

1. The principal will obtain approval from the Superintendent to initiate such plans.
2. The Superintendent will consult the Business Manager.
3. Appropriate school staff will be consulted.
4. If necessary, the appropriate city department will be consulted.
5. Professional consultants must be authorized by the principal.
6. Contacts with sales representatives must be authorized by the Principal. Information may be sought in regard to:
  - a. Manufacturer's warranties
  - b. Proof of product liability insurance
  - c. Installation warranties
  - d. Warranties and liability insurance for installation
  - e. Cost of equipment, freight, insurance, and installation
  - f. Materials
  - g. Space recommendations and offsets
  - h. h. Time lag between delivery and installation and security during time lag
  - i. Life expectancy of equipment
  - j. Recommended maintenance schedule and annual cost of inspections and maintenance.
7. Preliminary plans should include the following information:
  - a. Location of utilities
  - b. Accountability for parking, snow removal, site security
  - c. Type and amount of equipment
  - d. Manufacturer's warranties
  - e. Proof of liability insurance
  - f. Installation warranties
  - g. Warranties and liability insurance for construction or installation
  - h. Surface preparation and materials
  - i. Time schedule
  - j. Maintenance requirements
  - k. References
  - l. Plans for financing the project
8. Submit the entire package of material to the Superintendent for his/her review and final approval of the School Committee. The package should include the recommendations of the school principal and other appropriate personnel including city agencies. A favorable vote of the School Committee is required before funds may be collected or expended for the specified project.