

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	O	Facilities Development Goals
FBB	R	Enrollment Projections
FCB	O	Closing Schools (Retirement of Facilities)
FEA	O	Educational Specifications
FEB	O	Architect/Engineer/Construction Manager (Selection of Design and Construction Professionals)
FEE	O	Site Acquisition
FEH	O	Supervision of Construction (Clerk of the Works)
FFA	O	Guidelines for Naming School Facilities or Areas Within a Facility

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.

***Note:** Appendices located at the end of the section.

FACILITIES DEVELOPMENT GOALS

As the School Board seeks to incorporate the most appropriate and cost-effective risk management techniques for loss prevention and control, and to overcome deficiencies in its schools and facilities, it will strive to provide new and remodeled facilities that will offer the best possible physical environment for learning and teaching.

The School Board aims specifically toward:

1. Facilities that will accommodate organizational and instructional patterns that support the District's educational philosophy and instructional goals.
2. Meeting all safety requirements through the remodeling of older structures.
3. Providing building renovations to meet requirements on the availability of public school facilities to handicapped persons.
4. Building design and construction that will lend themselves to low maintenance costs and the conservation of energy. These two factors will also be given special consideration in the renovation of buildings.

Decisions pertaining to educational specifications of new buildings and those undergoing extensive remodeling will be developed only after the viewpoints of teachers, students, and parents/guardians have been sought.

ENROLLMENT PROJECTIONS

Enrollment projections will be prepared on a three-year basis under the direction of the Superintendent and will be reviewed and brought up to date annually.

The projections may 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 projects

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

**CLOSING SCHOOLS
(Retirement of Facilities)**

A school will be considered for a comprehensive closing study if any of the following conditions apply:

1. The school building is inadequate by virtue of age, condition, size of site, or other overriding limitations and cannot reasonably and economically be brought up to the current educational standards.
2. The school has been substantially under capacity for a two-year period and is projected to remain so. "Substantially under capacity" is the difference between design capacity and student membership such that the students in the grouping could be housed in one less school. (Instructional programs drawing the majority of students from outside of the regular boundary area of the group of schools will not be considered for this purpose.)

Although use for local community students will be the primary function of a school, unusual circumstances may prevail which will require alternate use of a particular location or building. A closing study of such a school may be authorized by the School Board.

A closing of facilities study will include community involvement and feedback and will be concerned with the following factors:

1. Review of the in-depth demographic studies and grouping, and consideration of alternatives.
2. Age and current physical condition of the building, 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 School Board policy.
5. Transportation factors including numbers of children bused, time, distance, and safety.
6. Alternate uses of the building.

7. Costs/savings
 - A. Personnel
 - B. Plant operation
 - C. Transportation
 - D. Capital investment
 - E. Alternate use
8. Continuity of instructional and community programs.

EDUCATIONAL SPECIFICATIONS

The School Board shall require the Superintendent to develop a set of comprehensive educational specifications for the architect. These specifications, which shall then be discussed in conferences with the architect, shall include:

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.

**ARCHITECT/ENGINEER/CONSTRUCTION MANAGER
(Selection of Design and Construction Professionals)**

The State Board of Education requires a registered architect/professional designer must be employed to design the plans of the proposed building and must stamp all building plans and specifications to make the project eligible for state building aid. The architect/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.
10. Other, as determined by the Superintendent and School Board.

Regulatory Reference

NH Code of Administrative Rules, Ed 305.12, School Building Construction: Approval

SITE ACQUISITION

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, Power and Duties of Towns: Taking of Land
RSA 498-A, Eminent Domain Procedure Act

**SUPERVISION OF CONSTRUCTION
(Clerk of the Works)**

The School Board will attempt to 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 School 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 of Schools who will determine whether or not it is a matter for School Board consideration. If the Superintendent decides School Board consideration is not necessary, then the signature of the Superintendent shall be considered Board action.

Upon completion of building construction and after a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for its acceptance will be made to the School Board by the architect and the clerk of the works.

GUIDELINES FOR NAMING SCHOOL FACILITIES OR AREAS WITHIN A FACILITY

I. Naming a Facility

The Chair of the Bedford School Board will appoint an Ad Hoc Committee of the board which will be charged with considering names for new schools or other facilities under the board's jurisdiction. The committee will make recommendations to the board for action.

The Ad Hoc Committee will consider suggestions for naming new facilities consistent with the guidelines contained herein. Suggestions may be received from members of the community, from elected officials, from school district personnel, and from students.

School facilities may be named to reflect a geographic location, to commemorate a historic event or concept, to recognize a deceased person, or to recognize an individual for a significant contribution. If named after someone, the individual for whom the facility is named will be a person of national or state prominence or someone who has contributed to Bedford, especially in the field of education.

The board will endeavor to name new facilities at least nine months prior to the scheduled opening of the school or facility.

II. Naming an Area Within a Facility

The naming of an area within the school facility for an individual is an exceptional situation that occurs rarely under the conditions listed below.

- Areas to be named after individuals will be limited to core facility areas (gymnasium, library, etc.), play fields, or school wings.
- A plaque honoring the person will identify his/her contribution to education.
- An individual is eligible if he or she meets one or more of the following criteria:
 - Three (3) years have elapsed from the date of completion of service to the Bedford School District.
 - He/she made a significant contribution to the educational system.
 - He/she demonstrated an exceptional and consistent high quality of interaction with children, in ways contributing to their overall well-being.
 - He/she advocated for students above and beyond the normal expectations of the position held in the Bedford School District.