

# PLYMOUTH PUBLIC SCHOOLS

## CONSTRUCTION

## SERIES 7000

	Number	Policy or Regulation
0. Concepts and Roles in Planning for Educational Facilities .....	7000	P
A. Goals and Objectives .....	7010	P
1. Planning .....	7100	P
A. Long-Range Planning		
(1) Evaluating Existing Buildings		
(a) Retirement of Buildings .....	7113.1	P/R
B. Relations with Public		
(1) Literature Distribution.....	7141	P
(2) Public Presentation/Public Support .....	7144	P
2. Construction Concept Development		
A. Equipment and Furniture		
(a) Selection and Installation of Playground		
Equipment .....	7240.1	P
3. Construction		
A. Supervision		
(1) Clerk-of-the-Works .....	7453	P
4. Occupying		
A. Certificate of Occupancy.....	7500	P
B. Staff Orientation and Training .....	7510	P
C. Community Orientation and		
Board of Education Acceptance.....	7530	P
D. Assembling and Preserving Documents .....	7540	P
E. Naming of Facility .....	7551	P/R
F. Recording of Names of Board of Education Members,		
Administrators, Architects or Builders .....	7552	P

## **New Construction**

### **Concepts and Roles in Planning for Educational Facilities**

It shall be the policy of the Board of Education to plan for educational facilities. A Comprehensive Long Range Facilities Plan (CLRFP) shall be maintained as the instrument for determining the need for new facilities or for major facility improvements. The CLRFP shall be updated annually. The CLRFP will incorporate local demographics, community use of educational facilities, projected enrollments, local educational philosophies and policies, existing and planned educational programs, existing facilities, and the ability of the local electorate to provide needed facilities.

The policy reflects the responsibility of the Board of Education to plan for education facilities and the local legislative body's responsibility to raise funding for and to construct needed educational facilities. This policy governs renovation and construction projects. The definition of a renovation or construction project is determined through budgetary process. Projects which are implemented by the local legislative body and are not maintenance oriented are governed by this policy.

#### **A. Goals and Objectives**

- (1) Identify an educational need for a new facility or renovation to an existing facility.
- (2) Plan for a new facility or renovation to an existing facility.
- (3) Gain public approval for the construction or renovation of a facility.
- (4) Construct or renovate a facility.

#### **B. Assumptions**

This policy assumes all educational programs will be housed in spaces that comply with all applicable building codes and regulations. Further, this policy assumes that spaces provided to educational programs shall not hinder the attainment of educational goals and objectives and that the goal of the Board of Education is to provide facilities with the best possible conditions for attaining educational goals.

#### **C. Community**

- (1) It is recognized that while public educational facilities are constructed primarily for public educational activities, they are owned by the public and will be made available for public use wherever that use does not adversely effect educational activities. The design of educational facilities shall take into consideration public use and make accommodations for that use wherever practical. Some of the community uses which will be considered include Town Recreation Departments, use of facilities for emergency shelters and non-profit organizations.
- (2) Community demographic information will be considered. Some of the information to be considered will include road maps with existing and planned sidewalks, maps and descriptions of existing and planned industrial and housing changes, population statistics and local and regional planning studies past, present, and future.

## **New Construction**

### **Concepts and Roles in Planning for Educational Facilities (continued)**

#### **D. Enrollment**

The projection of student enrollment is recognized as an essential element of the long range plan. The CLRFP will be based on the best available information on present and future enrollments. However, it is understood that any projection is based upon assumptions and subject to inherent weaknesses. Projections will be considered the best estimate at a given point in time. Given this assumption, enrollment projections will be updated annually and when new data becomes available or when assumptions change or prove untrue.

- (1) The methods that may be used to predict enrollment include cohort survival, students per dwelling unit and/or percentage of total population.
- (2) Some of the statistics concerning enrollment which will be maintained include the past 5 (five) year enrollment, 5 (five) year predictions, and enrollment summaries by school for past year, present year, and next year. Other statistics will include non-public school enrollment by grade level and students with identified learning disabilities by district and by grade for each school. Existing school districting maps and plans to redistrict will be included.

#### **E. Educational Philosophies and Policies**

To the extent that educational philosophies and policies effect facilities, they will be considered in the development of the district's CLRFP.

#### **F. Educational Programs**

The Board of Education recognizes that facilities form must be based on the activity to be housed. Facilities that do not conform fully hinder fulfillment of the goals and objectives of the programs housed as well as the philosophy and objective of the curriculum.

#### **G. Facilities**

The CLRFP will consider the capacity of existing facilities and their adequacy to house existing educational programs.

- (1) The CLRFP will consider individual building inventories consisting of construction dates, renovation dates, floor plans, legal capacity by space, type of construction, listing of educational spaces and handicap access information.

## **New Construction**

### **Concepts and Roles in Planning for Educational Facilities**

#### **G. Facilities (continued)**

##### **(2) Retirement of Buildings**

A building owned by the school district may be retired from use when the Board of Education determines that it is no longer useful to the district and/or is unsuitable to the current needs or projected needs of the district. The CLRFP shall be one basis for considering the closing of a facility. Recognizing that the closure of a facility may well be an emotional one, the Board of Education will appoint a committee representing a cross-section of opinion in the school district as well as representing the people in the area served by the facility to study the issue and to recommend alternatives for the Board to consider, including retirement, alternative use, remodeling, continuation in use, or any other recommendations the committee might choose to make.

When a building is retired and it is determined that it no longer serves a useful purpose in the educational process, it shall be turned over to the Town and shall no longer be operated or maintained by the Board of Education. The Board of Education may wish to make recommendations to the Town as to how the Board of Education or local interest group(s) may wish to have the facility utilized in the future.

##### **(3) Naming a Facility**

It shall be the prerogative of the Board of Education to establish the need and appropriateness for naming any school unit, which includes all outdoor and indoor facilities of the school. When the need has been determined, the Board shall appoint a committee chaired by the Superintendent or designee and composed of two citizens from the immediate community or district served by the school, a representative from each of the following – teachers, administrators, PTO, two students from the school, and one alumni.

The school-naming committee shall then present a list of not less than three names nor more than five names to the Superintendent who will forward them to the Board.

The Board shall then make the final selection of the name from the list of names submitted by the committee.

It shall be the general policy to name schools and school facilities for deceased persons who have attained prominence locally and nationally, or in the fields of education, science, art, statesmanship, political science, or military achievement; early pioneers of the community or the State of Connecticut; outstanding presidents of the United States of America; or geographical landmarks.

## **New Construction**

### **Concepts and Roles in Planning for Educational Facilities (continued)**

#### **H. Finance**

It is recognized by this policy that the Town has the responsibility of funding the construction of educational facilities, however, this policy also recognizes the need to plan new facilities within the Town's ability to pay. This policy requires that liaison be established with the Town when a particular need is determined for new facilities or for improvement to existing facilities. As soon as possible after a project has been identified an estimate of the cost will be developed and given to the Town for consideration and inclusion in the Town's five (5) year Capital Improvement Plan.

Further, this plan will require investigation of all sources of funds that will defray direct costs to the local taxpayers including, but not limited to, State Department of Education grants and Federal grants.

#### **I. Conclusions**

From the CLRFP, an annual list of facility inadequacy and/or future needs shall be developed and presented to the Board of Education for their consideration.

## **New Construction**

### **Goals and Objectives**

A quality educational program can best function in an environment that is conducive to learning, supports and encourages excellence in teaching, and provides a safe and comfortable place for students and staff.

Accordingly, the Board of Education establishes the following goals for facilities development:

1. developing a long-range planning and evaluation program;
2. providing the facilities needed to serve all students in the district;
3. providing facilities and equipment that will best support and accommodate the needs of a quality educational program;
4. designing and constructing all facilities with particular attention to safety, security, and appropriate lighting, heating, ventilation, acoustics, spatial factors and aesthetic appearance;
5. reducing formality and tension by eliminating the undesirable aspects of traditional institutional atmosphere and appearance, to the extent possible;
6. planning for flexible and adaptable school spaces through incorporation of features such as moveable walls and multi-purpose facilities, in order to best accommodate present and future needs for instructional areas; and
7. considering the adaptability of school facilities to community use.

Legal Reference: Connecticut General Statutes

10-4a Educational interests of state defined.

PA 97-290 An Act Enhancing Education Choices and Opportunities.

Policy adopted: June 13, 2018

**PLYMOUTH PUBLIC SCHOOLS**  
Terryville, Connecticut

## **New Construction**

### **Planning**

A facilities master plan for the school district will be developed and kept up to date. The facilities master plan will reflect the needs of current instructional procedures and projected educational programming. The master plan will incorporate population projections, enrollment projections, site acquisition needs, school plant placement, and determination of financial needs for providing the necessary school facilities.

Legal Reference: Connecticut General Statutes

10-4a Educational interests of state defined.

PA 97-290, An Act Enhancing Educational Choices and Opportunities.

10-220 Duties of Boards of Education.

Policy adopted: June 13, 2018

PLYMOUTH PUBLIC SCHOOLS  
Terryville, Connecticut

## **New Construction**

### **Retirement of Buildings**

A building owned by the school district may be retired from use when the Board of Education determines that it is no longer useful to the district and/or is unsuitable to the current needs or projected needs of the district. The master facilities plan for the district should be the base for considering the closing of a facility, and should require additional study of the possibility of remodeling the facility for other educational purposes.

Legal Reference:        Connecticut General Statutes

10-240 Control of Schools

Policy adopted:        June 13, 2018

**PLYMOUTH PUBLIC SCHOOLS**  
Terryville, Connecticut



## **New Construction**

### **Retirement of Facilities**

If any school building becomes inadequate because of age, condition, size of site, lack of need, or other overriding limitations, and cannot reasonably and economically be brought up to the current educational standards, the building should be considered for a comprehensive closing study. The Superintendent will recommend to the Board of Education which facility(ies) appear to justify further analysis.

The Board of Education will seek both professional advice and the advice of the community in making its final determination as to the retirement of any school facility in order that the public which originally acquired the property benefits from its recycling or retirement.

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

- 1. Building characteristics, age and current physical condition of the facilities including:**
  - A. Age and condition of building including whether or not the building is energy efficient.
  - B. Adequacy of building for programs; existence of a multipurpose room and/or other special areas; feasibility of replacement and/or additions.
  - C. Suitability of the building for other uses.
  - D. Capacity of buildings, space to house additional students.
  
- 2. Adequacy of site, location, access, and other environmental conditions including:**
  - A. Adequacy of the building in terms of student health and safety.
  - B. Frequency of vandalism and amount of damage.
  - C. Location and size of site.
  - D. Traffic hazards and/or serious deterrents to learning in the surrounding community.
  
- 3. Enrollment and program including:**
  - A. Enrollment size in relation to that needed to provide quality of educational programs and services.
  - B. Enrollment projections indicative of continued small student population.
  - C. Effect upon programs for students in all schools affected by the closing.
  - D. Proximity of the school to community resources.
  - E. Relationship to the plan for special education.
  - F. Transportation factors, including numbers of children bused, time, distance, and safety.

## **New Construction**

### **Retirement of Facilities (continued)**

**4. Cost/Savings projected including:**

- A. Staffing requirements.
- B. Comparative per student operating costs related to status quo.
- C. Food service and student transportation requirements and expenses resulting from school closure.
- D. Value of property for other uses.
- E. Saving which might accrue from reducing the number of schools in town.

**5. Community considerations:**

- A. Attitudes toward reducing the number of schools and reduction of costs.
- B. Hardships and/or benefits to parents and/or children resulting from closure; distance from where students reside to schools where assignments would be made.
- C. Reactions on the part of parents and other school patrons to the potential closing of a school(s).

**6. Alternatives to closing a school will also be considered. These may include:**

- A. Changing of boundaries; effect upon enrollments in schools affected by changes.
- B. Shifting of programs/grade levels from one building to another.
- C. Housing of new program(s) in building under consideration.

A school **closing study** shall follow these procedures before submitting their report to the Board of Education.

1. Parents and other school patrons will be involved early in discussions pertaining to possible school closings and program relocation.
2. An orderly procedure, including the provision of information to all who will be affected, will be used when closing a school. Parents will be informed in advance regarding recommendations and of possible Board action.
3. Attendance boundaries will be realigned when a school is to be closed, taking into account distances from other schools, traffic patterns, building capacities, enrollments, and programs.
4. Time will be provided for adequate preparation for closing and reassignment of students and staff members.
5. Alternate uses of the building or disposition of the property will be considered in the light of current and projected needs.

## **New Construction**

### **Retirement of Facilities (continued)**

6. The closing committee may make use of outside consultants when considering school closings.
7. The full resources of the office of the Superintendent shall be available to the study committee throughout their deliberations.
8. Public hearings regarding the closing of a school will be held by the Board of Education prior to any vote by the Board to close a school.

**New Construction**

**Literature Distribution**

Any literature which is produced and/or distributed by Board of Education or its employees shall be limited to a description of the project and its need. All such literature shall be approved by the Town or Board of Education's attorney prior to distribution.

## **New Construction**

### **Public Presentation/Public Approval**

It is recognized by this policy that presentation for public approval of construction projects by Board of Education members and school employees will be carried out in strict accordance with the law and that the Board of Education may set standards for presentations.

Policy adopted: June 13, 2018

PLYMOUTH PUBLIC SCHOOLS  
Terryville, Connecticut

## **New Construction**

### **Selection and Installation of Playground Equipment**

To ensure that new playground equipment installed on District property is age appropriate, safe, and accessible to students, the Superintendent or his/her designee shall provide for guidelines and procedures for the acquisition, installation and maintenance of playground equipment.

These guidelines and procedures shall identify equipment features and activities preferred for inclusion on playgrounds and assure that playgrounds are built to standards of the U.S. Consumer Product Safety Commission and the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities, and Board of Education Policies and Administrative Procedures.

Legal Reference:       Handbook for Public Playground Safety, U.S. Consumer Product Safety Commission, Publication No. 325

Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities, Sections 4.19 through 4.8.7, and Sections 7.4.3 and 7.4.4

Policy adopted:       June 13, 2018

PLYMOUTH PUBLIC SCHOOLS  
Terryville, Connecticut

## **New Construction**

### **Supervisor, Clerk-of-the-Works**

A Clerk-of-the-Works may be retained by the Board of Education who shall be the Board's representative at the job site. The Clerk shall cooperate with the Architect and other professional persons retained by the Board in working with contractors awarded work by the Building Committee. The Clerk shall be responsible to the Superintendent of Schools and shall prepare monthly reports to the Board of Education through the School Building Committee.

All requests for payment by contractors shall have the approval of the Clerk-of-the-Works prior to being processed for payment.

## **New Construction**

### **Occupying: Certificate of Occupancy**

Upon completion of the project, the school district shall not occupy any portion of the new or remodeled facility until a Certificate of Occupancy has been issued for the entire project or for the area of the project to be occupied.

Legal Reference:      Connecticut General Statutes  
  
                                 10-282 Definitions  
  
                                 29-265 Certificates of occupancy

Policy adopted:      June 13, 2018

PLYMOUTH PUBLIC SCHOOLS  
Terryville, Connecticut



## **New Construction**

### **Staff Orientation and Training**

Both professional and non-professional staff shall be formally oriented to the new facility and trained where necessary to insure optimal use of the facility and its equipment and to insure proper facility maintenance is provided.

Policy adopted:        June 13, 2018

PLYMOUTH PUBLIC SCHOOLS  
Terryville, Connecticut

## **New Construction**

### **Community Orientation and Board of Education Acceptance**

It is recognized that the schools belong to the people of the community. Upon completion of a major construction program, there shall be an acceptance ceremony to which all levels of government, all members of the community and school staff are invited. The project shall be officially accepted from the Building Committee by the Chairperson of the Board of Education.

## **New Construction**

### **Assembling and Preserving Documents**

Plans, specifications, warranties, and other documents which will be important in the operation of the facility shall become the property of the Board of Education upon completion of the project and shall be catalogued and permanently stored by the Director of Buildings and Grounds for future reference.

Policy adopted:            June 13, 2018

PLYMOUTH PUBLIC SCHOOLS  
Terryville, Connecticut

## **New Construction**

### **Construction in Physical Facilities**

#### **Naming of Facility**

It shall be the prerogative of the Board of Education to establish the need and appropriateness for naming any school unit, which includes all outdoor and indoor facilities of the school. When the need has been determined, guidelines will be established by the Board of Education and input will be sought from members of the community.

If the school is named after a person, preference shall be given to names of deceased persons who have made a significant contribution to education.

## **New Construction**

### **Naming of Facility**

It shall be the general policy to name schools and school facilities for persons who have attained prominence locally and nationally, or in the fields of education, science, art, statesmanship, political science, or military achievement; early pioneers of the community or the State of Connecticut; outstanding presidents of the United States of America; or geographical landmarks.

The general procedure for selecting a name for a school shall be as follows:

1. The Board shall appoint a committee composed of two citizens from the immediate community to be served by the particular school; one representative from each of the following groups - teachers, administrators, PTA/PTO, and two student representatives from the area to be served.
2. The school-naming committee shall then present a list of not less than three names nor more than five names to the Superintendent who will forward then to the Board.
3. The Board shall then make the final selection of the name from a list of three names submitted by the committee.

## **New Construction**

### **Names on Building Plaques**

In keeping with the practice to recognize elected officials and others for their efforts and public service in providing new and/or improved facilities to the public, the Board wishes to have plaques installed on new construction projects giving the names of persons at the time of acceptance of the project bid as reflected in Board minutes. The plaques will provide the following information:

1. Name of the school or building;
2. Board-approved construction date;
3. Names of the Board members on the Board-approved construction date:
  - a. Chair
  - b. Vice-Chair
  - c. Members
4. Names of Building Committee Members;
5. Names of Superintendent;
6. Name of architect;
7. Name of contractor.