

Madison Public Schools Madison, Connecticut

ELEMENTARY EDUCATIONAL SPECIFICATIONS

for

New Elementary School

Approved by the Madison Board of Education November 9, 2021 Modified May 11, 2022 due to Enrollment Projections Update

BOARD OF EDUCATION

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TABLE OF CONTENTS

I.	INTRODUCTION	1
II.	MADISON CORE DOCUMENTS	1
III.	PROJECT RATIONALE	3
IV.	THE PROJECT	4
V.	ENROLLMENT AND CAPACITY DATA	4
VI.	OVERVIEW OF PROGRAMS	5
VII.	PROGRAM SPECIFICATIONS (Detailed Description)	6
VIII.	COMMUNITY USE	24
IX.	ENVIRONMENT - SYSTEMS - EQUIPMENT	24
X.	SITE DEVELOPMENT	27
	SPACE SUMMARY	29
	INDEX	31

I. INTRODUCTION

The Madison Public Schools is committed to consistently maintaining our facilities and planning for the future of our buildings as 21st century learning environments.

To initiate planning for a New PreK-5 Elementary School and improvements to Brown Intermediate to convert them to K-5 Elementary Schools, Madison Board of Education engaged the services of Colliers Project Leaders, Drummey Rosane Anderson, and Daniel Hansen, educational consultant to assist with the development of these educational specifications. The following individuals participated in the initial specific program meetings to provide input for these educational specifications:

Elizabeth Battaglia, Director of Special Education

Kerri Beisner, Teacher, Special Education

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Scott Ferguson, Teacher, Music

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Dawn Fiorelli, Library Media Specialist

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II. MADISON CORE DOCUMENTS

Vision Statement: "Every Child, Every Day, Leading the Way"

The Madison Public Schools are driven by a mission to prepare all learners to make a unique, positive contribution in a complex, global society. We are committed to fostering the diverse talents and abilities of each and every child in an emotionally and physically safe environment. We envision learning as joyful and learners as passionate. We support our educators as innovators in a dynamic pursuit of continuous improvement.

We are committed to the work that will lead to the development of all learners' capacities to:

- put ideas into action by thinking critically and creatively to identify and solve authentic, complex problems;
- communicate and collaborate purposefully and effectively using a variety of media;
- approach learning with effort and persistence while responding to success and failure with resiliency, reflection, and adaptability in an ever-changing world;

• make ethical and responsible decisions.

Vision for Curriculum Development

Madison Public Schools believes all students should have access to a high quality, engaging, education. There are expectations of success for all students with units that encourage student exploration and inquiry.

The curriculum is content rich, offering students opportunities to learn important concepts and procedures with understanding, while simultaneously providing students with opportunities to explore and grow in identified 21st Century Capacities. These multi-disciplinary outcomes (critical thinking; creative thinking; communication/collaboration; self-direction; and global thinking) are thoughtfully and purposefully embedded throughout the curriculum alongside content that is informed by state and national standards.

A common language is articulated accurately, and it reflects accepted practice within the discipline and/or current educational research and promotes the work of the discipline. The written documents in each grade level include key required components, including the scope of the material and the depth of understanding that is expected upon unit completion.

Maps for courses and grade levels define the pace and common expectations of a content. Teachers use these maps to guide and sequence instruction toward the attainment of key concepts detailed in the unit design. Unit design follows the Understanding by Design (UbD) Model by Jay McTighe and Grant Wiggins although personalized to match the work valued in Madison.

Profile of a Graduate: Student Growth and Development Matrix

Critical Thinking	Creative Thinking	Collaboration/ Communication	Self-Direction	Global Thinking
Inquiry Posing, pursuing, and refining significant questions to deepen understanding about a topic or issue.	Idea Generation Studying a problem, need or model (mentor text, political piece, documents, art work, etc.) to consider limitations and imagine new solutions/transforma tions.	Collective Intelligence Working respectfully and responsibly with others, exchanging and evaluating ideas to achieve a common objective.	Self-Awareness Examining current performance critically to identify steps/strategies to persist.	Citizenship Identify, analyze and contribute to critical issues in society in an ethical and responsible manner.
Analyzing	Design	Product Creation	Decision Making	Alternate
Examining information/data/evidence from multiple sources to identify possible underlying assumptions, patterns, and relationships in order to make inferences.	Engaging in a process to refine a product for an intended audience and purpose.	Effectively use a medium to communicate important information.	Make responsible decisions, based on potential outcomes.	Perspectives Interpret or critique complementary and competing approaches, experiences, and worldviews in order to develop an empathetic perspective.

III. PROJECT RATIONALE

(Excerpted from the Madison Schools Renewal Plan)

In September of 2019, the Madison Public Schools contracted from six schools to five with the closure of Island Avenue Elementary School. Now, the schools are composed of the following grade levels:

- Town Campus Learning Center, PreK
- Jeffrey Elementary School, Kindergarten Grade 3
- Ryerson Elementary School, Kindergarten Grade 3
- Brown Intermediate School, Grades 4 and 5
- Polson Middle School, Grades 6 8
- Daniel Hand High School, Grades 9-12

According to Connecticut General Statutes 10-220, each Board of Education in Connecticut is responsible for the day to day maintenance and operation of its buildings, lands, and other property used for school purposes. Additionally, this statute mandates that each Board of Education "shall make a continuing study of the need for school facilities and of a long-term school building program, and from time to time, make recommendations based on such study to the town." Within this purview, the Board of Education has worked in collaboration with the Town of Madison to study the long-term needs of its facilities, while planning for future enrollment trends.

The school district facilities have been comprehensively analyzed a number of times over the past twenty years. Most recently, an in-depth study that began in 2014 resulted in comprehensive reports facilitated by the Drummey, Rosane and Anderson (DRA) architectural consulting firm. These reports included the following:

- Architectural Assessments of each facility (DRA, October 6, 2015)
- **Mechanical and Electrical Systems Existing Conditions Narrative** (Consulting Engineering Services CES, May 20, 2015)
- Comprehensive 10 Year Enrollment Projections Analysis (Education Resources Management, Dr. Arthur Wagman, December 23, 2014)
- Enrollment Projection Refresh_(Education Resources Management, Dr. Arthur Wagman, Feb 9, 2017 and Nov 9, 2018)
- Enrollment Projections (SLR, March 2021)

With the addition of Colliers International serving as representation, these studies culminated with a plan to shrink the district footprint from six schools to five schools. A referendum on September 26, 2017 sought approval from the community to build a new elementary school on the Ryerson School property, with the expectation that a full renovation of Jeffrey School would follow immediately thereafter.

The referendum failed and the Board of Education then sought another approach to address the current and future maintenance needs of the school facilities. Based on a trend of significant declining student enrollment over time, and with the projection for the trend to continue into the foreseeable future, the BOE voted to move forward with the plan to contract the district from six schools to five by closing Island Avenue Elementary School in June 2019.

In the fall of 2017, the Board of Education again commissioned the services of Colliers International to develop a long-term facility maintenance plan. With reports developed over the past few years, a draft plan was presented to the Board of Education's Facilities Committee in the spring of 2018. On May 31, 2018, the Facilities Committee voted to forward the draft 10 Year \$100 million Capital Maintenance Plan to the full Board of Education for approval. On June 19, 2018, the full Board of Education voted unanimously to adopt the plan.

The plan then moved to the Capital improvement Program – the town and schools joint long-term capital projects plan – while board members and members of the public began to question if there was a better plan out there other than the 10 Year \$100 million maintenance plan. Members of the BOE, Board of Selectmen, and Board of Finance came together to form the Tri Board School Facilities Working Group. The group held meetings and public forums over a period of months and in April 2019 the group presented viable options for the town to consider beyond the BOE adopted 10 Year \$100 Million Capital Maintenance Plan.

In September 2019, the BOE voted unanimously to adopt a long-term plan for the renewal of our school facilities. This plan is the culmination of work at the BOE level since the failed referendum in 2017 and the vast efforts of the Tri-

May 11, 2022

Board School Facilities Working Group. While the referendum failed, the issue of aging school facilities and mounting maintenance projects remain.

The BOE voted to adopt a plan to contract the district further from five schools to four. The earliest point in which this model would be implemented would be for the 2025-2026 school year.

The BOE adopted plan calls for:

- New construction of a PreK-5 elementary school
- Improvements to Brown Intermediate School to transition to a K-5 school
- Maintaining Polson as a 6-8 school and DHHS as 9-12
- Renovations at Polson including:
 - Air Quality System/HVAC
 - o Auditorium Modernization
 - Security Enhancements

The plan, which was approved unanimously by the BOE, would result in the closure of both existing K-3 elementary school buildings as well as the Town Campus Learning Center Preschool (TCLC). The plan has been sent to the school and town Capital Improvement Plan (CIP) where it will be incorporated with all other capital needs of Madison.

This project seeks to provide school buildings that:

- Create learning environments designed for current instructional strategies as captured in Madison's Core Documents;
- Benefit from needed technology upgrades;
- Comply with current building and fire codes;
- Incorporate contemporary design for school safety;
- Utilize modern, efficient heating and cooling systems; and
- Provide accessibility to all by meeting the requirements of the Americans with Disabilities Act.

IV. THE PROJECT

Objective: To ensure all Madison children are able to attend a school that is safe, modern, compliant with current building codes and able to support their educational program.

The following project specifications for the New Elementary School were developed using data from the updated population study conducted in March 2022: *Madison Public Schools Enrollment Projections Update conducted by SLAM*.

School: New Elementary School

• <u>Project Type</u>: New Construction

o Total Program Area: **62,505** square feet (*TGSF x 71%*)

Referendum: February 2022
 Design Enrollment: 640* students

V. ENROLLMENT AND CAPACITY DATA

The Jeffrey Elementary School enrollment as of October 1, 2020 was 324 students in grades K-3. The eight-year maximum enrollment projection for the New PreK-5 Elementary School is 640, which includes 45 PreK students transferring from the Town Campus Learning Center to the New Elementary School.

Source: Madison Public Schools Enrollment Projections Update, March 1, 2022, SLAM

^{*} Includes 45 PreK students from the Town Campus Learning Center

VI. OVERVIEW OF PROGRAMS

GENERAL EDUCATION

The features of the elementary classrooms at the current Jeffrey and the New Elementary School can be divided into three classifications: (1) Early Childhood – PreK and Full-Day Kindergarten; (2) Early Elementary - grades one and two; and (3) Intermediate - grades three, four and five. The classroom needs of all elementary children will require flexibility of space, portability of furniture and acoustical treatment of environment. This will be accommodated while providing low height furnishings and more space for group instruction and movement that will range from total class involvement to three or four separate groups doing different activities at the same time. Specific to Madison's instructional approach, whole class gathering spaces are required for both Morning Meeting/language arts mini lessons as well as a separate space for the Number Corner, a feature of the mathematics program. Space should also be provided for students to read, write, research, and study for either individual or small group projects. The learning environment must also accommodate space for multiple adults (specialists and para educators) who work with students within the general classroom environment. All instructional classrooms require storage space for items such as classroom libraries, textbooks, reference materials, supplemental books, supplies, science equipment, charts, globes, computers, calculators and audio-visual equipment. Equally important is wall space to post anchor charts and other instructional reference materials for students to access on a daily basis.

In addition to the subject areas of Health & Wellness, Mathematics, Reading/Language Arts, Science, and Social Studies, our General Education program includes curriculum focused on Art, Music, Physical Education, STEAM and World Languages. Additionally, an instrumental program (a percussion band and a theater class) is provided for all students in grades 4 and 5. Support Services include a Library/Media Center and technology support integrated throughout the learning environments. Facilities for these areas need to be specific to each program's purpose yet allow for flexibility of space as with the PreK-5 classrooms. As the PreK – 5 program requires that students travel to these various program areas periodically during the day, consideration should be given to the student traffic that will result from this academic arrangement. Student proximity to the library/media center, STEAM lab, gymnasium/auditorium, general music and art rooms should also be considered.

A platform off of the gymnasium will serve as a stage area for school assemblies, performances and other events. It will be adjacent to the gymnasium and accessible from the main corridor. The platform will be accessible and code compliant with ramp access. Included in the design will be a high-quality built-in sound system, stage draperies and main curtains, as well as adjustable stage and general lighting. An electronically controlled acoustical wall will be installed at the proscenium to allow the space to be used for instrumental music lessons and ensemble practice on the platform while the gymnasium is in use.

Additional instructional space is necessary to provide support for non-identified students, as prescribed in the Scientific Researched Based Intervention (SRBI) requirements of the Connecticut State Department of Education. General Education Intervention/Support Services is comprised of Reading, Mathematics and English Learner support (TESOL). Each of these rooms will be centrally located within the academic area of the building. These rooms will be utilized for individual testing, individual and small group instruction. A Developmental Guidance program is also part of the general education support services.

The outside play area for the early elementary and intermediate levels must be extensive and varied to accommodate activities that range from the minimal space demands of jump rope and the like, to larger areas needed to play soccer, kickball, softball, etc. This play area should be away from instructional spaces, if possible. Ideally, this play area should be in close proximity to gymnasium and cafeteria for easy access. The early childhood play area should be near the PreK and kindergarten classrooms, depending on the design of the school and proximity to other classrooms.

SPECIAL EDUCATION

Madison Public Schools invest significantly in their special education programming to best serve their students and in order to avoid costly outplacement services for their students. Special Education programs at the New Elementary include: a PreK program with related services specific to PreK; a K-5 program: the Functional Academic Skills Education (FASE), serving students from across the district; K-5 Special Education Resource, Occupational/Physical Therapy (OT/PT) Services and Related Services (Social Work, Psychologist, Speech/Language/Hearing, BCBA).

Program spaces for special education/related service teachers should be able to meet the needs for small group instruction. They will need to be of sufficient size to accommodate children who require specialized equipment.

Rooms will be used for individual testing, confidential meetings with parents and/or students, individual and small group instruction, counseling, and staff conferences.

SUPPORT SERVICES

MEDIA CENTER

The Library Media Center of an elementary school is a multi-purpose room and preferred to be located as a central "hub" of the school and can be referred to as a Learning Commons. It should be bright, colorful, attractive, warm and inviting. It is important that the media center be designed with the student's safety in mind. There should be freestanding low, double-faced shelving allowing a staff member to see the entire area. The area must be spacious enough to house an appropriate print and media collection. There should be room for multiple classrooms to use this resource on an independent basis. The room is divided for multiple purposes. A small story corner, a large group instructional space, a student project area, a production area for teachers, provision for multiple computer workstations for research and access to online card catalogue as well as a circulation area located near an entrance/exit door is also required.

TECHNOLOGY

A contemporary elementary school must be able to support varied uses of technology. In particular, the school's infrastructure should reflect the latest in wiring and cabling, which would support current technology applications as well as the capacity to support future requirements. Computers should support the full range of educational and operational functions in the school.

Wiring for all classrooms will include multiple network drops and multiple electrical outlets. The entire facility will have wireless connectivity to support the implementation of one-to-one mobile devices such as laptops, netbooks, and other Internet-ready devices.

VII. PROGRAM SPECIFICATIONS (Detailed Description)

Unless otherwise noted, the standard furnishings for every classroom noted below are expected to include the following:

- Room darkening shades
- Acoustical insulation for soundproofing
- Air conditioning
- ADA compliant building standards
- Wireless/internet access to support at least 30 mobile devices
- Multiple electric outlets
- Sound Field System
- Telephone
- Intercom for communication with office

GENERAL EDUCATION PROGRAMS

EARLY CHILDHOOD: FULL-DAY KINDERGARTEN			
SPACE: 1,100 square feet including student toilet room (each) NUMBER: Five (5) classrooms			
Toilet	Toilet room with sink within classroom at a level appropriate for children ages 4-6		
Sinks	 Stainless steel sink with laminate countertops appropriate for 4 and 5-year olds Soap and towel dispenser 		
Classroom Storage	 Built-in bookcases Storage areas for anchor charts, large bins/kits Classroom library storage Counters under windows where possible 		

EARLY CHILDHOOD: FULL-DAY KINDERGARTEN			
Teacher Storage	Lockable teacher storage wardrobe for 3 adults		
	• One (1) lockable four-drawer filing cabinet		
	• Additional instructional storage closet in corridor to be shared by Grades K-2		
Student Storage	• Coat and personal storage area for twenty-four (24) located within the classroom		
Lighting	Soft color, dimmable lighting		
Flooring	Vinyl enhanced tile and area rugs		
Display	Magnetic whiteboards		
	Bulletin Boards		
Student Furniture	• Two (2) tables		
	• Flexible seating/tables to accommodate up to twenty-four (24) students		
	(flexible/adaptable workstations)		
Teacher Furniture	• One (1) Teacher desk/chair (possibly built into counter area to save space)		
Other Furniture	Desk and chair for classroom para		
Classroom Technology	Large screen interactive projection system		
Computers (each)	• 1-to-1 laptops for each student with charging station		
	• One (1) teacher computer		

EARLY ELEMENTARY – GRADES ONE and TWO			
SPACE: 890 square feet (each classroom)			
50 square feet (ir	n-class toilet room)		
NUMBER: Ten (10) classroo	nms		
` ` `			
Toilet	• Toilet room with sink within classroom at a level appropriate for children ages 6-8		
Sinks	Stainless steel sink with laminate counters		
	Soap and towel dispenser		
Classroom Storage	Built-in bookcases		
	Storage areas for anchor charts, large bins/kits		
	Classroom library storage		
	Counters under windows where possible		
Teacher Storage	Lockable teacher storage wardrobe for three (3) adults		
	• One (1) lockable four-drawer filing cabinet		
	Additional instructional storage closet in corridor to be shared by Grades K-2		
Student Storage	Coat and personal (non-locking) lockers for twenty-four (24)/classroom located		
	in the corridor (2 students/locker)		
Lighting	Soft color, dimmable lighting		
Flooring	Vinyl enhanced tile and area rugs		
Display	Magnetic whiteboard		
	Bulletin Boards		
Student Furniture	• Two (2) tables		
	• Flexible seating/desks/tables to accommodate up to twenty-four (24) students		
Teacher Furniture	Teacher desk/chair, possibly built into counter area to save space		
Other Furniture	Desk and chair for classroom para		
Special Needs/Equipment	Common space outside classroom desirable		
Classroom Technology	Large screen interactive projection system		
Computers (each)	1-to-1 Chromebook device for each student with charging station		
	One (1) teacher computer		

INTERMEDIATE – GRADES THREE, FOUR, and FIVE			
SPACE: 890 square feet (each)			
NUMBER : Fourteen (14) cla	ssrooms		
Toilet	Toilet facilities located in close proximity to classrooms		
Sinks	Stainless steel sink with laminate counter		
	In-room water fountain		
	Soap and towel dispenser		
Classroom Storage	Built-in bookcases		
	Storage areas for anchor charts, large bins/kits		
	Classroom library storage		
	Counters under windows where appropriate		
Teacher Storage	Lockable teacher storage wardrobe for three (3) adults		
	One (1) lockable four-drawer filing cabinet		
	Additional instructional storage closet in corridor to be shared by Grades 3-5		
Student Storage	Coat and personal storage areas are located in the corridors for up to twenty-six		
	(26) students per classroom (one (non-locking) locker per student; double		
	stacked)		
Lighting	Soft color, dimmable lighting		
Flooring	Vinyl enhanced tile and area rugs		
Display	Magnetic whiteboard		
	Bulletin Boards		
Student Furniture	Table and appropriate student seating for twenty-six (26)		
Teacher Furniture	Teacher desk/chair, possibly built into counters to save space		
Other Furniture	Desk and chair for classroom para		
Special Needs/Equipment	Common space outside classroom desirable		
Classroom Technology	Large screen interactive projection system		
Computers (each)	• 1-to-1 Chromebook device for each student with charging station		
	• One (1) teacher computer		

VISUAL ARTS	
SPACE : 1,450 squar	e feet (includes 350 s.f. for kiln room and storage)
Sinks	 Minimum two (2) deep sinks with clay traps in addition to one (1) student accessible sink all in same location Paint-resistant countertops
Access	Close to workroom and STEAM classroom, if possible
Classroom Storage	Lockable closets
	 Easily accessible cabinets and shelves
	 Vertical file tub-storage cabinets with locks
	• Two (2) kitchen-type mobile carts with shelves
	Draftsman cabinet file for large paper/poster storage
Teacher Storage	Lockable teacher storage wardrobe
	One (1) lockable four-drawer filing cabinet
Student Storage	Space to store student work in progress; one area per classroom
Lighting	North facing classroom, preferable
Flooring	Vinyl enhanced tile; carpet area
Display	• Two-sided fully locked showcase on room's corridor wall (and others
	throughout building)
	Magnetic whiteboard
	Bulletin Board
Student Furniture	Twenty-six (26) adjustable chairs/stools

VISUAL ARTS	
Teacher Furniture	Teacher desk/chair, possibly built into counters to save space
	Demonstration table
Other Furniture	• Six (6) adjustable worktables (rectangular) to seat six (6)
Special Needs/Equipment	• One (1) kiln (to be appropriately located and sized) with ventilation system
	Drying racks
	Book racks and magazine shelves (fine arts area)
	Four (4) sturdy wooden adjustable painting easels
	Two (2) large rolling waste barrels
	Eyewash station
	Paper cutter
Classroom Technology	Two (2) student computers
	Two (2) laptop computers
	Large screen interactive projection system
Computers (each)	One (1) teacher computer
	Full color printer

GENERAL AND INSTRUMENTAL MUSIC		
SPACE: 1,000	1,000 square feet for General Music	
900 sc storag	quare feet for Instrumental Music on platform adjacent to gymnasium (including instrument	
NUMBER: One (2) room for General Music (K – 5), and one (1) space for gr. 5 Instrumental Music	
Sinks	 Large sink in Instrumental Music room to submerge brass instruments for cleaning Small sink/fountain area in General Music room 	
Access	 In proximity to gymnasium and platform (stage) Instrumental room ideally located near bus entrance for easy drop off/pick up of instruments 	
Classroom Storage	 Music cabinets for sheet music storage (each room) Built-in bookcase (16" x 15") Storage for Orff instruments for general music classroom 	
Teacher Storage	 Lockable teacher storage wardrobe in each space One (1) lockable four-drawer filing cabinet in each area 	
Student Storage	Built-in lockable storage for instruments (low built-in cubbies at instrumental music room entrance)	
Lighting	Soft color, dimmable lighting	
Flooring	Carpet in general music classroom	
Display	• Two 8 ft. whiteboards, one with permanent musical staff lines (each room)	
Student Furniture	 Eighty (80) stackable chairs for instrumental room Twenty-six (26) stackable stools in general music room 	
Teacher Furniture	Teacher desk/chair, possibly built into counters to save space	
Other Furniture	Eighty (80) music stands for instrumental room	
	Three (3) conductor's stands	
	Large Move and Store cart for music stands	
	Piano in general music room	
Special Accommodation		
	Sound deadening/soundproof walls	
	Acoustical divider built between platform and gymnasium	
	• Instrumental lessons and large group ensembles require 48" of space per student	

GENERAL AND INSTRUMENTAL MUSIC		
Classroom Technology	Sound systems	
	Large screen interactive projection system	
Computers (each)	One (1) teacher computer with access to high quality sound system control	

PHYSICA	L EDUCATION	
SPACE:	Gymnasium:	6,000 square feet
	PE Office/Storag	e: 600 square feet (includes 140 s.f. office)
	Platform/Stage:	900 square feet
Sinks		Recessed drinking fountains located inside gymnasium
Access		Capacity to hold entire student body, staff and faculty
Storage		Folding seating/carts/storage for entire student body, staff and faculty (separate storage from PE equipment)
		• Storage area will have access from both the interior of the gymnasium, as well
		as the exterior of the building (for outdoor sports and playground activities); a roll-up exterior access door is desired
		• Six (6) shelving units (48"x18"x72") inside storage facility
Lighting		Lighting with safety cages or equivalent
Flooring		Synthetic rubberized "poured in place" floor system with essential markings
~		Protective matting
Special Ac	commodations	Sound deadening/soundproof walls including acoustical wall dividing platform (stage) from gymnasium
		Clerestory windows with remote room darkening shade system
		 High ceiling, the lowest features should be a minimum of 22 ft. from the floor Wall matting around entire perimeter, from height of wall base to 6'-0" minimum above finish floor
		Removable wall matting along front of platform as well.
		Two (2) main and four (4) side baskets for basketball (all adjustable for height and electrically operated)
		Volleyball post recessed floor sleeves
		Chinning bars
		Horizontal bar
		Divider curtain
		Ceiling mounts for cargo nets and rope climbing
		One wall to be designated for future climbing, wall mounted equipment, and the masonry cores filled with concrete
		• Two (2) sections of portable risers for use with the gymnasium platform (one on
		the gymnasium floor, and one on the platform)
		 Electric retractable bleacher seating; five (5) rows Movable cart for storage/equipment
		Two (2) AED with audible alarm box will be installed; one (1) in the public
		access hallway outside nurse's office, and one (1) outside the gymnasium
Classroom	Technology	One (1) teacher computer
		Portable SMART Board system, or similar device for classroom instruction
		Built-in sound system for assemblies and programs
		Remote control screen with appropriate rear projection device

SCIENCE, TECHNOLOGY, ENGINEERING, ART, & MATHEMATICS (STEAM) LAB			
SPACE: 1,100 square feet			
NUMBER: One (1) classroo	m		
Sinks	 Three (3) stainless steel sinks with laminate counter tops Soap and towel dispensers 		
Access	In close proximity to general education classrooms and library media center		
Classroom Storage	Built-in bookcases (upper and lower)		
	Locked closet for audio-visual equipment and science equipment		
	• Cabinets to be deep, with adjustable / removable shelving, and space for large		
	bin storage.		
	Storage for student projects in process		
Teacher Storage	Lockable teacher storage wardrobe		
	Two (2) lockable four-drawer filing cabinets		
Lighting	Soft color, dimmable lighting		
Flooring	Vinyl enhanced tile		
Display	Two-sided fully locked showcases on room's corridor wall		
	Magnetic whiteboard		
	Bulletin Boards		
Student Furniture	Age-appropriate student furniture (26 students)		
Teacher Furniture	Teacher Desk/Chair		
Other Furniture	Thirteen (13) movable laboratory tables with grommets and integral wire		
	management tray		
Classroom Technology	Large screen interactive projection system		
Computers (each)	• Fifteen (15) student devices		
	• Three (3) student computers		
	One (1) teacher computer		

WORLD LANGUAGE CLASSROOM		
SPACE : 890 square feet	SPACE: 890 square feet (each)	
NUMBER : One (1) classroo	om	
Sinks	Stainless steel sink with laminate counter	
	• In-room water fountain	
	Soap and towel dispenser	
Access	Central location within classroom wing	
	Close proximity to TESOL office	
Classroom Storage	Unique storage needs for six (6) grades of curriculum materials	
	Built-in bookcases	
	Storage areas for many props, puppets, classroom library	
	Counters under windows where appropriate	
Teacher Storage	Lockable teacher storage wardrobe	
	• One (1) lockable four-drawer filing cabinet	
Lighting	Soft color, dimmable lighting	
Flooring	Vinyl enhanced tile and area rugs	
Display	Magnetic whiteboard	
	Bulletin Boards	
Student Furniture	Table and appropriate student seating for twenty-six (26)	
Teacher Furniture	Teacher desk/chair, possibly built into counters to save space	
Classroom Technology	Large screen interactive projection system	
Computers (each)	Sufficient Chromebooks for each student	
	• One (1) teacher computer	

LIBRARY MEDIA CENTER		
SPACE : 2,600 square fe	SPACE : 2,600 square feet (includes 200 s.f. office for media staff and 200 s.f. work room with copier)	
Sinks	Sink in media center workroom	
Access	Centrally located in the school	
	Access to outdoor garden area, desirable	
	Close proximity to STEAM lab, desirable	
Storage	Audio-visual storage cabinets	
	Over-size vertical filing cabinet	
	Storage/display for teacher resources and professional development materials	
Teacher Storage	One (1) lockable four-drawer filing cabinet	
Lighting	Remote control room darkening blinds	
Flooring	Wall to wall carpeting	
Display	Magnetic whiteboards	
	Bulletin Boards	
	Well-placed and secure space for displays and promotional materials	
Student Furniture	 Tables and chairs with sleigh legs; easy to reconfigure 	
	• Computer furniture/workstations for six (6) student computers	
Teacher Furniture	• Two (2) teacher desks/chairs; Two (2) adult visitors chairs	
Other Furniture	• 48-inch free standing, double-faced shelving for student print materials; on	
	wheels for adjusting space layout	
	Comfortable lounge style seating – adult and student	
Space Considerations	Small tiered story corner	
	 Area for independent study; separate area for whole class instruction 	
	Maker Space area	
	Informal seating or an informal area with comfortable chairs	
	Space should be able to accommodate staff professional development activities	
Classroom Technology	Sufficient outlets to support all technology	
	Sound system for large group events	
	Online circulation system (2 circulation stations)	
	Large screen interactive projection system	
Computers (each)	• Six (6) student computers	
	• One (1) Chromebook cart (class set)	
	Two (2) teacher computers	

SMALL BR	SMALL BREAKOUT ROOM	
SPACE:	125 square feet (each) for individual assessment with teachers and/or small group work with para educators	
NUMBER:	Two (2) rooms	
Access		In close proximity to general education classrooms
Teacher Sto	rage	Secured closet for testing materials
Lighting		Soft color, dimmable lighting
Flooring		Vinyl enhanced tile
Display		Magnetic whiteboard
		Bulletin Board
Furniture		• One (1) table
		• Six (6) student chairs
		One (1) teacher chair

READING/MATH COACH'S OFFICE	
SPACE: 175 square feet (each) for meetings with teachers NUMBER: Two (2) rooms	
Access	In close proximity to media center and Literacy Lab
Teacher Storage	Bookshelves, cabinets, lockable teacher wardrobe
Lighting	Soft color, dimmable lighting
Flooring	• Carpet
Display	Magnetic whiteboard
	Bulletin Board
Teacher Furniture	Teacher desk, small table with four (4) chairs
Computers (each)	Teacher computer

GENERAL EDUCATION INTERVENTION SERVICES – READING AND MATH	
SPACE: 500 square feet (e working with sma	each) for Reading and Math Intervention, each space to accommodate 2-3 adults all groups
NUMBER : Two (2) rooms	
Sinks	Stainless steel sink with laminate countersSoap and towel dispenser
Access	• In close proximity to primary education classrooms and Reading/Math Coach offices
Classroom Storage	 Built-in bookcases A supply closet with shelving installed in each room Wall length countertop with wall storage cabinets and electrical strips. Counters under windows where possible Separate book closet in centralized location to classrooms
Teacher Storage	 Lockable teacher storage wardrobe for three (3) adults Two (2) lockable four-drawer filing cabinets
Lighting	Soft color, dimmable lighting
Flooring	Vinyl enhanced tile and area rugs
Display	Magnetic whiteboardsBulletin Boards
Student Furniture	Differentiated student tables and chairs to accommodate K-5 students
Teacher Furniture	One (1) Teacher desk/chair
Other Furniture	Visitor's chairs
Classroom Technology	Large screen interactive projection system
Computers (each)	• Five (5) student computers
	One (1) teacher computer

TESOL OFFICE	
SPACE : 100 square feet	
NUMBER : One (1) room	
Access	In close proximity to classrooms and World Language classroom
Teacher Storage	Bookshelves, cabinets, lockable teacher wardrobe
Lighting	Soft color, dimmable lighting
Flooring	• Carpet
Display	Magnetic whiteboard
	Bulletin Board

TESOL OFFICE	
Teacher Furniture	• Teacher desk, small table with four (4) chairs
Computers (each)	Teacher computer

SPECIAL SERVICES PROGRAMS

PRE-SCHOOL PROGRAM

Based on current enrollment projections of 45 students, four classrooms of the Pre-school will be required to meet the needs of special education students. By design, and to meet the legal requirements for inclusive education, the classes include eligible students with special needs and at least equal numbers of typical same age peers. Like kindergarten children, these children will spend a lot of time on the floor for activities. All of the furnishings, toilet and sinks should be at a level appropriate for children aged three to five. These classrooms should have space to accommodate gross and fine motor activities as well as lessons and an area for the children to sit together as a group. The classroom needs to have ample space to accommodate children who use wheelchairs, standers or other adaptive equipment, and several adults.

PRE-SCHOOL CLASSROOM	
SPACE : 1,000 square feet (each) (includes 50 s.f. in-class toilet room)	
NUMBER: Four (4) classro	oms
Toilet	 Separate toilet room within classroom for ages 3-5 with shelves and extra storage space
Sinks	 Two (2) stainless steel sinks with laminate counters (one adult, one children) Soap and towel dispenser
Access	In close proximity to all PreK services
Classroom Storage	 Storage area for large equipment (adaptive chairs, prone standers, supine standers, walkers, gait trainers, therapy balls, etc.). Built-in bookcases
	 Storage areas Counters under windows where appropriate
	 Counters under windows where appropriate Large drawer storage (posters, large books, etc.)
Teacher Storage	Large drawer storage (posters, rarge books, etc.) Lockable teacher storage wardrobe for three (3) adults
reaction Storage	 One (1) lockable four-drawer filing cabinet
Student Storage	Coat and cubby storage for eighteen (18) students
Lighting	Soft color, dimmable lighting
Flooring	Carpet with vinyl tile near sink and toilet area
Display	Whiteboard
	Bulletin Boards
Student Furniture	PreK tables and chairs
	Computer workstations
Teacher Furniture	Teacher Desk/Chair
Other Furniture	• Center Instruction: three (3) small tables with four (4) chairs each
	• Activity Groups: one (1) table with six (6) chairs
Special Needs/Equipment	Block carts
	• Easel
	Play equipment for centers
	Full-length mirror (Mylar)
Classroom Technology	Large screen interactive projection system
Computers (each)	• One (1) teacher computer
	• One (1) stationary adult computer

PRE-SCHOOL CLASSROOM	
	• Five (5) student laptops

ABA CLASSROOM	
SPACE : 400 square feet	
NUMBER: One (1) room	
Sinks	One (1) stainless steel sink with laminate countertops
	Soap and towel dispenser
Access	In the vicinity of PreK OT/PT classroom
Classroom Storage	Built-in bookcases
	Storage areas
	Cabinets with large drawers
	Counters under windows where appropriate
Lighting	Soft color, dimmable lighting
Flooring	Carpet with vinyl tile near sink
Display	Whiteboard
	Bulletin Boards
Special Needs/Equipment	• 60" flexible dividers, able to configure the room into four (4) separate areas
	Full-length mirror (Mylar)
Computers (each)	One (1) teacher computer

PRE-K O.T. / P.T. RESOURCE	
SPACE: 500 square feet	
NUMBER : One (1) room sha	ared by two teachers
Access	Adjacent to PreK parent drop-off area
Classroom Storage	 Storage for large equipment (large adaptive chairs, prone standers, supine standers, large walkers, gait trainers, large therapy balls, etc.) Built-in bookcases, storage areas, large-drawer storage Built-in bookcases
	 Built-in bookcases Storage areas Counters under windows where appropriate
Teacher Storage	 Two (2) lockable teacher storage wardrobes Two (2) lockable four-drawer filing cabinets
Lighting	Soft color, dimmable lighting
Flooring	Carpeted
Display	WhiteboardBulletin Board
Student Furniture	Pupil tables and chairs (adjustable - movable)
Teacher Furniture	Two (2) teacher desk/chair
Other Furniture	 Activity Groups: One (1) small table with four (4) chairs One (1) adult size visitor's chair
Special Needs/Equipment	Full length mirror (Mylar)Swing mounted from ceiling
Computers (each)	Two (2) teacher computers

PRE-K SPEECH LANGUAGE	
SPACE: 250 square feet (each)	
NUMBER : One (1) room	
Access	Adjacent to PreK OT/PT areas and PreK parent drop-off area
Classroom Storage	Built-in bookcases
	Storage areas
	Counters under windows where appropriate
Teacher Storage	Lockable teacher storage wardrobe
	One (1) lockable built-in four-drawer filing cabinet
Lighting	Soft color, dimmable lighting
Flooring	Vinyl enhanced tile and area rugs
Display	Whiteboard
	Bulletin Board
Student Furniture	Pupil tables and chairs (adjustable and movable)
Teacher Furniture	Teacher Desk/Chair
Other Furniture	• Activity Groups: One (1) table with six (6) chairs
	Adult size visitor's chair
	Play equipment for centers
	Full length mirror (Mylar)
Computers (each)	One (1) teacher computer

PRE-K PSYCHOLOGIST OFFICE	
SPACE : 300 square feet	
NUMBER : One (1) room including adjoining office for secretary	
Access	In close proximity to PreK entrance
Storage	Bookshelves, cabinets, two (2) lockable wardrobes
Lighting	Soft color, dimmable lighting
Flooring	Carpet
Display	Magnetic whiteboard
	Bulletin Board
Office Furniture	• Two (2) desks, table with four (4) chairs; countertops
	Fireproof, lockable student files
Technology	• Two (2) Phones
Computers (each)	Teacher computer
	Secretary computer

Grades K-5 Special Services Programs

FUNCTIONAL ACADEMIC SKILLS EDUCATION [F.A.S.E.]		
SPACE:	890 square feet	
NUMBER:	ER: One (1) classroom for 4-8 students	
Toilet		Toilet facility with changing table and storage
Sinks		Stainless steel sink with laminate counter
		Soap and towel dispenser
Access		Close proximity to OT/PT room

FUNCTIONAL ACADEMIC	C SKILLS EDUCATION [F.A.S.E.]
Classroom Storage	Built-in bookcases, storage areas, large-drawer storage
	Storage areas
	Counters under windows where possible
Teacher Storage	Lockable teacher storage wardrobe for three (3) adults
	Two (2) lockable four-drawer filing cabinet
Student Storage	• 15 coat hooks/storage
	Cubby storage for 15 students
Lighting	Soft color, dimmable lighting
Flooring	Vinyl enhanced tile and area rugs
Display	Magnetic whiteboards
	Bulletin Boards
Student Furniture	Table and appropriate student furniture
Teacher Furniture	Teacher Desk/Chair
Other Furniture	• Center instruction: Three (3) small tables with four (4) chairs
	Activity Groups: Two (2) tables with six (6) chairs
	Adult visitor chair
Special Needs/Equipment	Separate area for calming, de-stress
	Staff work area (for teachers, aides, conferences)
Classroom Technology	Large screen interactive projection system
Computers (each)	One (1) teacher computer
	Two (2) student computers

SPECIAL EDUCATION RESOURCE		
SPACE 700 square feet (SPACE 700 square feet (each)	
NUMBER: Four (4) classroo	oms (each to be shared by two resource teachers)	
Sinks	 Stainless steel sink with laminate counter Soap and towel dispenser 	
Access	 Close proximity to general education classrooms and to each other Close proximity to related services (SW/Psych/SLH), preferred 	
Classroom Storage	 Built-in bookcases Storage areas Counters under windows where possible 	
Teacher Storage	 Lockable teacher storage wardrobe for two (2) adults Two (2) lockable four-drawer filing cabinets Access to shared testing materials 	
Lighting	Soft color, dimmable lighting	
Flooring	Vinyl enhanced tile and area rugs	
Display	Magnetic whiteboards	
	Bulletin Boards	
Student Furniture	Student tables/chairs (adjustable/movable)	
Teacher Furniture	Two (2) Teacher desks/chairs	
Other Furniture	Adult visitor's chairs	
	• Activity Groups: Two (2) tables with six (6) chairs (each)	
	Portable dividers	
Classroom Technology	Large screen interactive projection system	
Computers (each)	• Two (2) teacher computers	
	• Four (4) student computers	

K-5 O.T./P.T. RESOURCE	
SPACE : 500 square feet	
NUMBER : One (1) room sha	ared by two (2) staff
Sinks	Stainless steel sink with laminate counters
	Soap and towel dispenser
Access	Adjacent to PreK OT/PT Resource
Classroom Storage	• Storage for large equipment (large adaptive chairs, prone standers, supine standers, large walkers, gait trainers, large therapy balls, etc.)
	Built-in bookcases, storage areas, large-drawer storage
	Open shelving and counter area
	Counters under windows where possible
Teacher Storage	Two (2) lockable teacher storage wardrobes
	Two (2) lockable built-in four-drawer filing cabinets
Lighting	Soft color, dimmable lighting
Flooring	Vinyl enhanced tile and area rugs
Display	Magnetic whiteboard
	Bulletin Boards
Student Furniture	Small tables with student chairs
Teacher Furniture	Two (2) Teacher desk/chair workstations
Other Furniture	Adult visitor chairs
Special Needs/Equipment	Trampoline, Balance Beam, Swing, Stairs, Floor Mats
	Area for gross motor activities.
Computers	Two (2) teacher computers

K - 5 RELATED SERVICES – SOCIAL WORKER/PSYCHOLOGIST/SPEECH	
SPACE : 600 square feet (1	total)
NUMBER : Three (3) offices	@ 200 s.f. each: Social Worker; Psychologist; K-5 Speech/Language Pathologist
Access	 Close proximity to the main office and sped resource rooms Consider these offices as a suite with common area
Storage	 One (1) lockable built-in four-drawer filing cabinet (each office) Bookcase and shelving Walk-in supply closet (common area) Laminate counters and shelving (common area)
Lighting	Soft color, dimmable lighting
Flooring	Wall to wall carpeting
Display	Magnetic whiteboardBulletin Board
Teacher Furniture	Teacher desk/chair (each office)
Other Furniture	Two (2) adult chairs (each office)
	 One (1) table, with 6 student chairs (each office) Small play area
Special Needs/Equipment	Built-in mirror (Speech only)
Computers	One (1) teacher computer (each office)

ELEMENTARY SPED COORDINATOR OFFICE/BCBA

SPACE: 150 square feet **NUMBER**: One (1) room

ELEMENTARY SPED COORDINATOR OFFICE/BCBA	
Access	In close proximity to special education teachers and conference room
Teacher Storage	Bookshelves, cabinets, lockable teacher wardrobe
Lighting	Soft color, dimmable lighting
Flooring	• Carpet
Display	Magnetic whiteboard
	Bulletin Board
Teacher Furniture	• Two (2) Teacher desks
Classroom Technology	• Two (2) Phones
Computers (each)	• Two (2) Teacher computers

ADMINISTRATION AND SUPPORT SERVICES

Unless otherwise noted, the standard furnishings for every area noted below are expected to include the following:

- Room darkening shades
- Acoustical insulation for soundproofing
- Year-round air conditioning
- ADA compliant building standards
- Wireless/internet access
- Multiple electric outlets
- Telephone

PRINCIPAL'S OFFICE	
SPACE : 200 square feet	
Access/Location	Close proximity to secretary's workstation and conference room
Storage	One (1) large wall unit bookcase
	Lockable lateral files
Lighting	Soft color, dimmable lighting
Flooring	Wall to wall carpeting
Office Furniture	Desk/Chair
	• Visitor's seating for six (6)
Other Accommodations	Bulletin board
	Private lavatory
Technology	Polycom telephone
	Building security system monitor
	Security "panic" button with dedicated phone line
Computers	One (1) laptop with docking station

ASSISTANT PRINCIPAL'S OFFICE	
SPACE : 175 square feet	
Access/Location	Close proximity to Main Office and conference room
Storage	One (1) large wall unit bookcase
	Lockable lateral files
Lighting	Soft color, dimmable lighting
Flooring	Wall to wall carpeting
Office Furniture	Desk/Chair
	• Visitor's seating for six (6)
Other Accommodations	Bulletin board

ASSISTANT PRINCIPAL'S OFFICE	
Technology	 Polycom telephone Building security system monitor Security "panic" button with dedicated phone line
Computers	One (1) laptop with docking station

MAIN OFFICE (SECRETARIAL AREA)	
SPACE : 700 square feet	
Access/Location	 Adjacent to principal's office Main hallway wall should have multiple windows, and the Main Office should be able to view main entranceway of school and bus traffic Connecting door between office and health suite Staff lavatories should be adjacent to office
Storage	 Safe Staff mailboxes within main office area Base and wall cabinets with counter space Fire-proof, lockable files for student confidential records
Lighting	Soft color, dimmable lighting
Flooring	Wall to wall carpeting
Office Furniture	 Secretarial workstations (2) Secretarial chairs (2) Additional worktable/counter area Visitor's seating
Other Accommodations	 Bulletin boards Closet for coats Kitchenette counter, small refrigerator, sink, microwave
Technology	 Network copier/fax machine Building security system monitor (secretary/clerk) Security "panic button with dedicated phone line (secretary/clerk) Radio charging station Parent access Kiosk computer
Computers (each)	• Two (2) computers

CONFERENCE ROOM		
SPACE : 200 square feet e	SPACE: 200 square feet each	
NUMBER: Two (2) rooms		
Access/Location	One adjacent to Main Office/Principal's Office and one within PreK wing	
Storage	One (1) credenza	
Lighting	Soft color, dimmable lighting	
Flooring	Wall to wall carpeting	
Office Furniture	Conference Table	
	• Seating for ten (10)	
Other Accommodations	Magnetic whiteboard	
	Bulletin board	
Technology	Polycom telephone	
	Large screen interactive projection system	
Computers (each)	• One (1) computer	

HEALTH SERVICES	
SPACE : 650 square feet	
Toilet	Oversized accessible toilet room with changing table
Sink	Sink with foot pedal controls (outside Toilet room)
	• Sink with eye wash
Access/Location	Access to main office for assistance during times of emergency
	Access through main corridor
	Access to natural light; windows
Lighting	Soft color, dimmable lighting
Flooring	Vinyl enhanced tile
Storage	Lockable cabinets for medication
	• Three (3) four-drawer lockable filing cabinets
	Closet and extra storage for materials
Office Furniture	Desk/chair facing room entry
	• Bookcase
	• Table for testing/conferences (private)
	• Four (4) student chairs for waiting area
Space Considerations	• Recovery area with 2 cots with privacy curtains
	• Private space where nurse can speak privately with students/parents
	Examination room
	• 25-ft space to conduct vision screenings
	Waiting area for students
Medical Equipment	Wheelchair/evac chair
	Magnifying lamp
	Rolling cart (portable emergency cart)
	Examination table
Other Accommodations	• AED with audible alarm box will be installed in the public access hallway.
	Refrigerator with separate frost-free freezer compartment
Technology	• Two (2) telephones with direct access to an outside line and ability to access
	classrooms; separate phone for student use
	Portable phone for nurse
	• Fax machine
	• Printer
Computers	• One (1) computer

GUIDANCE COUNSELOR'S OFFICE	
SPACE : 200 square feet	
Access/Location	Close proximity to classrooms
Storage	One (1) large wall unit bookcase
	Lockable lateral files
Lighting	Soft color, dimmable lighting
Flooring	Wall to wall carpeting
Office Furniture	Desk/Chair
	• Visitor's seating for six (6)
Other Accommodations	Bulletin board
Technology	telephone
Computers	One (1) laptop with docking station

TEACHER WORKROOM	
SPACE : 440 square feet	
Sink	 Stainless steel sink with laminate counter tops Soap and towel dispenser
Access/Location	Close proximity to Main Office area
Lighting	Soft color, dimmable lighting
Flooring	Vinyl enhanced tile
Storage	Shelving
	Locked cabinet
Furniture	• Table and six (6) chairs
Other Accommodations	Die press (letter cutting machine)
	Laminating machine
	General office supplies
Technology	Network copier/fax machine/scanner
Computers	One (1) teacher computer

FOOD SERVICES – CAFETERIA	
SPACE : 2,400 square feet	t (Based on 4 lunch waves: 25% enrollment x 17.5 square feet)
Access/Location	Adjacent to full kitchen and serving area
	Exits to outdoorsClose proximity to playground and fields
Lighting	Soft color, dimmable lighting
Flooring	Resilient rubber flooring – needs to be easy to sweep and mop
Storage	Storage room to accommodate tables/benches and chairs
Furniture	 Folding roll-away tables/benches, long type with built-in seating, to accommodate projected number of students in a lunch wave plus 25% Chair and desk for paraprofessional/cafeteria supervisor
Other Accommodations	 Recessed drinking fountains Sound reducing measures Soundproof divider between kitchen and cafeteria Bulletin boards
Technology	 Localized public address system – must integrate with building system Screen and projection device (matrix of flat panel LED's or multi-cast to multiple LED's) for Professional Development activities Electronic Signage sized appropriately for the space WIFI – full coverage

FOOD SEI	FOOD SERVICES – KITCHEN	
SPACE:	1,100 square feet – Kitchen	
	100 square feet –	Food Manager's Office
Toilet		Locker room for five (5) with adjacent unisex toilet room
Sink		One (1) three bay sink with drain board
		One (1) double well stainless-steel produce sink
		One (1) triple well stainless-steel pot wash sink
		Three (3) hand sinks with soap and towel dispensers
Access/Loc	eation	In close proximity to Gymnasium
Lighting	·	Task lighting over preparation areas

FOOD SERVICES – KITCHEN	
Flooring	 Epoxy flooring – stable non-slip surface, must be easy to sweep and mop Appropriately pitched floor with multiple floor drains and water source for custodial purposes.
Storage	 Safe Four (4) stainless steel utility carts, three shelves, #300/#400 capacity Two (2) stainless steel cart for tray storage, ADA accessible Adequate space for annual supplies
Furniture	 Teacher desk/chair Visitor's chair
Space Considerations (required)	 Large walk-in storeroom with heavy-duty wire mesh chrome-mate shelving on casters Dishwasher room with necessary utilities (racks and tray carts) High capacity appropriate commercial grade dishwasher Separate area for the cashier to count money with a safe Two (2) serving lines with built-in hot and cold units Can washing area (outside, near dock – custodial)
Food Services Equipment	 One (1) slicer on stand One (1) 30-gallon mixer One (1) combi-oven (steam/convection) example Alto-shaam One (1) commercial microwave oven One (1) double-stack convection ovens with stand: single one-over-one unit (equals 2 ovens) One (1) small double kettles One (1) food processor (Robo Coupe) Two (2) food warmers Walk-in freezer, minimum 144 square ft. with shelving Walk-in refrigerator, minimum 144 square ft. with shelving Two (2) pass-thru refrigerator near serving line Steam table with five (5) wells Cold well in serving line for fruits, vegetables and salads Three (3) preparation tables (stainless steel) Milk cooler Ice cream freezer Exhaust fans (ventilation) for ovens, skillet, stove, etc. Exhaust fans (ventilation) in washroom and pantry areas
Technology	 Three (3) cash registers and stands (point of sale system – including data drops) One (1) computer (Food Services Office - requires data drop) One (1) multi-function printer (Food Services Office – requires data drop) Two (2) telephones (one in Manager's Office and one in Kitchen Prep Area (amplified ringers)

FACULTY LOUNGE	
SPACE : 600 square feet	
Toilet	Faculty toilets adjacent to faculty lounge
Sink	Stainless steel sink with laminate counter
	Soap and towel dispenser
Access/Location	Close proximity to the major instructional section of the school and literacy Lab
Lighting	Provide windows and maximize natural light
Flooring	Vinyl enhanced tile and carpeting
Storage	Built-in upper and lower cabinets

FACULTY LOUNGE	
Furniture	Soft seating
	Tables and seating for twenty (20) people
Equipment	Microwave oven
	Refrigerator
	Coffee maker

CUSTODIAL OFFICE	
SPACE : 150 square feet	
Toilet	Locker room for four (4) with adjacent unisex toilet room
Access/Location	In close proximity to Cafeteria; loading/receiving dock/mechanical room
Flooring	Vinyl enhanced tile
Storage	Locked cabinet
	Storage for outdoor equipment (separate space)
Furniture	Desk/Chair
	• Three (3) adult chairs
Computers	• One (1) computer

STORAGE

SPACE: 800 square feet – Instructional Storage (Literacy Lab; K-1 storage; 2-3 storage; 4-5 storage)

600 square feet – General Storage

(These storage spaces are separate from custodial storage spaces for supplies and equipment; accounted for in CORE Factor.)

VIII. COMMUNITY USE

The community uses Madison elementary schools before and after school hours. Some of the groups that regularly use the facilities include:

- Madison Parks and Recreation Department
- Scouting organizations
- Civic organizations
- Municipal boards and groups
- Adult Education

- PTO
- Registrar of Voters
- Religious education classes

IX. ENVIRONMENT – SYSTEMS – EQUIPMENT

SYSTEM	SPECIFICATIONS
Building Systems	The building systems incorporated into the new construction will be designed in
	accordance with Connecticut High Performance Building standards, equivalent
	in performance to a LEED Silver rating or higher.
Heating/Cooling (HVAC)	The heating, cooling, ventilation and dehumidification will meet today's high
System	energy and efficiency standards. Renewable energy will be considered that may
	include Geo-thermal wells, Photovoltaics and other renewable energy sources
	that could achieve a Net Zero Energy Building. Student comfort, energy
	efficiencies and renewable energy will be considered to produce the most
	beneficial system for the students and staff.

SYSTEM	SPECIFICATIONS
	• All spaces are to receive air conditioning, but only those areas with summertime use will have the systems running year-round; all other areas will have systems
	set to dehumidification only during summer months.
	Use in-slab hydronic heat delivery at the lower levels for PreK and Kindergarten
	classrooms.
Climate Controls/	The building will be designed with Direct Digital Control (DDC) systems
Ventilation System	(Alerton or Automate logic) centrally tied into the School Facilities Department via Graphical User Interface.
	Spaces should have independent, on demand heating, cooling and ventilation control for operational efficiency.
	• Each classroom will be provided with a temperature sensor and carbon dioxide sensor. The carbon dioxide sensor is an energy saving device. By sensing the carbon dioxide within the room, the outside air intake is adjusted, reducing the amount of outside air being heated or cooled, resulting in less energy used.
	 Climate controls/ventilation systems need to meet current codes and standards.
	 MDF and IDFs must be climate controlled (A/C)
Lighting System	Efficient and appropriate natural lighting will be maximized within the facility
	as appropriate for the programmatic use of the spaces.
	Motion sensors and dual switching will be installed in classrooms.
	The use of LEDs throughout, with exceptions in specialty areas.
	• Attention should be given to security lighting for both interior and exterior of the building.
	Emergency back-up will be via local battery ballasts.
	The use of light shelves and light sensors for natural light to reduce electrical
	load shall be considered in locations where possible.
Electrical (Power) System	Power to be provided by local utility company.
, , ,	Consider solar roof mounted.
	Distribution will include customer metering.
	Emergency (whole building) generator to accommodate Life Safety needs.
	Generator must be sufficient to support critical IT equipment in MDF and all
	IDFs as well as administrative offices and Nurse's office.
	Generator must support critical kitchen equipment with the intention being to
	cook, serve, and store food. (Hoods, ovens, serving line, freezer, refrigeration,
	etc.)

SYSTEM	SPECIFICATIONS
Technology	 SPECIFICATIONS There shall be a combined voice/data system with "VOIP" (Voice Over Internet Protocol) design. The school shall have wall mounted, interactive LED devices in every classroom and meeting space. Video streaming devices in every classroom and meeting space. iPad and or Chrome Book charging stations in every room. Multiple data drops with sufficient power in every classroom and meeting space. Latest generation full WIFI coverage throughout the entire building. Shared printing stations to support multiple classrooms in convenient locations throughout the building. Head end equipment to be housed in an MDF with 24-hour environmental control. All IDF closets require 24-hour environmental control. Horizontal cabling shall be Category 6e plenum rated or contemporary equivalent. Cable shall be run in corridors to support horizontal cable structure. Fiber backbone between the MDF and IDF rooms shall be capable of at least
	 10GB minimum anticipating future growth. Fiber optical cable from street to MDF also must support 10 GB as well as anticipate future growth. Office space and workspace for Technology Personnel with sufficient data drops and power to support technology in the building. Storage for Technology Department is critical.
Security	 Digital video surveillance of exterior/interior areas of the building integrated with District system. Electronic security system with keypad access control installed into the school. Design the plan to prevent access to instructional areas of the school when community events take place in assembly areas during non-school hours. Motion sensors shall be mounted in corridors. Respond to future state and/or federal mandates related to security requirements for elementary facilities (i.e. panic button systems) Door locks shall be Sargent and integrated with existing MPS system.
Phone System	 A comprehensive, district-integrated phone system (dial-out) will be integrated into technology scope of the project, including hands-free and handle options. Must be capable of reporting originating room identification as part of E911 call. Install phones in every room of the facility occupied by teachers or students at any given time, including all meeting, support and instructional spaces. Provide Voice Over "IP" options.
Public Address	 The building's public address system is comprehensive and will be addressed as part of the technology component of the project to incorporate internal building communications as well as external communications. The PA system should be developed in conjunction with the phone, clock, data, voice and DIVOS video distribution system of the school. Secondary access to security and public address systems will be located in the MDF/Head End Room.
Clocks	 Clocks, similar to the phone system will be integrated into the technology component of the project. All support and instructional spaces will be included. System to have manual override capability in the event that Daylight Saving Times are adjusted by the Federal Government.

SYSTEM	SPECIFICATIONS				
Plumbing System	Plumbing fixtures/system will be designed per current and applicable codes.				
	Fixtures will be self-operating				
	• Plastic piping to be considered for domestic water and heating where possible.				
	Floor drains in gang toilet areas				
	Plumbed for full whole building sprinkler system				
Fire Protection	• Building will be fully protected by a sprinkler system installed per NFPA 13.				
	• Waterless fire suppression systems required in MDF and IDFs with appropriate redundant detection.				
Fire Alarm	The building will be protected by a fully addressable analog, manual and				
	automatic fire alarm system. MPS use Notifier fire system in all schools.				
Acoustics	• The building will comply with ANSI S12.60-2002: Acoustical Performance				
	Criteria, Design Requirements and Guidelines for Schools.				
	Suspended acoustical ceilings and/or acoustical decks will be installed				
	throughout the building.				
	Corridor walls should be constructed of glazed concrete masonry units, or				
	materials with a comparable NRC rating, and provide an adequate separation for sound control.				
	In specialized areas, such as media centers, appropriate acoustical treatments				
	will be installed.				
777 1 /D	Sound field system will be provided in each classroom.				
Windows/Doors	• Windows should be high efficiency, non-operational type with low e-glazing.				
	• Emergency egress windows and rated doors will be installed in accordance with applicable codes.				
	• Consider key fobs, thumb latches, vision panels – review with District and				
	integrate with security section.				
	Door locks shall be Sargent and integrated with existing MPS system.				

X. SITE DEVELOPMENT

There will be three primary entrance areas to the building: (1) the Main Entrance for visitors and parent drop off/pick up; (2) K-5 student entrance for bus drop-off/pick up; (3) PreK entrance with separate bus loop. Passive security measures, such as visual control of the entrances from the adjacent office area, must be planned for. Active security measures and systems will be developed with the building design. Adequate lighting for monitoring activities and ensuring safety are of paramount importance at the building entrances. Each entrance area should accommodate a separate bus loading and parent drop-off area. Entry overhangs or covered walkways will be provided for inclement weather to the extent practicable.

Bus loading areas should be configured as a one-way drive in a direction to assure that loading and unloading of students occurs from the right-hand side of the vehicle adjacent to the building. The drive will have two lanes: one for travel, and one for stopping and unloading. The bus loading driveway should be located such that buses exit upstream of automobiles, thereby reducing delays.

Parent drop-off areas will also be configured as a one-way drive in a direction to ensure that loading and unloading of students occurs from the right-hand side of the vehicle adjacent to the building. Student drop-off and pick-up areas are to be separated from the bus loading area, and preferably should be separate from other parking lots.

A Receiving/loading dock should accommodate 18-wheeler vehicles and should be located in such a way as not to interfere with primary entrance areas yet be close to kitchen/custodial area.

Parking for staff and visitors will be developed to take the multiple uses of the building into account. In determining the size and location of the parking lots, consideration will be given to the use of the building for community access as well as student safety. ADA and other code requirements will be addressed in the design of parking.

Sidewalks will be featured around the perimeter of the school and shall be concrete with monolithic concrete curbing. Access to the parking lots, playfields, bus and parent pickup/drop-off areas, and access for student walkers will be addressed. Sidewalks should be designed to accommodate students who walk or ride bicycles to school. The number of driveways that are crossed by sidewalks should be eliminated/minimized as much as practicable.

Playgrounds will include paved (dry) play areas, replacement baseball and soccer fields, and new playscape equipment. PreK and Kindergarten play areas should be located in close proximity to their classrooms. Intermediate play areas should be located away from classroom areas, and in close proximity to the gymnasium.

Playfields, parking, service drives, drop-off zones and bus zones should be located to reduce the cost of connecting elements without requiring pedestrians to cross vehicular traffic lanes. The location of driveways, walkways and landscaping must permit adequate sight distances for both vehicles and pedestrians.

Site utilities and physical plant components, including drives and access roads, will be located to avoid conflict with student and vehicular traffic, as well as the planned future growth of building components.

Landscaping will be designed to allow the school to blend with the environment as well as to provide passive cooling and windbreaks when possible. Trees and other greenery will be of a hearty variety and require little maintenance and which complement the building and site. Trees will be planted a sufficient distance from the building to avoid future maintenance problems. Consideration will be given to safety and security when placing foliage around walkways and areas of building access.

NEW ELEMENTARY ED SPECS SPACE SUMMARY						
Room Description	# of Students Per Room	Required # of Rooms	Square Feet Per Room	Total Area (Sq. Feet)		
GENERAL EDUCATION PROGRAMS	rei Koom	OI KOOIIIS	rei Koom	(Sq. Feet)		
Early Childhood: Full-Day Kindergarten	16-20	5	1,100	5,500		
Early Elementary: Grade 1 and 2	16-20	10	940	9,400		
Intermediate: Grades 3-5	19-24	14	890	12,460		
Visual Arts – Classroom	16-24	1	1,100	1,100		
Visual Arts - Kiln Room and Storage	-	1	350	350		
Music - Choral Room/General Music	16-24	1	1,000	1,000		
Physical Education - Gymnasium		1	6,000	6,000		
Physical Education - Office and Storage		1	600	600		
Platform (Stage) Instrumental Music		1	900	900		
STEAM Classroom	16-24	1	1,100	1,100		
World Language Classroom	16-24	1	890	890		
Media Center		1	2,600	2,600		
Reading/Math Coach Office		2	175	350		
Small group breakout rooms	1-5	2	125	250		
General Ed. Intervention Services (Math)	6-8	1	500	500		
General Ed. Intervention Services (Reading)	6-8	1	500	500		
TESOL Office		1	100	100		
Total				43,600		
SPECIAL EDUCATION PROGRAMS						
PreK Classroom	16-18	4	1,000	4,000		
Pre-K ABA Classroom		1	400	400		
PreK OT/PT		1	500	500		
PreK Speech		1	250	250		
PreK Psychologist Office		1	300	300		
FASE Classroom	4-8	1	890	890		
Special Education Resource Room	4-8	4	700	2,800		
OT/PT Resource Room		1	500	500		
Related Services (Social Worker/Psychologist/Speech)		1	600	600		
Elementary SPED Coordinator/BCBA		1	150	150		
Total				10,390		
ADMINISTRATION AND SUPPORT FACILITIES						
Principal's Office		1	200	200		
Assistant Principal's Office		1	175	175		
Main Office Secretarial Area		1	700	700		
Guidance Counselor's Office		1	200	200		
Conference Room		2	200	400		
Health Services		1	650	650		
Teacher Workroom		1	440	440		
Food Services – Cafeteria		1	2,400	2,400		
Food Services – Kitchen and Manager's Office		1	1,200	1,200		
Faculty Lounge		1	600	600		
Custodial Office Area		1	150	150		

May 11, 2022

Instructional Storage (Literacy Lab, K-1, 2-3, 4-5 storage)	1	800	800
General Supply Storage	1	600	600
Total			8,515
Total Program Area			62,505

INDEX

ABA Classroom	15
Assistant Principal Office	19
Break Out Rooms	12
Community Use	24
Conference Room	20
Custodial Office	24
Early Elementary Classrooms (Grades 1-2)	7
Elementary SPED Coordinator/BCBA	18
Environment Systems/Equipment	24
Faculty Lounge	23
FASE Program	16
Food Services - Cafeteria	22
Food Services – Kitchen	22
General Education Intervention Services (Reading, Math)	13
Guidance Counselor Office	21
Health Services	21
Intermediate Classrooms (Grades 3-5)	8
Kindergarten Classrooms	6
Library Media Center	12
Main Office	20
Music Classroom	9
OT/PT (K-5)	18
Physical Education	10
PreK Classroom	14
PreK OT/PT	15
PreK Psychologist	16
PreK Speech Language	16
Principal's Office	19
Psychologist	18
Reading/Math Coach's Office	13
Site Development	27
Social Worker	18
Space Summary	29
SPED Resource	17
Speech Language	18
STEAM Classroom	11
Storage	25
Teacher Workroom	22
TESOL Office	13
Visual Arts Classroom	8
World Language Classroom	11