

# CABE Policy Service

**Connecticut Association of Boards of Education, Inc.**

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September 9, 2016

Mr. Matthew Conway  
Superintendent of Schools  
Derby Board of Education  
P.O. Box 373  
Derby, CT 06418-0373

Dear Mr. Conway:

Enclosed is clean copy of the 7000 series (Construction) that has been reviewed and approved by the Derby Policy Committee. They are ready to be brought before the Board for adoption.

Please call us if you have any questions or concerns.

Sincerely,



Pamela Brooks  
Senior Administrative Associate  
for Policy Service

Enclosures

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# DERBY PUBLIC SCHOOLS

## CONSTRUCTION

## SERIES 7000

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# DERBY PUBLIC SCHOOLS

## CONSTRUCTION

## SERIES 7000

		Number	Policy or Regulation
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*A new policy to consider which covers a number of facility issues.*

## **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.
- (5) Investigate the relative costs and merits of renovating existing facilities before initiating plans for the construction of new facilities.

#### **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 public educational facilities are constructed primarily for public educational activities, but are owned by the public and will be made available for public use wherever that use does not adversely effect educational activities in accordance with Board policy governing such use. 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 shall be considered include recreation, use of facilities for emergency shelters and by non-profit organizations.

## **New Construction**

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

#### **C. Community (continued)**

- (2) Community demographic information will be considered. Information to be considered shall 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.

#### **D. Enrollment**

The projection of student enrollment is an essential element of the long range plan. The CLRFP will be based on present and future enrollments. However, any projection is based upon assumptions and subject to inherent weaknesses. Projections will be considered the best estimate at a given point in time. Therefore, enrollment projections shall be updated annually or 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**

Educational facilities 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**

Any facility 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.

When a building is retired and determined to no longer serve an educational purpose it shall be returned to the Town and shall no longer be operated or maintained by the Board of Education.

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

The Board of Education shall establish the need and appropriateness for naming any school unit, which includes all outdoor and indoor facilities of the school.

It shall be the general policy to name schools and school facilities for persons who have had or 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.

#### **H. Educational Consultant, Architectural Consultant**

To provide the best possible educational environment within financial and physical constraints, it may be necessary to retain either an educational consultant or an architect, or both, who are familiar with the structures and equipment needed to optionally house educational activities.

#### **I. Project Manager Appointment**

A Project Manager shall be appointed to coordinate all facets of the project to completion.

#### **J. Finance**

The Town has the responsibility of funding the construction of educational facilities. The Board of Education recognizes the need to plan new facilities within the Town's ability to pay. Therefore, liaison shall be established with the Town when a particular need is determined for new facilities or for improvement to existing facilities. 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 long-range Capital Improvement Plan.

## **New Construction**

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

#### **J. Finance (continued)**

All possible sources of funds that will help defray direct costs to the local taxpayers including, but not limited to, State Department of Education grants and Federal grants will be investigated.

#### **K. 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.

Policy adopted: \_\_\_\_\_

**DERBY PUBLIC SCHOOLS**  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing policy, number 7100 adopted 12/20/01, appropriate as written.*

## **New Construction**

### **Planning**

A facilities master plan for the school district shall be developed and maintained with necessary changes to keep it up-to-date. The plan shall reflect the needs of current instructional procedures and projected educational programming and shall incorporate population projections, enrollment projections, site acquisition needs, school plant placement, and financial estimates of providing necessary school facilities.

The master facilities plan shall include how the district will provide an appropriate learning environment for its students which includes, (1) adequate instructional books, supplies, materials, equipment, staffing, facilities and technology, (2) equitable allocation of resources among its schools and (3) a reasonably safe school setting. Attention shall also be given to how facilities can be utilized to improve academic achievement and to reduce racial, ethnic and economic isolation or to preserve racial and ethnic balance.

**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:

**DERBY PUBLIC SCHOOLS**  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)



*A new policy to consider.*

## **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.
8. reducing racial, ethnic and economic isolation by providing educational opportunities that may include involvement in such facilities as inter-district magnet schools, intra-district and inter-district public school choice programs, inter-district school building projects and distance learning through the use of technology.
9. maximizing student learning and community use of facilities through conducting an instructional time and facility usage assessment involving the Superintendent and representatives from the public library and Recreation Department of the Town.
10. maintaining a commitment to energy conservation and the use of green technology when cost effective.

Legal Reference: Connecticut General Statutes  
 10-4a Educational interests of state defined.  
 PA 97-290- An Act Enhancing Education Choices and Opportunities.

Policy adopted:

DERBY PUBLIC SCHOOLS  
 Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing policy, number 7110 adopted 12/20/01, appropriate as written.*

**New Construction**

**Long Range Planning**

The Board of Education shall maintain a long-range planning program. The Board shall direct the Superintendent to update this program annually in order to determine needs.

Policy adopted:

DERBY PUBLIC SCHOOLS  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new regulation to consider.*

## **New Construction**

### **Long Range Planning**

In order to provide facilities and future school sites necessary to sustain high quality programs in the District, consideration will be given to the following as part of the planning process:

- Mission-Goals-Objectives
- Accreditation Recommendations
- Staff Input
- Departmental Forecasts
- Technology Plans
- Student Schedule Options
- Economic Development Relationships
- Higher Education
- Virtual Education, Labs, On-Line Courses
- School-Home Education
- Transportation
- Flexibility
- Community

The determination of space needs shall be based upon the following major considerations:

- Grade level projections
- Grade configuration options
- New programs
- Program deletions
- Long-range projections
- Understanding square footage needs (academic space and space necessary to support the academic space)
- Net to gross considerations
- Influence of technology
- Community use of the facility
- Site aspects

Regulation approved:

**DERBY PUBLIC SCHOOLS**  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing policy, number 7113.1 adopted 12/20/01, appropriate as written and with addition of legal reference.*

## **New Construction**

### **Retirement of Facilities**

Buildings owned by the school district may be retired from use when the Board of Education determines they are no longer educationally useful to the district and/or are unsuitable to current or projected school district needs. The master facilities plan for the district shall be the basis for consideration of facility closing, and the plan shall require examination of remodeling possibilities for other uses of the facilities.

**Legal Reference:** Connecticut General Statutes

**10-240 Control of Schools**

Policy adopted:

**DERBY PUBLIC SCHOOLS**  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **New Construction**

### **Facilities Renovation**

The Superintendent of Schools, not less than annually, will submit a report and recommendations to the Board of Education on facilities in need of renovation and/or major repairs. All renovation and repair plans will be subject to approval by the Board. All policies that apply to construction of new facilities shall apply, to the extent appropriate, to renovations and major repairs of existing facilities.

Policy adopted:

**DERBY PUBLIC SCHOOLS**  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **New Construction**

### **Temporary School Facilities**

Rented facilities, movable units and other emergency school housing may be inadequate for long-term public school purposes. Therefore, it is the Board's aim to have sufficient permanent facilities to meet the needs of the school enrollment and the school program.

If circumstances require immediate space not available in public school buildings, facilities will be rented or movable structures used only as a temporary measure. Any such facility must conform to all appropriate state and local building and land use codes, health and fire laws and environmental standards.

Policy adopted:

DERBY PUBLIC SCHOOLS  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **New Construction**

### **Developing Educational Specifications**

It shall be the policy of the Board of Education to develop Educational Specifications which address all aspects of a planned facility that affect the educational program. Educational Specifications are the means by which the Board of Education shall describe the educational activities, spaces and adjacencies of spaces which need to be incorporated in a new or renovated facility. They are written statements that serve as a vehicle of communication between the school system and the architect.

### **Development of Educational Specifications**

The Superintendent of Schools will present the Educational Specifications to the Board of Education for adoption. The Educational Specification, upon Board adoption, will be presented to the Town Permanent Building Committee.

### **Content of Educational Specifications**

As a minimum, Educational Specifications shall include the following:

- Project rationale,
- Master Plan for the district,
- Capacity and enrollment data,
- Programs to be housed,
- Support facilities
- Community use,
- Systems to be incorporated (HVAC, technology, clocks, etc.),
- Environment controls,
- Handicap access,
- Site development
- Priority category and rationale (for State Department of Education grant application),
- Other data - room sizes, adjacencies, acoustics, lighting levels, configuration of rooms, colors, windows, floor finish, furniture, and classroom equipment.
- Automatic sprinkler systems.
- Maximization of natural light.
- Compliance, on and after July 1, 2014, with the school safety infrastructure standards developed by the School Safety Infrastructure Council, pursuant to Section 80 of P.A. 13-3. (Industry standards for school building infrastructure)

(cf. 7230 – Design and Process)

(cf. 7230.1 – Energy Conserving Construction)

(cf. 7230.2 – Indoor Air Quality)

## **New Construction**

### **Developing Educational Specifications**

**Legal Reference:** Connecticut General Statutes

10-283 Applications for grants for school building projects

10-284 Receipt and review of applications by Commissioner of Education. Approval or disapproval of applications by Commissioner of Construction Services (as amended by Section 81 of P.A. 13-3)

29-315 Fire extinguishing system required for certain buildings for human occupancy; other occupancies. (as amended by P.A. 01-173)

Public Act 13-3 An Act Concerning Gun Violence Prevention and Children's Safety (Sections 80, 81)

**Policy adopted:**

**DERBY PUBLIC SCHOOLS**  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)



*A new policy to consider.*

## **New Construction**

### **Educational Consultant, Architectural Consultant**

The Board of Education is charged with developing concepts and educational specifications for construction of facilities. To provide the best possible educational environment within financial and physical constraints, it may be necessary to retain either an educational consultant or an architect who is familiar with the structures and equipment needed to house educational programs.

### **Choosing an Educational or Architectural Consultant**

The Board will appoint a committee to interview qualified applicants for the project and recommend to the Superintendent an Educational or Architectural Consultant for the project. The Superintendent will make the final determination of the individual to be recommended to the Board.

Membership of the committee should include, when possible, an outside volunteer architect or person familiar with architectural designing, the Superintendent or designee, Business Manager, Building and Grounds Director and one or more Board of Education members.

In selecting an educational consultant, the following criteria will be considered:

1. Training and experience including that of partners and associates.
2. Planning ability and promptness.
3. Specification writing, accuracy, and sufficiency of detail.
4. Familiarity with the type of educational programming and organizations used in the local schools.
5. Inspection of job effectiveness.
6. Experience with state and local level government agencies in the State of Connecticut.

Policy adopted:

**DERBY PUBLIC SCHOOLS**  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **New Construction**

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

The Board of Education recognizes that presentation for public approval of construction projects by Board members and school employees shall be carried out in strict compliance with the law. The Board of Education may set standards for such presentations.

Policy adopted:

**DERBY PUBLIC SCHOOLS**  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **New Construction**

### **Construction Concept Development**

When the Comprehensive Long Range Facilities Plan (CLRFP) identifies the need for a new facility or for a major renovation to an existing facility, the Groton Board of Education shall be notified by the Superintendent. When the Board of Education decides to pursue a project, it will direct the Superintendent to convene two committees as listed below. The Executive Committee shall appoint a project manager who will be responsible for coordinating all facets of the project from conception to occupancy. At the discretion of the executive team, an education consultant, or an architect may be retained to aide in developing concepts and timetables for implementation to be presented by the Superintendent to the Board of Education.

#### **A. Committees**

Committees shall be governed by rules developed prior to soliciting members. Committee procedures shall include but not be limited to: objectives, agenda, goals, description of authority and empowerment of members, length of meetings, calendar of meetings, and ground rules.

##### **(1) Executive Committee**

The Executive Committee shall be charged with developing project concepts and carrying out the project to completion. The Executive Committee will be dissolved upon completion of a project or when a project is terminated.

The Executive Committee shall consist of the Superintendent (who shall chair the committee), the Principal of the school involved, the Director of Curriculum, the Business Manager, the Director of Buildings and Grounds, and other central office administrators as required by the scope of the project. At the discretion of the Executive Committee, an educational consultant or an architect may be retained should expert advise be required to develop project concepts and educational specifications. The process to be employed when selecting an educational consultant or architect is contained in policy 7123.

##### **(2) Institutional Planning Team**

It shall be the charge of the Institutional Planning Team to advise the Executive Planning Team. Its purpose shall be to develop project concepts at the school and community level. This team shall meet officially until the Executive Team has formulated its recommendations for the Superintendent of Schools to present to the Board of Education. Individual members of the team may be called on later to supply additional information to aid in development of educational specifications.

## **New Construction**

### **Construction Concept Development**

#### **Institutional Planning Team (continued)**

The Institutional Planning Team shall consists of the Project Manager who shall chair the committee, teachers from the school involved, non-professional school employees, student, or more members of the Town Council, a member of the RTM, one or more members of the Board of Education, one member of permanent School Building Committee, one PTO member from the school involved and a representative from the Town or City Recreation Department.

A major objective of the Institutional Planning Team is to allow critiques as well as supporters of project to have input into the project at an early state. The Administration shall seek out members who oppose the project as well as those who support it.

Policy adopted:

**DERBY PUBLIC SCHOOLS**  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing policy, number 7211 adopted 12/20/01, appropriate as written and with addition of legal reference.*

## **New Construction**

### **Architect Selection**

The Board shall work to construct appropriate modern facilities and/or timely renovations to provide the best educational environments possible for all students within fiscal constraints. To assist the Board, an architect shall be commissioned for every major building or renovation project initiated by the Board. In selecting an architect, the following criteria shall be considered:

1. Training and experience including that of partners and associates.
2. Planning ability and promptness.
3. Specification writing, accuracy, and sufficiency of detail.
4. Design, appearance, and utility.
5. Supervision in construction phase of project.
6. Relation with contractors.
7. Experience with government agencies.

The Board shall appoint an architect screening committee to interview qualified applicants and recommend two or three architect finalists for each project. From the architects recommended by the screening committee, the Superintendent will select an architect to be recommended to the Board of Education. The architect screening committee may be composed of the following:

1. An outside volunteer architect or person familiar with architectural designing (if available);
2. Business manager;
3. Buildings and grounds director;
4. Other central office staff designated by the Superintendent;
5. All Board of Education members who choose to serve on the committee.

The Superintendent shall establish the criteria to be used by the committee in ranking applicants and the procedure to be used in conducting interviews, The Superintendent shall also establish a flow chart of design and construction processes showing each step of progression from the inception of the project to its final approval by the Board,

**Legal Reference:** Connecticut General Statutes

**PA 07-249 An Act Concerning Authorization of State Grant Commitments for School Building Projects and Changes to the Statutes Concerning School Building Projects**

Policy adopted:

**DERBY PUBLIC SCHOOLS**  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing policy, number 7221 adopted 12/20/01, appropriate as written and with update to legal reference.*

## **New Construction**

### **Site Selection**

School sites should be located as close as possible to the center of attendance areas schools will serve and located to facilitate joint use of sites and adjacent parks, playgrounds, and open space by the school and town recreation.

In recommending sites for school facilities, the following factors should be considered:

1. Size
2. Location
3. Drainage and soil conditions
4. Topography and elevation
5. Accessibility
6. Cost (including development costs)

Legal Reference: Connecticut General Statutes

10-282 School building projects.

~~10-291 Approval of plans and site. Expense limit. (as amended by P.A. 03-220)~~

~~10-292 Review of final plans by Commissioner of Education. Exceptions; role of local officials.~~

Policy adopted:

**DERBY PUBLIC SCHOOLS**  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **New Construction**

### **Design and Process**

It is the responsibility of the School Building Committee to develop plans and specifications for school facilities based on the information they receive from the Board of Education contained in the Educational Specifications. A designated central office administrator shall attend all meetings of the School Building Committee, and provide liaison services between Town Committees, the Public Works Department, and the Superintendent of Schools. Plans and specifications, after being approved by the School Building Committee shall be presented to the Board of Education for approval.

The Superintendent on the grant application form shall affirm that the school district considered the maximization of natural light, the use and feasibility of wireless connectivity technology and, beginning July 1, 2014, the school safety infrastructure standards developed by the School Safety Infrastructure Council. (Such standards address school building and classroom entryways, use of cameras throughout the school building and at all entrances and exits, including use of closed-circuit television monitoring, penetration resistant vestibules, and other security infrastructure improvements and devices as they become industry standards.)

(cf. 7115 - Developing Design Specifications)  
 (cf. 7230.1 - Energy Conserving Construction)  
 (cf. 7230.2 – Indoor Air Quality)

Legal Reference: Connecticut General Statutes

Public Act 13-3 An Act Concerning Gun Violence Prevention and Children's Safety (Sections 80, 81, 82)

10-283 Applications for grants for school building projects (as amended by P.A. 13-3)

Policy adopted:

**DERBY PUBLIC SCHOOLS**  
 Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **New Construction**

### **Energy-Conserving Construction**

The Board recognizes the importance and need for energy conservation in the construction of new school facilities or renovation of existing facilities. Further, all new school construction and renovation projects shall consider means to maximize natural light.

Proposed construction and renovation projects that contain the most efficient energy-saving plans within an acceptable budget will have high priority. Energy-saving designs will be documented in the architectural evaluation and will comply with educational specifications and cost control checklists as determined by the Board.

A continuous study of energy problems and energy sources will be maintained for future planning.

(cf. 7410 - Project Bids and Quotations)

Legal Reference: Connecticut General Statutes

10-283 Applications for grants for school building projects. (as amended by PA 01-173)

Policy adopted:

DERBY PUBLIC SCHOOLS  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)



*A new policy to consider.*

## **New Construction**

### **Indoor Air Quality**

The Board of Education recognizes that the maintenance of acceptable temperature, relative humidity and adequate fresh air ventilation in school buildings is a primary objective in the creation and maintenance of an optimal learning environment.

### **Indoor Air Quality in Existing Facilities**

The Superintendent or his/her designee shall implement an indoor air quality program that provides for ongoing maintenance and facility reviews, in accordance with all applicable state statutes, necessary for the maintenance and improvement of the indoor air quality of all District facilities.

The District shall report biennially, in a manner as required, to the Commissioner of Education on the condition of its facilities, its long range facilities program, its air quality program, and green cleaning program.

Prior to January 1, 2008 and every five (5) years thereafter, for any District facility that has been constructed, extended, renovated or replaced on or after January 1, 2003, the Board of Education shall provide for a uniform inspection and evaluation program of indoor air quality within such buildings, such as the Environmental Protection Agency's Tools for Indoor Air Quality for Schools Program. The results of the evaluation shall be made available for public inspection at a regularly scheduled Board of Education meeting and also posted on the District's website.

The inspection and evaluation program shall include, but not be limited to, a review, inspection or evaluation of the following:

1. the heating, ventilating, and air conditioning (HVAC) systems;
  2. radon levels in the air and water;
  3. potential for exposure to microbiological airborne particles, including fungi, mold, and bacteria;
  4. chemical compounds of concern to indoor air quality, including volatile organic compounds;
  5. pest infestation, including insects and rodents;
  6. pesticide usage;
  7. the presence and plans for removal of certain hazardous substances identified under federal law;
  8. ventilation systems;
-

## **New Construction**

### **Indoor Air Quality**

#### **Indoor Air Quality in Existing Facilities (continued)**

9. plumbing, including water distribution systems, drainage systems, and fixtures;
10. moisture incursion (leaks);
11. the facilities' overall cleanliness;
12. building structural elements, including roofing, basements, and slabs;
13. the use of space, particularly in areas designed to be unoccupied; and
14. the provision of indoor air quality maintenance training for building staff.

Heating, ventilation, and air conditioning systems shall be maintained in accordance with the prevailing maintenance systems, such as Standard 62. The Board direct the Superintendent or his/her designee to ensure that such systems shall be operated continuously during the hours in which students or school personnel occupy school facilities except during periods of scheduled maintenance or emergency repairs or at other times when it can be demonstrated that the air supply system meets the Standards 62 requirements for air changes per hour.

Records shall be maintained on the maintenance of the District's heating, ventilation, and air conditioning systems for a period of not less than five years. Such records shall be available to the public upon request.

#### **Indoor Air Quality in New or Renovated Facilities**

In order to secure appropriate indoor air quality in District schools, the Board of Education believes that when new facilities are constructed and when existing facilities are renovated, the following requirements shall be specified to the architect or design professional responsible for the construction project:

1. Adhere to the requirements defining minimum air circulation contained in the State Building Code which apply only when constructing new space.
2. The building/space meets or exceeds the ASHRAE (American Society of Heating, Ventilating and Air Conditioning Engineers) 62-1999 standard, "Ventilation for Acceptable Indoor Air Quality," which considers chemical, physical and biological contaminants that can effect air quality as referenced by the State Code adopted pursuant to C.G.S. 29-252.

## **New Construction**

### **Indoor Air Quality**

#### **Indoor Air Quality in New or Renovated Facilities (continued)**

3. Utilizing the ASHRAE 62-1999 standard, achieve a minimum ventilation rate per occupant of 15 cubic feet per minute (cfm) of outdoor air.
4. Design and placement of air handling equipment needs to be done in a manner where it is accessible to inspect and maintain the equipment; therefore mechanical rooms are desirable versus exposed rooftop units or units hung above suspended ceilings.
5. With increased air flow requirements, attention must be given to the potential of air velocity noise within ductwork.
6. Fresh air intakes must be located, whenever possible, away from all types of vents and exhausts on roofs.
7. Air intakes and ventilation windows must be sufficiently distant from bus loops and loading docks.
8. Radon mitigation systems to provide a vapor barrier and protection from under-slab humidity should be a part of new school construction.
9. Attention must be given to the selection of carpeting, carpet adhesives and synthetic materials which may emit odorous and irritating volatile organic vapors degrading indoor air quality.
10. Reduce the potential of moisture intrusion through appropriately designed pitched roofs wherever possible.
11. Consider the economic feasibility of achieving dehumidification through air conditioning.
12. Install temperature control systems, which monitor temperature and other factors helpful in monitoring and diagnosing heating, ventilating and air conditioning (HVAC) systems.
13. When renovating an occupied building provide for the mechanical control of airborne pollutants associated with the construction process.

## **New Construction**

### **Indoor Air Quality (continued)**

**Legal Reference:** Connecticut General Statutes

10-220 Duties of boards of education (as amended by P.A. 09-81)

10-231(f) Indoor air quality committees

10-282(19) Definitions

10-283 Applications for grants for school building projects

10-286 (a)(9) Computation of school building project grants

10-291 Approval of plans and site. Expense limit.

10-292 Review of final plans by Commissioner of Education. Exceptions; role of local officials.

10-231g Green Cleaning Program at schools: Definitions, Implementation, Notice.

P.A. 03-220 An Act Concerning Indoor Air Quality in Schools.

**Policy adopted:**

**DERBY PUBLIC SCHOOLS**  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **New Construction**

### **Acoustics**

The Board of Education recognizes that a poor acoustical environment in schools hinders learning and causes problems for students with special needs. Research supports the need for improved classroom acoustics. Studies indicate that poor acoustics interfere with learning and pose a particular barrier for students with special needs. Much of the education that takes place in classrooms hinges on oral communications. Attention to acoustics in learning spaces will insure that students with normal hearing as well as students with special needs will be able to communicate effectively in all learning spaces.

A good learning and listening environment is achievable if classroom acoustics are considered at the onset of the design process and with early collaboration of school planners, architects, contractors and suppliers to assure that the classroom environment adequately limits background noise and reverberation.

In compliance with state law, any District school building project authorized by the General Assembly after July 1, 2005, classrooms or libraries shall be constructed or altered in accordance with the *American National Standard: Acoustical Performance Criteria, Design Requirements and Guidelines for Schools*, ANSI S12. 60-2002. This requirement shall not apply to classrooms or libraries where adequate acoustical modifications cannot be met without compromising health and safety or the educational purpose or function of a specific classroom or library.

The District will apply to the Commissioner of Education for a waiver from the acoustical standard for any relocatable classroom that will be used by the same District school for a period of less than thirty-six months. Such waiver request will be granted by the Commissioner provided the waiver application includes evidence that the Board, with notice to parents, students and teachers, held a public hearing on the effects that required acoustical standards for classrooms may have on a student's ability to learn.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.

10-291 Approval of plans and site. Expense limit.

10-292 Review of final plans by Commissioner of Education. Exceptions; role of local officials.

P.A. 05-6, June Special Session, AAC Authorization of State Grant Commitments for School Building Projects and Other Miscellaneous Provisions.

Policy adopted:

DERBY PUBLIC SCHOOLS  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **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:

**DERBY PUBLIC SCHOOLS**  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **New Construction**

### **Financial Planning**

It is the policy of the Board of Education to inform the Town's executive and financial branches of the need for a facility or facility renovation when the Master Plan identifies that need. The Town will then consider incorporating the construction project into its Capital Improvement Budget. The Board of Education shall provide the Town executive and financial branch with a preferred schedule and a cost estimate.

Policy adopted:

DERBY PUBLIC SCHOOLS  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

## **New Construction**

### **Method of Financing: Funding**

The Board of Finance shall explore all available funding sources to defray the cost of construction to the local taxpayer. Funding options shall be discussed with the Board of Finance as early as possible following identification for the need of a construction project.

Policy adopted:

DERBY PUBLIC SCHOOLS  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)



*A new policy to consider.*

## **New Construction**

### **Determination of Costs**

The Superintendent shall develop cost estimates for an anticipated construction project as soon as is practical and shall present those estimates to the Board of Education. Approved cost estimates will be forwarded to the Town Council/Board of Selectman/Board of Finance, City Council (*choose appropriate groups to correlate with local charter and process*). As planning for the project progresses, the Superintendent shall keep up-to-date cost estimates and inform the Board of Education of significant changes. After approval by the Board of Education, new estimates shall be conveyed to the Town Council/Board of Selectman/Board of Finance, City Council. (*choose appropriate groups to correlate with local charter and process*).

Policy adopted:

DERBY PUBLIC SCHOOLS  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

**New Construction**

**Project Bids and Quotations**

No document shall be issued for bidding until the final plans and specifications have been submitted to and approved by the Board of Education.

Policy adopted:

**DERBY PUBLIC SCHOOLS**  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **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 Building Committee 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 it being processed for payment.

Policy adopted:

**DERBY PUBLIC SCHOOLS**  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **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.

The Board shall provide a tour and commentary for staff when a new facility is completed.

Staff shall receive training in all systems such as safety, security, intra-communications, telephone, heating and lighting, as well as unique features.

Policy adopted:

DERBY PUBLIC SCHOOLS  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **New Construction**

### **Inspection by Board of Education**

The acceptance of new construction by the Board of Education shall be withheld until all details are substantially complete and the building is certified as substantially complete by the Building Committee of the Town.

Policy adopted:

DERBY PUBLIC SCHOOLS  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **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. Community members shall be given an orientation tour of the facilities.

Policy adopted:

**DERBY PUBLIC SCHOOLS**  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **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.

The District recognized that Connecticut General Statutes 10-287(a) and 10-287(i) requires the State Department of Education through its Office of Internal Audit in conjunction with the Bureau of Grants Management and the Bureau of School Facilities to conduct an audit of the school construction grants prior to final payment. Therefore, the District, in cooperation with the School Building Committee, will maintain, but not limited to the following, the following documentation and records for audit purposes.

1. General Ledger, project ledger or other subsidiary ledger of project costs.
2. Cash Disbursement Journals, payment vouchers, paid invoices, contracts, etc.
3. Detail schedule of project costs as reported to the SDE.
4. Audited Financial Statements.
5. Building Committee Minutes
6. Documentation of "Other Funding" associated with the project.
7. Documentation of site or facility acquisition costs (*if applicable*) including closing statements and land and/or building appraisals.
8. Documentation supporting project costs including:
  - Construction contract with bid specifications
  - Evidence of public bidding (*newspaper invoices or ads*)
  - Bidding summaries for contracts.
  - All change orders and addenda.
  - Contractors' Applications for Payment (*Contractor Invoices*).
  - Subcontractor invoices (*for projects with a Construction Manager*).
9. Projected enrollment data which supports the highest eight-year projected student enrollment figure submitted to the Department.
10. Documentation to support "gross floor area" such as blueprints or architect drawings identifying existing and new floor area.
11. Schedules identifying any ineligible or limited eligible items.
12. Official statements for all bond issues, if applicable.
13. Supporting documentation for all derived or prorated amounts.
14. Correspondence files.

Legal Reference: Connecticut General Statutes  
 10-287(a) Installment payments to school building project grants  
 10-287(i) Progress payments of state share of eligible project costs

Policy adopted:

DERBY PUBLIC SCHOOLS  
 Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **New Construction**

### **Naming of Facility**

The naming of school buildings, major portions of buildings, or school grounds is the responsibility of the Board of Education. In fulfilling this responsibility, the Board will make every effort to respect community preferences. Such names should be clearly identifying, widely known, and recognized.

It is the policy of the Board to name school buildings as close as possible to the time construction begins in order to lessen the confusion about the new schools.

When naming new buildings, major portions of buildings, or school grounds, the Board shall formally identify the need for a naming process for the identified school locations, as well as criteria it wishes to be considered in the process.

When naming a school building, major portions of school buildings, or school grounds the Board shall direct the Superintendent to establish a committee, subject to Board approval, comprised of the Superintendent or designee, the building Principal, faculty member, parents, community members, and, if appropriate, students to consider name recommendations for consideration by the Board. Opportunities for public input must be made available prior to the committee's recommendation to the Board. Such opportunities for public input must be publicly announced in newspapers and on the District website.

When naming new buildings, the committee shall have representation by the community members that is representative of the entire school district. The committee shall propose a list of names to the school board of not more than five (5) names for Board consideration.

If a major portion of a school building or school grounds (media center, auditorium gymnasium, field, etc.) is proposed to be named after an individual, that person shall have attained local or national prominence via significant contributions in any field of endeavor. Such contributions or the significance of their place in history shall be clearly established beyond the generation of the contribution. Individuals so recognized shall no longer be active in his/her career. Further, the individual for whom a portion of a school building or school grounds is to be named must be shown to have broad-based, long-term impact to the school district community.

Collections of works, memorials, or other major gifts to the school district may be acknowledged and named by individual schools, subject to the district's policy and procedures for accepting donations. Prior to accepting such donations and naming, a plan for maintenance and upkeep must be identified and presented to the school Board.

The Board retains the right to make final determination in the naming of buildings, major portions of school buildings, or school grounds. This policy notwithstanding, it is the intent of the Board that naming of portions of the building and school grounds occur infrequently and on a limited based.

Policy adopted: \_\_\_\_\_ DERBY PUBLIC SCHOOLS  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)



*A new regulation to consider.*

## **New Construction**

### **Naming of Facility**

The naming of a school shall take place in the following manner:

1. The Superintendent shall select a committee whose purpose it shall be to submit to the Board a list of not less than three, nor more than five, names for the new school. The list shall briefly state, along with each name, why the committee nominated each name. The committee may solicit nominations from students and the community.
2. The committee shall, whenever possible, follow these guidelines:
  - a. Each name shall be known to, and significant to, the people of the District.
  - b. The names submitted shall not conflict with the names of other schools in the District or surrounding districts.
  - c. The use of names of living persons shall be avoided unless the circumstances warrant an exception.
3. The Board shall select the name of the new facility from the list. In recognition of the efforts of those involved in the project, a plaque containing the following information shall be attached to a new building:
  - a. School name;
  - b. Board-approved construction date;
  - c. Completion or dedication date;
  - d. Name of Board members as of the Board-approved construction date in the following order:
    - i. President/Chairperson
    - ii. Vice President/Vice Chairperson
    - iii. Members (alphabetically)
  - e. Superintendent as of Board-approved construction date; and
  - f. Architect and contractor names.

Formal dedication of the facility shall take place on a date and time specified by the Board.

Regulation approved:

DERBY PUBLIC SCHOOLS  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)

NAMING OF  
DERBY PUBLIC SCHOOLS FACILITIES

REQUEST TO NAME/RENAME

\*\*\*PLEASE PRINT\*\*\*

Name of person/group making request: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
*Last* *First*

Contact Number(s): Business \_\_\_\_\_ Cell \_\_\_\_\_

Name Request: \_\_\_\_\_

Significant contributions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(use additional sheet is more space required)*

Rational for request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(use additional sheet is more space required)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received in Superintendent's Office: \_\_\_\_\_

Board Action:  Approved  Not Approved Date: \_\_\_\_\_

*A new policy to consider.*

## **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 (in order of number of years on the Board);
4. Names of Superintendent;
5. Name of architect;
6. Name of contractor.

Policy adopted:

DERBY PUBLIC SCHOOLS  
Derby, Connecticut

(Reviewed and approved by Policy Review Committee)