

WESTON PUBLIC SCHOOLS

CONSTRUCTION

SERIES 7000

| | | Policy Number | Policy or Regulation |
|----|-------------------------------------|----------------------|-----------------------------|
| 1. | Designing | | |
| | A. Architectural Selection | 7211 | P |
| | B. Selection of Site | 7221 | P |
| | C. Naming of Facilities and Grounds | 7551 | P |

New ConstructionArchitect Selection

The Board must continuously strive to provide new facilities and/or timely renovation that will provide the best educational environment for all students within fiscal constraints. To assist the Board in the accomplishment of this objective, an architect will be commissioned for every major building or renovation project initiated by the Board.

In selecting an architect, 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. Design, appearance and utility.
5. Inspection of job effectiveness.
6. Relation with contractors.
7. Experience with government agencies.

The Board will appoint an architect selection committee whose sole function is to interview qualified applicants for a project and recommend to the Superintendent an architect for each project. The Superintendent will make the final determination of the architect to be recommended to the Board. The committee will be composed of the following:

1. An outside volunteer architect or person familiar with architectural designing (if available).
2. Superintendent.
3. Building and Grounds Manager.
4. Business Manager.
5. All Board of Education members who choose to be on the committee.
6. Building Principal.

Architecture Selection (continued)

The Superintendent will establish the criteria to be used by the committee in ranking applicants and the procedure to be used in conducting interviews. The Superintendent will 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.

Policy adopted: March 5, 1991

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Weston, Connecticut

Construction of Physical Facilities

Selection of Site

School sites should be located as near as is practical to the center of the attendance area the schools are expected to serve. It is also desirable for school sites to be located in such a way as to facilitate joint use of the sites and adjacent parks, playgrounds and open space by both the school and the town recreation agency.

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.

This should be done in accordance with Connecticut General Statutes.

Legal Reference: Connecticut General Statutes
10-282 et seq. School Building Projects

Policy adopted: March 5, 1991

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Naming/Renaming of School Buildings, Components of Buildings and/or School Grounds

It is the responsibility of the Board of Education to name school buildings, components of buildings and school grounds. It is the practice of the Board of Education to use generic names, except under extraordinary circumstances. The decision will be based upon its assessment of the special significance of a name or, in the case of an individual, exceptional service to the children of Weston. Such recognition requires substantial support and comprehensive review.

Individuals to be considered shall have served in the continuous employ of the Weston Board of Education for an extended period, usually in excess of ten years, with the name being submitted after separation from compensated service for a minimum period of one (1) year; or be a non-employee of the Weston Board of Education who has made an exceptional contribution to the children of Weston for an extended period.

The Board of Education will determine when a component of a building is of sufficient nature to be assigned a name. A proposal to name a component of a building shall meet additional criteria; the component shall be representative of a curricular discipline and the individual shall be recognized as appropriate to that component.

In the naming of a previously unnamed building, components of buildings and/or school grounds, the Board may establish a sub-committee as described below to receive community input and to make a recommendation.

The process shall be initiated by action of the Board of Education. Once initiated, the Chairperson of the Board of Education may select a sub-committee for the purpose of reviewing a proposal. The sub-committee shall consist of the following minimum representation:

- The Chair of the Board of Education (ex officio)
- The Superintendent of Schools (ex officio)
- (1) Member of the Board of Education
- (1) Administrator
- (1) Teacher
- (1) Parent of a student enrolled in the Weston Public Schools
- (2) Residents of the community not represented above
- (1) Representative of a Town Governing Body