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FACILITIES DEVELOPMENT GOALS

The School Committees believe that any educational program is influenced greatly by the environment in which it functions. The development of a quality educational program and facilities that help to implement the program must go hand in hand.

Therefore, it is the Committees' goal to provide the facilities needed for the number of students in the Schools, and to provide the kind of facilities that will best support and accommodate the educational program.

In planning facilities, the Committees recognize that capital outlay funds are limited, and that priorities must be established to make the best use of resources. The Committees' first objective is to develop a plan that eliminates overcrowding and minimizes the need for extended day programs and double sessions. Whenever possible, the cultural as well as educational needs of the community are considered in planning facility expansions.

Architects retained by the Committees are expected to plan for simplicity of design; sound economics, including low long-range maintenance costs, efficiency in energy needs, low insurance rates; high educational use; and flexibility.

- LEGAL REF.: 603 CMR 26:07
- FIRST READING: January 26, 2010
- SECOND READING: May 22, 2012
- ADOPTED: May 22, 2012
- SOURCE: Dover Sherborn Regional Committee

FACILITIES DEVELOPMENT GOALS

Facilities

- (1) Every new school which is to be constructed and every addition to an existing school or program for modernization of an existing school shall be designed or planned so as to ensure that the educational opportunities to be offered within that school following its construction, expansion or reconstruction will be available equally to all students thereof without regard to the race, color, sex, religion, sexual orientation, disability, homelessness, or national origin.
- (2) The goal of each school shall be to provide males and females with equal facilities and conveniences within a school which are separated for reasons of privacy, e.g. showers, locker rooms, changing rooms, toilets and lavatories. Any school to be constructed shall make such provision and any plan for the expansion or modernization of an existing school shall include whatever provision is necessary in order to achieve compliance with 603 CMR 26.07.

LEGAL REF.: 963 CMR 2.00
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SOURCE: MASC

FACILITIES PLANNING

School Building Committee

Town Administrators (?) create a school building committee for specific building projects for the schools of each town. These committees act as the administrative authority for the projects, subject to approval of various actions by a School Committee and town.

The school building committee has the following responsibilities:

- 1. To study and make recommendations to the town with respect to school building needs.
- 2. To review thoroughly with the Superintendent and the School Committee the educational requirements in relation to school buildings.
- 3. To review previous studies and initiate needed studies with or without consultative assistance.
- 4. To employ the services of architects and cost estimators and such other professional assistance as it may deem necessary.

Staff Planning

Arrangements will be made by the Superintendent, working through Principals, for the school staff to contribute in the planning of new school buildings. Teachers will be given the opportunity to submit suggestions for possible inclusion in the educational specifications.

LEGAL REFS.:	M.G.L. 70B Massachusetts School Building Authority, Chapter 208 of the Acts of 2004, 963 CMR 2.00 M.G.L. 71:16
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SOURCE: MASC

FACILITIES PLANNING

School Building Committee

The Regional School District Committee creates a school building committee for specific building projects for the region. These committees act as the administrative authority for the projects, subject to approval of various actions by the School Committee.

The school building committee has the following responsibilities:

1. To study and make recommendations to the District with respect to school building needs.
2. To review thoroughly with the Superintendent-Director and the School Committee the educational requirements in relation to school buildings.
3. To review previous studies and initiate needed studies with or without consultative assistance.
4. To employ the services of architects and cost estimators and such other professional assistance as it may deem necessary.

Staff Planning

Arrangements will be made by the Superintendent-Director for the school staff to contribute in the planning of new school buildings. Teachers will be given the opportunity to submit suggestions for possible inclusion in the educational specifications.

LEGAL REFS.: M.G.L. 71:16; 71:37C and D; 71:68; 71:70
Massachusetts Board of Education Regulations Governing the School Building Assistance Act, Chapter 645 of the Acts of 1948 as amended, FY 79
Board of Education 603 CMR, 38:00 and 603 CMR 26:07

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SOURCE: MASC

BUILDING COMMITTEE

The local School Committees will have representation on school building committees whenever they are legally established. (Chapter 71, Section 68- General Laws)

The chairman of the Dover-Sherborn Regional School District Committee shall serve as an ex officio member, together with two additional members of the Committee, one from Dover and one from Sherborn, on any regional school building committee.

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SOURCE:	Dover Sherborn Regional Committee

LIAISON

The School Committees agree that they shall inform any appointed building committees that they are desirous that the planning and designing of any educational facility to be constructed should reflect current and projected curricular aims and education philosophies and that to this end they will, through the Superintendent and his/her staff, promote such information to the building committees through the development of the formal "educational specifications" required by the state Board of Education and/or the Massachusetts Department of Elementary and Secondary Education.

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SOURCE: Dover Sherborn Regional Committee

STAFF

A liaison for planning purposes will communicate with all staff members involved in instructional and administrative supervision of the schools and their facilities.

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SOURCE: Dover Sherborn Regional Committee

COMMUNITY

The school construction program must represent the cooperative endeavors of many people. Its success is a measure of the ability of many functionaries to cooperate. New educational programs, proposes new construction, and/or innovations to educational methods shall be discussed in public at regular School Committee meetings and/or with local citizen groups or selected committees.

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SOURCE: Dover Sherborn Regional Committee

STATE AND FEDERAL AGENCIES

The School Committees will work with state and federal agencies as prescribed by law and will, in addition, cooperate with all governmental units in order to provide the best possible school facilities while obtaining the greatest efficiency and economy in the use of the tax dollar.

The School Committees shall inform any appointed building committees that they intend to extend their aid in assisting the building committees in their work. To this end, they agree to cooperate in contacts made with the State Department of Education, Governance, Environmental and Support Services (G.E.S.S.) in order to gain a state financial subsidy. Further, they agree to use the authority of the Committees to apply for federal financial aid and private sector aid for any full or partial funding of aspects of the project which may be determined to be of educational value to the project and which is so approved by the Committees.

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ADOPTED: May 22, 2012
SOURCE: Dover Sherborn Regional Committee

PUBLIC INFORMATION PROGRAM

The School Committees accept their responsibility for keeping the public informed as to the processes to be followed in planning for needed school facilities. This will be done through hearings, School Committee meetings, school newsletters, press releases, postal patron mailings, cable TV, and other suitable means.

The School Committees shall inform the building committees that they "stand ready" to cooperate and assist in the provision of information to the public regarding need of the project as well as other relevant information. Further, they agree to supply to the building committees relevant information from the files, records and curricula programs of the school department which may help the work and cause of the building committees. To this end, the Committees agree that the Superintendent shall support such action and so involve his/her staff to the extent time is available, in his/her judgment, to honor reasonable requests.

The School Committees and/or the building committees may use the office of the Superintendent to provide informative news releases to the mass media or by other means as the Superintendent deems necessary and desirable.

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SOURCE: Dover Sherborn Regional Committee

ENROLLMENT PROJECTIONS

The Dover Sherborn Public Schools annually project school enrollments for planning purposes.

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SOURCE: Dover Sherborn Regional Committee

RETIREMENT OF FACILITIES

When a school building becomes inadequate by virtue of age, condition, size of site, or other overriding limitations, and cannot reasonably and economically be brought up to the current educational standards, or becomes unnecessary because of lack of need, the building should be considered for a comprehensive closing study. The Superintendent will recommend to the School Committees which facilities appear to justify further analysis.

The School Committees may seek both professional advice and the advice of the community in making its recommendations as to the retirement of any school facility. This will permit the public, which originally acquired the property, to benefit from its recycling or retirement.

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

1. Age and current physical condition of the facilities, its operating systems, and program facilities
2. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions
3. Reassignment of students, including alternative plans according to Committee policy
4. Transportation factors, including numbers of students bused, time, distance, and safety
5. Alternative uses of the building
6. Cost/Savings
 - a. Personnel
 - b. Plant Operation
 - c. Transportation
 - d. Capital Investment
 - e. Alternative Use
7. Continuity of instructional and community programs

LEGAL REFS.: M.G.L. 71:16

FIRST READING: January 26, 2010

SECOND READING: May 22, 2012

ADOPTED: May 22, 2012

SOURCE: MASC

LEASING AND RENTING TO MEET EXPANSION NEEDS

The School Committees controlling the Dover, Sherborn, and Dover-Sherborn Public Schools may enter into temporary arrangements for the purchase, leasing or renting of non-public facilities or portable classrooms to relieve overcrowding in existing school buildings. In addition, expenditures may be authorized to correct minor deficiencies (such as lighting) in the leased facilities.

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SOURCE: Dover Sherborn Regional Committee

DEVELOPING EDUCATIONAL SPECIFICATIONS

To ensure that facilities being planned are designed best to implement the educational program, the Superintendent will direct the preparation of educational specifications to apply when planning and building school facilities.

The Superintendent shall recommend the educational specifications to the School Committees for their approval before their transmission to the building committees. Such educational specifications will include at least the following:

Description of the students to be housed

1. The kinds of educational activities which will be in operation.
2. The kinds and amounts of furniture and equipment needed.
3. The relationships among areas of plant and site (e.g. band room and library; playing fields and locker rooms; front office and general school control).
4. Special site considerations of aesthetics, traffic patterns, cooperative community use, and the like.
5. Any other kinds of unique information that will give guidance to an architect in arriving at a solution.
 - a. Special characteristics
 - b. Movable equipment
 - c. Fixed equipment
 - d. Semi-expendable equipment
 - e. Grounds
 - f. Location and interrelationships
 - g. Area function

FIRST READING: January 26, 2010

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SOURCE: Dover Sherborn Regional Committee

CONSULTANTS

The School Committees recognize the complexities of providing physical facilities in our communities. This responsibility is complicated by the demands for change made by a dynamic educational program.

Consultants and other appropriate resource personnel may be used to augment the Schools' personnel when needed and recommended by the Superintendent of Schools or the School Committees and their subcommittees and approved by the School Committees.

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SOURCE:	Dover Sherborn Regional Committee

INVESTMENT IN SITES

The School Committees believe that early and long-range planning is the wisest and best policy.

The School Committees encourage and ask that provisions for school sites be included in any long-range planning studies conducted in either Dover or Sherborn.

The School Committees look with favor on taking options on such sites that conform to the criteria of the School Committees for such sites.

The selection and acquisition of sites should result from close collaboration between the School Committees and the boards of selectmen.

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SECOND READING: May 22, 2012

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SOURCE: Dover Sherborn Regional Committee

SITE

The School Committees believe that site selection and development should start from the premise that the school is an integral and inseparable part of the total community. Since the school is a community institution, it should reflect this relationship physically as well as ideologically.

The manner and extent to which a site serves the Schools' educational needs should be considered as only one aspect of its adequacy. Its adequacy should also be appraised in respect to its potential for contributing to the scope and depth of many of the cultural functions in the community.

The processes of selection concern the entire administrative and supervisory staffs and others with special skills and insights. The Superintendent of Schools, therefore, is instructed to establish such criteria and procedures as are necessary to assure the citizens and school committees that the best possible sites are being acquired for the least expenditure of public funds.

In regard to determining sites, the Superintendent shall make recommendations to the School Committees on which they may pass and forward to appropriate town officials and others who may then become involved.

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SOURCE:	Dover Sherborn Regional Committee

NAMING NEW FACILITIES

Naming a school is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a school name. A name with educational significance or inspiration physical locations; geographical areas; distinguished local, state, and national leaders whose names will lend dignity and stature to the school; or significant or pertinent events should be chosen.

The Superintendent will prepare for the approval of the Committees a procedure to follow in recommending names for school buildings. Whenever possible, the wishes of the community, including parents/guardians and students, should be considered in naming new facilities.

It is expected that an orderly announced procedure with a prompt decision on the name shall occur before the planning starts.

LEGAL REFS.:	M.G.L. 71:16
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SOURCE:	MASC

SCHOOL COMMITTEE INSPECTION AND ACCEPTANCE

The School Committees and/or their designated representatives would like to be invited to participate with the school building committees in the inspection of a completed project. It is expected that the Committees will be informed regarding dispensation of "punch list" items regarding the building committee's "close out" responsibilities.

Prior to expiration of the guarantees on the building for one year after completion, the School Committees shall confer with the building committee regarding the status of the buildings and their standard of satisfaction in an attempt to enlighten the building committee on their experiences with the buildings during the first period of a year's occupancy.

Recommendations shall be made for the acceptance of the building to the School Committees by the Superintendent after administrative staff inspections which shall include those conducted by the building Principal and the Business Manager, as well as by the school building committee.

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SOURCE:	Dover Sherborn Regional Committee

STAFF TRAINING FOR OCCUPANCY

Staff training prior to the occupancy of a particular building shall be a part of the in-service training program. The training shall be directed by the appropriate supervisor, conducted by the building Principal, and coordinated with the Business Manager. Non-instructional staff members shall be trained by the supervising personnel from the central office. Technical personnel shall be trained by staff members from the Business Office, or the private enterprises which are supplying the equipment to be used in the building.

Advance notice of the occupancy date of such construction shall be sought from the building committee and they shall be requested to arrange for the participation and cooperation of representatives of subcontractors, particularly in heating and ventilation services, to meet with school personnel and conduct an orientation to the operation of the installations done in their particular roles. Further cooperation in this realm shall be sought from both the architect and the general contractor.

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SOURCE: Dover Sherborn Regional Committee

PUBLIC DEDICATION

The School Committees shall express to the building committee their desire to participate in dedication exercises. Further, it shall be the position of the Committees that requests for the inclusion of Committee and staff personnel, and in selected instances, students, in the dedication exercises shall be made to the building committee; names of individuals shall be submitted with such requests. Further, the Committees shall submit to the building committee names and addresses of people they wish to have invited by the building committee to such exercises. This should include all parties instrumental in the success of the building project. An offer of cooperation in the planning and carrying out of the dedication exercises shall be made by the Committees.

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