

## West Hartford Public School District

**Agenda Item:** Acceptance of Educational Specifications  
**Meeting Date:** February 2, 2010  
**From:** Timothy Dunn, Assistant Superintendent for Administration  
**Through:** Karen L. List, Superintendent

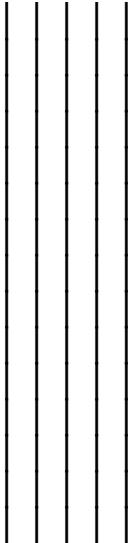
**Recommendation:** THAT the Board of Education accept the educational specifications dated January 2010 and THAT the Board of Education authorize the Superintendent to complete the necessary architectural drawings and submit an application to the State Department of Education for a construction grant for the following projects:

- Partial Roof Replacement at Aiken Elementary School
- Modular Classrooms at the Bugbee Elementary School
- Asbestos Abatement and Floor Tile Replacement at Charter Oak International Academy

**Background:**

On April 28, 2009 the Town of West Hartford adopted a two year capital budget that appropriated funding for these projects in FY 2010-11. The roof at Aiken will be funded from the Roofing and Masonry account; the two modular classrooms at Bugbee from the School Building Improvements account; and the asbestos abatement and floor tile replacement at Charter Oak International Academy from the Asbestos Abatement account. In order to receive a state grant, the Board must adopt the educational specifications so that grant applications may be submitted to the State Department of Education. Construction is slated for the summer of 2010 for the modular classrooms at Bugbee and asbestos abatement/floor tile replacement at Charter Oak International Academy, and the summer of 2011 for the reroofing at Aiken School. Architects have been selected to begin the design of these projects. Once designs have been developed, they will be submitted along with a budget to the Board for their approval.

**Agenda Item: IV. C.**



**EDUCATIONAL SPECIFICATIONS  
FOR THE PARTIAL ROOF REPLACEMENT  
AT  
AIKEN ELEMENTARY SCHOOL**



***JANUARY 2010***

**WEST HARTFORD PUBLIC SCHOOL  
WEST HARTFORD, CONNECTICUT**

**BOARD OF EDUCATION**

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Terry Schmitt, Vice Chairperson

Elin Katz

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**ADMINISTRATION**

Karen L. List, Superintendent

Timothy Dunn, Assistant Superintendent for Administration

Kathleen Rotchford-McKay, Principal

## **EDUCATIONAL SPECIFICATIONS FOR THE PARTIAL ROOF REPLACEMENT AT AIKEN ELEMENTARY SCHOOL**

### **SECTION I - PROJECT RATIONALE**

Aiken Elementary School was constructed in 1964 and consists of 47,000 square feet of built-up roof area. The current roof was put on in the late 1980's and has reached it's useful life. The areas in need of replacement are over two classroom wings, the administration area, auditorium and cafeteria. These areas have been leaking and managing them has become less effective.

### **SECTION II - LONG RANGE EDUCATIONAL PLAN**

The primary goals of the West Hartford Public Schools shall be the intellectual and personal development of each student leading to excellence in the skills of learning, the acquisition and use of knowledge, an inquiring mind, an appreciation of the great cultures, an understanding of self and others, a recognition of varying career roles, and responsible citizenship in our democracy.

### **SECTION III - PROJECT'S RELATION TO EDUCATIONAL GOALS**

To create an environment conducive to learning while eliminating the risk to health and safety that would result from a defective roof.

### **SECTION IV - CAPACITY DATA**


Student enrollments are outlined on the ED-049 for this project. The reroofing of this building will not alter the building's capacity.

### **SECTION V - LEARNING ACTIVITIES**


Duffy Elementary School strives to provide students with knowledge, skills and values directed towards responsible and meaningful lives. The philosophy is supported by six major objectives:

- a. development of learning
- b. development of skills
- c. development of self- esteem and well defined values
- d. development of citizenship and the promotion of interpersonal relationships
- e. development of occupational awareness
- f. development of total educational environment

The reroofing of the school will not increase or decrease instructional group size, number of teaching stations, number of individual learning stations or specialized instruction.



**EDUCATIONAL SPECIFICATIONS  
FOR (2) MODULAR CLASSROOMS  
AT  
BUGBEE ELEMENTARY SCHOOL**



**JANUARY 2010**

**WEST HARTFORD PUBLIC SCHOOL  
WEST HARTFORD, CONNECTICUT**

**BOARD OF EDUCATION**

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**ADMINISTRATION**

Karen L. List, Superintendent

Timothy Dunn, Assistant Superintendent for Administration

Margaret Beecher, Principal

**EDUCATIONAL SPECIFICATIONS FOR THE ADDITION OF  
MODULAR CLASSROOMS AT  
BUGBEE ELEMENTARY SCHOOL**

**SECTION I. DIRECTION**

The Board of Education has directed its administration to initiate the steps necessary to add two modular classrooms to Bugbee Elementary School in the manner listed in this education specification.

**SECTION II. PURPOSE**

The educational specifications will provide the Bugbee Elementary School architect, engineers and other interested parties with direction and insight concerning changes needed in the school building to support planned changes in the educational program. The purpose of adding additional modular classrooms to Bugbee Elementary School is to add capacity to meet a growing enrollment. Alternative methods of meeting the needs by such means as interior renovations or changes in class size were considered and either could not be accomplished or were considered detrimental to the educational program.

**SECTION III. LONG RANGE GOALS OF THE WEST HARTFORD PUBLIC SCHOOLS' INSTRUCTIONAL PROGRAM**

The primary goal of the West Hartford Public Schools is the intellectual and personal development of each student. Intellectual development leads to excellence in an ability to analyze critically, reason and think independently, and acquire learning skills and bodies of knowledge. Personal development goals include continuing growth of students' understanding of themselves and the world in which they live, recognition of the contribution of varying career roles to society, a sustaining curiosity about life and respect for the diversity of other people and societies. Schools play a major role in helping students to appreciate culture, develop a sense of self-worth, personal initiative, social responsibility, develop the ability to be creative and flexible and to acquire a life-long appreciation of learning.

Educational experiences are organized into a curriculum that promotes these goals and recognizes individual differences. High expectations and equal educational opportunities are provided for all students. Instruction integrates content and process, concepts and attitudes, and reflects the understanding that students learn through active involvement.

A program description, including goals for each content area, is provided below:

**A. Visual Arts**

The Visual Arts program is anchored by a Discipline-Based Art Education Curriculum. Students are engaged in art production while also developing the skills and knowledge necessary to understand the place of art in history and culture, employ art criticism and make informed aesthetic judgments.

**B. Music**

The Music Program focuses on development of musical skills and attitudes essential in effecting aesthetic knowledge and awareness. These skills are acquired sequentially through a planned program that includes a variety of experiences.

**C. Physical Education**

The Physical Education Program provides students with the opportunity to participate in a wide range of activities with emphasis on learning skills and concepts; promoting positive social interaction; and establishing an atmosphere of fun and success through movement.

**D. Health**

The goal of health education is to provide a planned program of learning experiences which motivates and prepares students to promote and ensure the quality of individual, family, and community health.

**E. Language Arts**

The goals of the West Hartford Reading and Writing Programs reflect the district's commitment to helping each student become a literate, thinking citizen who uses reading and writing as means of gathering information and exploring different cultures, attitudes, and points of view, and as sources of enjoyment and relaxation. Therefore, the first goal of the West Hartford reading and writing programs is to help each student become a self-directed, strategic reader and writer who determines a purpose for reading a particular text, decides how to approach the reading or writing task, monitors understanding, and regulates reading and writing behavior in order to guarantee understanding. The second goal is to help each student become a life-long reader and writer. Literacy learning is viewed as a developmental process that is supported and promoted in an environment that immerses students in oral language, that focuses on authentic purposes for reading and writing that highlights the best fiction and nonfiction materials available.

**F. Mathematics**

The West Hartford Mathematics Program encourages innovation, promotes instructional quality, and develops mathematical literacy and mathematical self-confidence in all our students. To achieve this, the student must view mathematics as a process of investigating, reasoning, and communicating as well as a set of concepts and skills. Therefore, problem solving is central to the curriculum. Students will explore and acquire clear and stable connections through real life situations.

**G. Science**

It is the goal of the Science Program to provide instructional settings and experiences that nourish and fulfill children's strong innate curiosity about the world around them providing opportunities to engage them in activities that real scientists are involved in, discovering,

cataloging, analyzing, exploring, inquiring and testing by means of engaging, hands-on experiences.

#### **H. Social Studies**

The goal of the Social Studies Program is to prepare all students to perform and understand their roles as effective citizens in a democratic society and global community in this nation and the world. Equal attention is given to the accumulation of specific knowledge, the development of skills that enable students to use that knowledge, and the opportunities to examine values in order to better understand themselves and contribute to society as individuals, family members, consumers, producers and citizens.

#### **I. Technology Education**

The goal of the Technology Education Program is to provide technology to help students to more efficiently and effectively solve problems, develop logical thinking, organize and process information, communicate ideas, accomplish tasks, learn new information, and apply technology to future life situations.

#### **J. World Languages**

World language study prepares students to communicate in languages other than English, gain knowledge and understanding of other cultures, connect with other disciplines and acquire new information, develop insight into one's own language and culture, and participate in multilingual communities and global societies.

### **SECTION IV. PROJECT RATIONALE TO EDUCATIONAL GOALS**

The projected growing school enrollment will require additional classroom space that will be met by the addition of modular classrooms.

### **SECTION V. CAPACITY DATA**

The Bugbee Elementary School student population is projected to increase from **410 pupils in 2009-10 to 417 pupils within the 6 year estimate**. This increased enrollment will require a corresponding increase in permanent classrooms.

### **SECTION VI. LEARNING ACTIVITIES**

See Section II.

### **SECTION VII. PROJECT OVERVIEW**

When completed, this project will provide:

**A. New Addition**

The addition will include two modular classrooms of approximately 900 square feet each with appropriate hallways and connection to the main school building.

**B. Site Improvements**

Accessibility improvements as necessary.

**SECTION VIII. ORGANIZATION DESIGN**

**A. Classrooms**

Each classroom will be equipped in the following manner:

1. A built-in storage cabinet, 24' long x 3' high.
2. Shelving and counter space for storage of instructional material.
3. A closet with lock for storage of teacher's coats, 2' wide x 7' high x 2' deep. This closet also may be incorporated with the shelving and cabinets itemized in paragraph 2 and 3.
4. One wall of each classroom will be equipped with 4' x 12' white writing board plus a 4' x 4' tack board on both sides of the writing board.
5. An audio visual screen.
6. Window blinds to provide room darkening capability.
7. An 8' map rack track above one chalk board.
8. A window in the corridor door.

**B. Corridors**

Corridors will be equipped with:

1. Exit doors.
2. Carpeting.
3. Sound absorbent ceilings.
4. Handicap accessibility.

## **SECTION IX. TECHNOLOGY**

Necessary wiring, space, equipment areas and storage space to allow student and faculty use of today's technology and, as best we can plan by today's knowledge, provisions for future technology that is consistent with the Board's long range technology plan.

1. Full media delivery and retrieval in all teaching stations, including Internet and television capabilities.
2. Dual data networking of all teaching stations (Administration, Language and Student Accessed Language) and Internet connection.

## **SECTION X: OTHER BUILDING CONSIDERATIONS**

Other considerations include:

1. Asbestos abatement, as necessary.
2. Code compliance, including provisions for ADA.

## **SECTION XI: COMMUNITY USES**

The proposed addition to Bugbee Elementary School is designed to accommodate projected enrollment; however, all facilities will be available for community use. The additional facilities will allow more and varied community use and greater availability of facilities. This school may be used for activities such as evening adult education classes, group meeting, and local government conferences.

## **SECTION XII: MECHANICAL/ELECTRICAL SYSTEMS**

### **A. Electrical**

1. Electrical requirements of the modulars will be met through the existing electrical service if possible.
  - a. Electrical control shall be through circuit breakers
  - b. All light fixtures to have acrylic or parabolic lens and energy conservation ballasts and lamps
  - c. Light levels to be:

(1) Regular classrooms	50 foot candles
(2) Art & computer classrooms	75 foot candles
(3) Corridors	15 foot candles
(4) Toilet rooms	15 foot candles

2. Clocks and bells -- Each room will have a clock system connected to the Simplex master clock and a bell system will be installed in each corridor again connected to the Simplex master clock.
3. Sound system -- A speaker will be installed in each classroom capable of one way communication from the office to the classroom. The sound system is to be connected to the existing sound console.
4. Telephones -- Each classroom will be equipped with an extension telephone from the office switchboard.
5. Emergency lighting -- Install emergency lighting powered from independent wall mounted self charging battery units in all corridors, stair towers and interior classrooms.
6. Fire alarm systems --
  - a. Fire pull stations, horns and flashing lights shall be connected to the present fire alarm panel.
  - b. Fire alarm system shall have a 48-hour emergency back-up power source.
  - c. Heat and smoke sensors shall be located in each stair tower, corridor, custodial room and storage room. Sensors to be connected to the internal fire alarm system.

**B. Plumbing**

1. Requirement will be met through the existing plumbing system.

**SECTION XIII. SITE DEVELOPMENT**

**A. Parking Facilities**

1. Handicapped parking shall be provided close to the handicapped entrance.

**B. Surface Water Drainage and Grading**

1. At the completion of the project site grading shall be in a manner that allows smooth transition between new construction and present finished grades.
2. Swales, berms and contours will be designed to carry water away from the building into a storm sewer system.

**C. Walkways**

1. New sidewalk will be made of reinforced concrete.
2. The minimum width of all new sidewalks shall be 5 feet.

**D. Lighting of Walks and Driveway**

1. Pole lighting with vandal resistant fixtures shall be installed to allow safe walking and vision of parking lots and sidewalks.
2. Lighting will be controlled by time clocks located within the building. Time clocks will have manual override switches.
3. Light shall be provided by metal halide fixtures.


**SECTION XIV. MOVABLE EQUIPMENT**

This section outlines the movable equipment to be purchased as part of the financing for this project.

**A. Classrooms shall consist of the following equipment:**

1. Twenty-four (24) student desks and chairs
2. One (1) teacher's desk and chair
3. One (1) three-drawer file cabinet
4. Two (2) visitors' chairs
5. One (1) 36" wide x 42" high bookcase

**FOOTNOTE TO SECTION XIV - This section contains only equipment. Supplies will be purchased from the Board of Education's operating budget.**



**EDUCATIONAL SPECIFICATIONS  
FOR ASBESTOS ABATEMENT  
AND FLOOR TILE INSTALLATION AT  
CHARTER OAK INTERNATIONAL ACADEMY**



JANUARY 2010

**WEST HARTFORD PUBLIC SCHOOL  
WEST HARTFORD, CONNECTICUT**

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**ADMINISTRATION**

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Mary M. Thompson, Principal

**EDUCATIONAL SPECIFICATIONS FOR THE ASBESTOS ABATEMENT AND  
FLOOR TILE INSTALLATION  
AT CHARTER OAK INTERNATIONAL ACADEMY**

**SECTION I. DIRECTION**

The Board of Education has directed its administration to initiate the steps necessary to abate the asbestos containing materials on the floor at Charter Oak International Academy and replace with new resilient floor tile.

**SECTION II. PURPOSE**

The educational specifications will provide the Charter Oak International Academy design professionals and other interested parties with direction and insight concerning improvements needed in the school building to support the educational program. The purpose of asbestos abatement is to accommodate replacement of flooring that will continue to provide a comfortable environment for education. This project is part of the tools for schools program.

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## **SECTION IV. PROJECT RATIONALE TO EDUCATIONAL GOALS**

To maintain an environment conducive to learning while eliminating the potential health risk associated with the presence of asbestos- containing materials and provide for new floor tile. The areas designated for this project are classrooms, #7, 8, 9, 10, 11 and 12.

## **SECTION V. CAPACITY DATA**

This project will not affect the building's capacity

## **SECTION VI: PROJECT OVERVIEW**

When completed, this project will provide:

### **A. Floors**

The abatement will leave these areas free of any asbestos containing materials and allow for the replacement of floor tiles.

## **SECTION VII: COMMUNITY USES**

This school may be used for activities such as evening adult education classes, group meeting, and local government conferences.