

## SECTION F: FACILITIES DEVELOPMENT

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## 1. FACILITIES DEVELOPMENT GOALS

The School Committee will strive to provide facilities that will ensure the best possible environment for teaching and learning.

The Committee makes recommendations and requests to the City in order to:

1. provide facilities that will accommodate organizational and instructional patterns that support the district's educational philosophy and instructional goals.
2. meet all safety requirements throughout the school buildings.
3. meet requirements on the availability of public facilities to handicapped persons as per the Americans with Disabilities Act (ADA) regulations and other pertinent codes.
4. provide building design and construction that will facilitate low maintenance costs and the conservation of energy, factors that will also be given special consideration in the renovation of buildings.

Adopted: January 15, 2003

Revised: March 14, 2007

## 2. ENROLLMENT PROJECTIONS

Enrollment projections will be prepared annually for the ensuing 5-year period by December 31st of each year, under the directions of the Superintendent of Schools. The projections will take into consideration the following:

1. Figures from the latest school census
2. School registration figures for both public and private enrollments
3. Review of forthcoming changes in town planning and zoning
4. Review of current and planned community land development and housing projects
5. Recorded births

Whenever construction of new school facilities or the closing of any school buildings is being contemplated, the Committee may authorize outside studies made of population trends and school enrollment.

Adopted: January 15, 2003

Recommended to the School Committee (Second Reading): June 13, 2007

### 3. CLOSING SCHOOLS

A school will be considered for a comprehensive closing study if any of the following conditions apply:

1. The building is inadequate by virtue of age, condition, size of site, or other overriding limitations and cannot reasonably and economically be brought up to current standards.
2. The school has been substantially under capacity for a two-year period and is projected to remain so. "Substantially under capacity" is the difference between program capacity and student membership such that the students in that grouping could be housed in one school less. (Instructional programs drawing the majority of students from outside of the regular boundary area of the group of schools will not be considered for this purpose.)

Although use for local community students will be the primary function of a school, unusual circumstances may prevail which will require alternate use of a particular location or building. The School Committee may authorize a closing study of such a school.

A closing study will include direct involvement by those communities considered in the study and will be concerned with the following factors:

1. Review of in-depth demographic studies and grouping and consideration of alternatives.
2. Age and current physical condition of the building, its operating systems and program facilities.
3. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions.
4. Reassignment of children, including alternative plans, according to Committee policy.
5. Transportation factors including numbers of children bused, time, distance, and safety.
6. Alternate uses of the building.
7. Costs and/or savings in: (a) personnel; (b) plant operation; (c) transportation; (d) capital investment; and/or (e) alternative use.
8. Continuity of instructional and community programs.

After a closing study is completed, the decision to close a school building will be a decision of the Beverly School Committee with recommendation from the Superintendent. Detailed information will be gathered and made available to the public on the consequences both of closing the school and leaving it open. These reports will cover the effects on the community served by the school as well as the educational and financial advantages and disadvantages.

Appropriate publicity will be arranged and enough time provided to allow community members to be informed of the possibility of a school closure and to learn how they can participate in the process. Community members will have sufficient time and ample opportunity to make representations to the School Committee and to enter into discussions so that all reasonable options are explored thoroughly before a final decision is made.

If the School Committee's final decision is in favor of closure, sufficient time will be allowed for the planning and adjustments necessary to implement the decision with the minimum disruption to students and staff.

Adopted: January 15, 2003

Recommended to the School Committee (Second Reading): June 13, 2007

#### 4. SITE SITES ACQUISITION PROCEDURE FOR SCHOOL BUILDINGS

No site for a school building shall be acquired by the City unless the approval of the site by the School Committee is first obtained. No plans for the construction of or alterations in a school building shall be accepted and no work shall be begun on the construction or alteration of a school building, unless with the approval of the School Committee and the Mayor. The Mayor shall notify the School Committee in writing prior to or at the time of each change in plans after work is begun. Such construction or alterations does not require such approval for the making of ordinary repairs.

Priorities based upon student population, location, and education needs shall be established well in advance in order that the School Committee can make timely recommendations to the city in regard to future school site needs. Sites shall be acquired in advance of time for construction to allow adequate time for the completion of topography studies and other preliminary work.

#### **M.G.L. Chapter 43, Section 34**

Adopted: January 15, 2003

Recommended to the School Committee (Second Reading): June 13, 2007

## 5. NAMING OF BUILDINGS, FIELDS OR ROOMS AFTER INDIVIDUALS

The Beverly School Committee shall have the authority to name newly constructed schools and may, at its discretion, rename existing schools. It shall also have the authority to name/rename individual school buildings, rooms or areas.

Facilities (i.e. schools, buildings, rooms, areas) may be named after persons, geographical locations, or geographical landmarks.

When considering names of persons, preference is to be given to those having had substantial impact upon the education of Beverly's children. However, this is not to preclude consideration of other persons of local, state, national, or international achievement. In addition, consideration of names of persons who have made a financial contribution to the schools may be given. The School Committee may, at its discretion, attach financial qualifications as a condition for considering of a naming request.

Names of persons currently employed by the City of Beverly shall not be considered during the term of employment or until three years after. School Committee members may not initiate a request during their term of office or for two years after.

The intent of the School Committee to name/rename a facility and the date on which a final vote will be taken shall be publicly announced by the President at a regularly scheduled meeting. The announcement shall be made no less than forty-five (45) days prior to the final vote by two-thirds vote of the entire board, which shall also be scheduled for a regular meeting.

Adopted: October 14, 1997  
Revised: April 5, 2006

## 6. RENOVATIONS AND/OR IMPROVEMENTS TO SCHOOL OR SCHOOL SITES

Prior to the alteration of any school facility or site, or the replacement or installation of equipment thereon:

1. The Principal will obtain approval from the Superintendent to initiate such plans.
2. Appropriate school staff, including the School Business Manager and Director of Buildings and Grounds, will be consulted.
3. If necessary, the appropriate city department(s) will be consulted.
4. The Principal and Superintendent must authorize the hiring of professional consultants.
5. The Principal and Superintendent must authorize contact with sales representatives. Information may be sought in regard to:
  - a. Manufacturer's warranties;
  - b. proof of product liability insurance;
  - c. warranties and liability insurance for installation;
  - d. cost of equipment, materials, freight, insurance, and installation;
  - e. space recommendations and offsets;
  - f. time lag between delivery and installation and security during time lag;
  - g. life expectancy of equipment;
  - h. recommendation regarding maintenance schedule and annual cost of inspections and maintenance
6. Preliminary plans should include, at a minimum, the following information:
  - a. location of utilities;
  - b. accountability for parking, snow removal and site security;
  - c. type and amount of equipment;
  - d. manufacturer's warranties;
  - e. proof of liability insurance;
  - f. warranties and liability insurance of construction;
  - g. surface preparation and materials;
  - h. time schedule
  - i. maintenance requirements;
  - k. references;
  - l. plans for financing the project
7. Submit the entire package of material to the Superintendent for his/her review and, based on the recommendation of the Superintendent, final approval of the School Committee. The package must include the recommendations of the school Principal and other appropriate personnel including city agencies. A favorable vote of the School Committee is required before funds may be collected or expanded for the specified project.

Adopted: April 16, 2003

## 7. ELEMENTARY REDISTRICTING

The Beverly Public Schools are committed to ensuring that student enrollments are monitored so that noticeable changes in school population can be addressed before reaching crisis proportions. To that end, it shall be the policy of this School District that a comprehensive redistricting study be completed for the elementary schools levels at least every ten (10) years, beginning in 2010.

At a minimum, the following criteria should be utilized when conducting the comprehensive study, detailing the potential need for redistricting of students:

1. A review of student enrollments, along with previous year trends, compared with the rationale for previous redistricting efforts.
2. A review of identified neighborhoods, as originally identified by Report of the Advisory Committee on School Redistricting (October, 1996), to determine if these neighborhood designations are still appropriate.
3. An effort to ensure that neighborhoods remain together at the same elementary school.
4. Efforts to have district lines remain contiguous.
5. An effort to achieve a plan that requires the least amount of busing possible.
6. A review of the socioeconomic balance among elementary schools; that is, each school should remain reasonably close to the citywide average. Our goal shall be to keep all schools within the socioeconomic parameters suggested by research regarding student achievement (currently 30%).
7. Any change in district lines should be implemented with the least amount of disruption necessary, which requires programs for siblings, "go early," "stay put."

The Superintendent of Schools shall be responsible for presenting the elementary school redistricting data, along with any recommendations for changes to the current program.

Adopted: May 19, 2004  
Revised: April 11, 2007