

EDUCATIONAL SPECIFICATIONS

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Legal Definition of Educational Specifications (C.G.S. Section 10-287c-1)

“a description of the general nature and purpose of the proposed school building project, which may include the applicant’s long range educational plan and the relationship to the proposed project to such plan; enrollment data and proposed project capacity; the nature and organization of the educational program; support facilities; space needs; accommodation for educational technology; specialized equipment; and site needs, and any other supporting documents deemed necessary by the commissioner.”

Practical Definition of Educational Specifications

- written justification of the educational need for your project
- description of the educational activities which will be supported by the building at completion
- text which describes the types of spaces which will best accommodate your program requirements
- a complete text version of your proposed building project (including the description of desired end product *and* details of the construction process necessary to achieve the end result)
- a tool used by your design professionals to direct them through the design phases

Educational Specifications—Development Suggestions

- should be prepared by a team under the direction of the Superintendent of Schools
- degree of detail should be determined by (1) magnitude of project and (2) informational needs of local board of education, students, staff, parents, and design professionals
- development should incorporate input from local school staff and design professionals
- at completion, should be comprehensive taking into account educational programs and activities as well as physical building requirements and limitations
- at completion, should include description of desired end product *and* details of construction process necessary to achieve end result
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Educational Specifications—Components

Comprehensive Educational Specifications should address *but not be limited to* the following areas:

[rationale for the project](#)

[long range educational plan](#)

[learning/educational activities](#)

[enrollment data and proposed project capacity](#)

[detailed description \(specialized equipment, support space\)](#)

[building systems](#)

[interior building environment](#)

[site development](#)

[construction bonus requests](#)

[community uses](#)

Not all of these areas may apply to limited scope projects. See code update and roof replacement examples under [Sample Project Extracts from Full Educational Specifications](#) to see how to handle projects with limited construction.

For more information about each area of the Educational Specifications, click on one if the selections above.

RATIONALE FOR THE PROJECT

Describe the need for the proposed project. Include:

- discussion of local space needs;
- references to the school building survey/report which revealed the need for the project (or include the survey/report in its entirety as supporting documentation);
- educational need for the proposed project and its intended use;
- projected enrollment versus building capacity;
- programmatic changes within the facility;
- upgrades due to general age and condition of the building;
- any other project justifications you wish to provide.

THIS INFORMATION WILL BE USED IN THE DETERMINATION OF THE PRIORITY CATEGORY FOR YOUR PROPOSED SCHOOL CONSTRUCTION PROJECT. See Priority Category Placement.

LONG RANGE EDUCATIONAL PLAN

State the long-range educational plan for the district as adopted by the local board of education.
Include:

- the goals and objectives of the educational program;
- the organizational pattern for the school system;
- any plans or possibilities of year-round schooling;
- the relationship of the proposed project to a regional plan for school utilization;
- the relationship of the proposed project to the long range plan; and
- the number of years this building will continue to be utilized by the local board of education.

LEARNING/EDUCATIONAL ACTIVITIES

Present an overview of the general nature and organization of the educational program to be housed within the specific proposed project. Include:

- a summary of physical space requirements;
- references to curriculum and its impact on the project;
- instructional group sizes;
- number of instructional groups;
- number of teaching stations;
- number of individual learning stations;
- specialized instruction or subject needs; and
- extracurricular activities.

ENROLLMENT DATA AND PROPOSED PROJECT CAPACITY

Provide enrollment projections and compare enrollment to building operating capacity. Include:

- operating capacity prior to construction project
- operating capacity at completion of project
- planned future expansion, if any

④ FYI: For grant calculation purposes, the data element used is the Highest Projected 8-Year Enrollment. See Grant Procedures: Highest 8-Year Projected Enrollment. Although facility *capacity* needs to be discussed in conjunction with enrollment, *capacity* of the completed building has no grant impact.

DETAILED DESCRIPTION (Including Specialized Equipment and Support Spaces)

Describe the proposed project from a construction perspective. Include information about the building before, during, and after construction.

- *Before*—Identify the areas of the existing building by type and size of space. See Instructional and Support Space below.
- *During*—Describe the type of construction and its impact on the specified area.
- *After*—Provide details on the size and use of the space after construction is complete. If an area remains unchanged, state as much.
- *Supplemental*—Provide information regarding equipment and furnishings—specialized and standard—for each type of space. For new items, include a brief statement of need. For existing items to be reused, state as much.

Instructional spaces: general classrooms, prekindergartens and kindergartens, library/media center, science labs, gymnasium, swimming pool, music, art, industrial arts, home and family living, special education classrooms, special education resource rooms, computer labs, cafeteria, multi-purpose rooms, auditorium, and other (please identify).

Support Facilities: school administration, nurse, dental, guidance, food service preparation, custodial services, storage, building mechanicals, and other (please identify).

BUILDING SYSTEMS

Outline the impact of the proposed project upon various systems including:

- security
- public address
- technology (voice/video/data, program intercommunication, distance learning)
- phone system
- clocks
- heating, ventilating, and air conditioning (HVAC)

For *existing* systems: address any replacements, additional system features, modifications, or deletions. (Replacements are not eligible for grant reimbursement. Upgraded systems are eligible only to the extent of prorated costs of new/added features.)

For *new* systems installed as part of the proposed project: describe each system and its relationship to the proposed project.

INTERIOR BUILDING ENVIRONMENT

Outline the impact of the proposed project upon:

- acoustics (ceilings/walls);
- lighting;
- heating, ventilation, and air conditioning;
- plumbing; and
- windows/doors.

Describe the current status of these areas as well as the proposed modifications, if any, and the final form of these areas at the conclusion of construction.

SITE DEVELOPMENT

Describe site needs and proposed changes to the school site. Include changes which will impact:

parking

traffic flow

bus access

sidewalks

landscaping

recreational use

playgrounds

outdoor athletic facilities

instructional use of site

equipment

ecological requirements

CONSTRUCTION BONUS REQUESTS

Explain your decision to pursue bonus approval for all of the following which apply to your project:

- Regional Vocational Agriculture Center in accordance with C.G.S. 10-65
- Interdistrict Magnet School in accordance with C.G.S. 10-264h
- Interdistrict Cooperative School in accordance with C.G.S. 10-158a
- Regional Special Education Center in accordance with C.G.S. 10-76e
- School Readiness in accordance with C.G.S. 10-285a(e)
- Lighthouse Schools in accordance with C.G.S. 10-285a(f)
- CHOICE in accordance with C.G.S. 10-285a(g), as amended
- Full-day Kindergarten in accordance with C.G.S. 10-285a(h)
- Reduced Class Size in accordance with C.G.S. 10-285a(h)

Include specific quantitative data in your explanation so that eligibility may be determined.

COMMUNITY USES

Identify and briefly describe use by the community, including approximate time of activity.

- Identify space which is not dedicated to student use during school hours (e.g., offices for the superintendent of schools or PTO, dedicated storage space for the town recreation department, *daycare* facilities, library space open to the public during school hours, health clinics open to the public during school hours). **Areas not restricted to student use during normal school hours are not eligible for reimbursement.**
- Describe uses of space during non-school hours (e.g., adult education, recreation department, girl scouts, Board of Education meetings).
- Describe non-student use of educational space during the standard school day (e.g., voting in the cafetorium).

STATE REQUIREMENTS FOR EDUCATIONAL SPECIFICATIONS

Each grant application must include one copy of the board-approved, comprehensive Educational Specifications for the project. See [Educational Specifications—Development Suggestions](#).

SFU will limit its focus to certain key aspects of the Educational Specifications. Therefore, submission of an executive summary or extracts highlighting grant-critical project components is recommended. Limit your summary submission to the following areas:

[rationale for the project](#)

[interior building environment](#)

[long range educational plan](#)

[site development](#)

[detailed description](#)

[community use](#)

[building systems](#)

[construction bonus requests](#)

For areas that do not apply to your project, cite the area and limit your comments to “Not applicable.” See [Sample Project Extracts](#).

SAMPLE PROJECT EXTRACTS From Full Educational Specifications

The Sample Project Extracts provided are intended as examples only and do not reflect the opinions or recommendations of the Connecticut State Department of Education (CSDE).

The sample formats have been designed to meet the grant needs of the CSDE. They are intended as supplemental information and are not meant to supplant the comprehensive Educational Specifications for a project.

Sample Project Extracts are available for the following types of school construction projects:

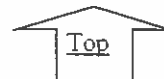
Code Compliance

Energy Conservation

Extension, Alteration, and Code Compliance (Combination Project)

New School

Roof Replacement



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