

New Construction**Planning****Educational Specifications**

The Superintendent of Schools will assume primary responsibility for developing educational specifications for new facilities or remodeling or adding to existing buildings. School administrators, staff, and others with knowledge and experience of education specifications will assist the Superintendent in developing such specifications.

Those persons who will work in or with a new school building will be those involved in the preparation of the educational specifications whenever possible. When a new school building is involved, it is desirable to designate a principal with sufficient lead time such that he/she can provide leadership in collaboration with the Superintendent. Educational specifications shall be in progress before an architect is instructed to begin conceptual planning.

Educational specifications must be based upon requirements identified by the Superintendent and Board. As a minimum, these specifications will include:

1. A statement of concepts, purposes, and intent;
2. A description of the student population to be served;
3. The kinds of educational activities to be implemented in each area;
4. The kinds and amounts of furniture, equipment and materials needed;
5. The relationships among building areas;
6. The suggested traffic patterns;
7. The spatial site considerations; and
8. All other pertinent information that will provide guidance and direction to the architect in designing the facility.

To provide long-term usefulness and to justify the investment, school buildings and all space within them shall be designed in the most efficient, economical and flexible manner practical. The facilities design shall be based upon the educational specifications and shall have as its primary guiding principle the educational program to be served. Factors including flexibility and adaptability to community needs may also be considered in the plan.

The Board shall authorize the Superintendent to recommend such architectural and related professional services as are needed to interpret educational specifications.

Legal Reference: **Wisconsin Statute Section 120.13(9)**

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