

DEVELOPING EDUCATIONAL SPECIFICATIONS

1. Educational specifications will be prepared whenever new facilities or major renovations or additions to existing schools are planned. The educational specifications convey to school personnel, to elected officials, and to architects a set of educational and operational needs and the accompanying space requirements and programmatic guidelines to satisfy these needs.
2. In developing educational specifications, a number of pertinent sources will be consulted. These include, but are not limited to, the following: Manual for Planning and Construction of School Buildings, New Hampshire Department of Education, Standards and Guidelines for School Approval for the appropriate grade levels, local programs of studies booklets, and textbooks and reference guides dealing with school plant planning.
3. The Superintendent of Schools will appoint a committee to develop the educational specifications for any given project and may serve on the committee. The committee will consult the sources noted under #2, visit schools with similar features to the school being planned, review demographic and financial data, consider educational and technological trends, and use other resources which may facilitate the development of the educational specifications. The committee will submit the educational specifications document to the Superintendent of Schools. In turn, the Superintendent makes recommendations to the Support Services Committee of the Board of Education. Once reviewed by the Support Services Committee, the educational specifications are submitted to the Board of Education for its review and approval.