



2014

Board of Education / Administrative Offices



To the members of the building committee:

A word of thanks for accepting this challenge to move the town of Newington forward. We stand ready to assist and support you in any way possible.

You will undoubtedly get to know the town hall facility very well through this process. This document may be helpful as you begin your work on this very important project.

Please contact the Office of the Superintendent if you would like information or access to Board of Education facilities.

Good luck and thank you in advance for the work ahead.

Thank You

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Primary Functions



Teaching & Learning

Curriculum
Instruction
Assessment
Special Education
Student Services
Educational Technology

Management

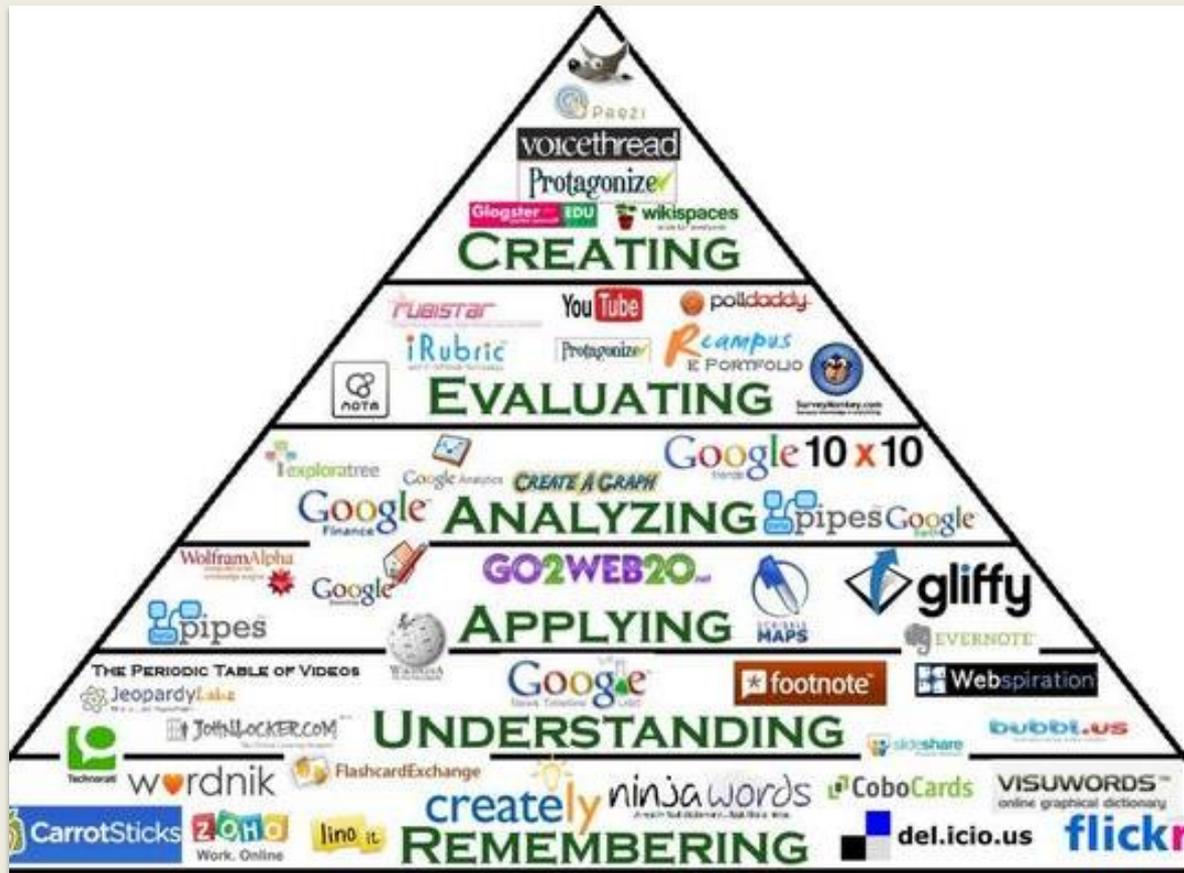
Superintendent
Human Resources
Residency & Security
Information Technology

Finance & Operations

Business Office
Facilities
Transportation
Food Services
Operations



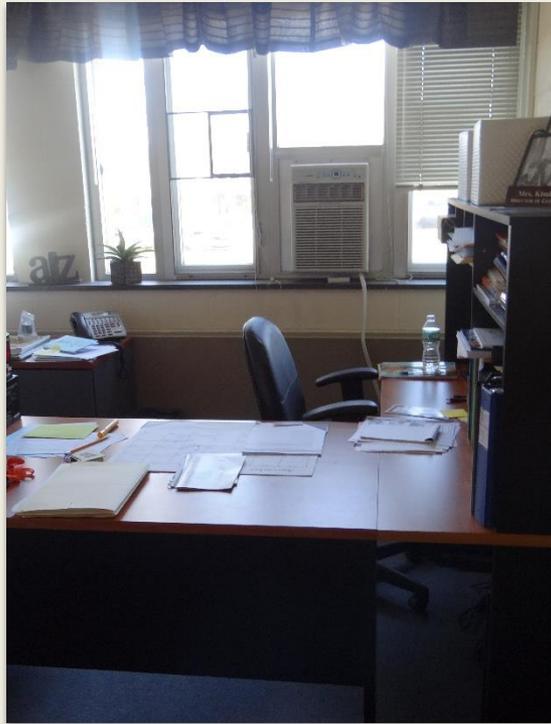
Teaching & Learning





Office of Curriculum, Instruction, and Assessment

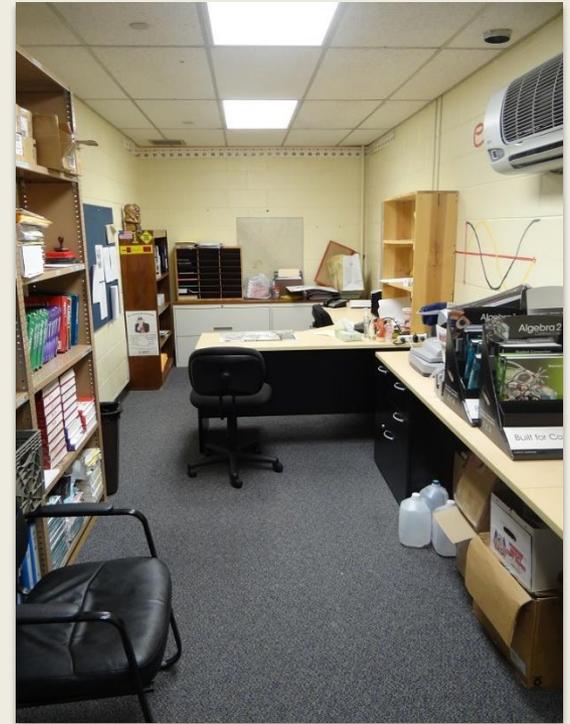
- Responsible for educational planning and programming for all students.
- Suite of 6 offices, 1 conference room, and as many cubicles as will fit into the space. There is no storage for materials or coat closets in this space.
- Other curriculum personnel are currently located offsite due to lack of space. This issue creates communication issues, takes up space in our schools that could be used for other things and is very inefficient.
- Educational Technology is a function of the curriculum department and also functions out of this office but does not have adequate space.



Offices in the NHS Guidance department are used for curriculum staff.



A closet at MKMS was converted to an office for curriculum staff.



A storage room at NHS was converted to an office for curriculum staff.



Special Education & Student Services

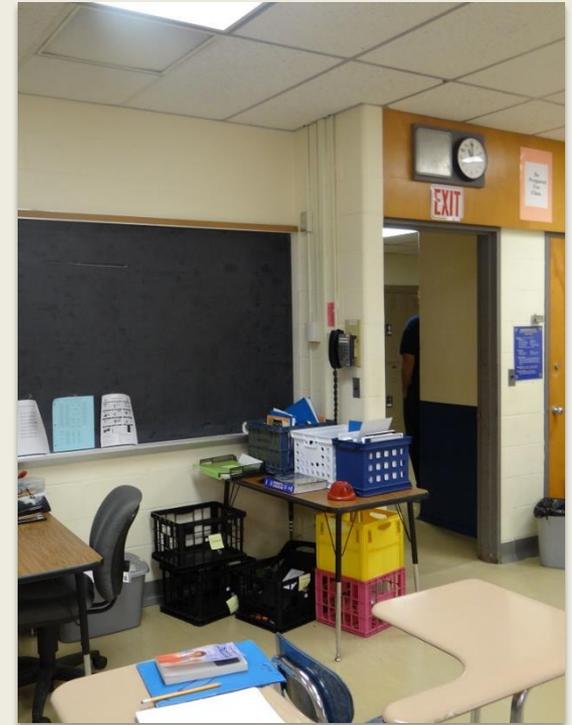
- Responsible for educational planning and programming for students with special needs, ELL services, psychology & social work services, gifted & talented, speech services, occupational and physical therapy, transition services and all other related student services.
- Suite of 2 offices, 1 records storage room, and two workstations. Due to lack of space, this office is shared with facility and maintenance services.
- Other special education personnel are currently located offsite due to lack of space. This issue creates communication issues, takes up space in our schools that could be used for other things and is very inefficient.



Office in the John Paterson library is used for Special Education personnel.



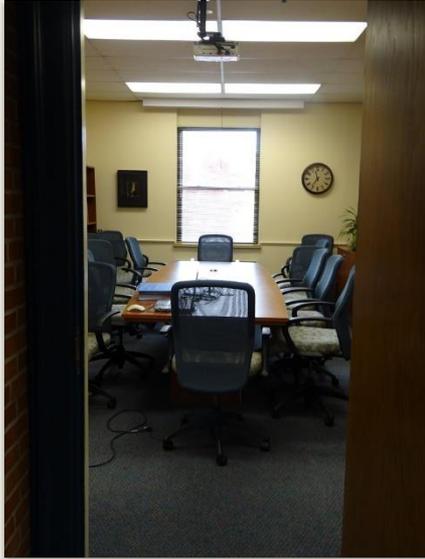
Classrooms at NHS have been converted to office space for Special Education personnel.





Management





Superintendent

- The office of the superintendent is responsible for oversight of the long range planning and daily operations of the school district.
- The office suite has 2 offices, a small area for a secretary, a small conference room that is shared with the communications intern, and a larger conference room shared by all departments.
- Conference Room A (Picture 1) is supposed to function as an incident command center but only has one analog phone line and no cable connection. Due to a lack of conference room space, this room is rarely available.
- As you can see by the pictures, roof leaks are a constant disruption to the office.



Human Capital Development

- HCD is responsible for all aspects of a typical human resources department including recruiting, hiring, onboarding, labor relations, etc.
- In addition, HCD is responsible for planning and providing professional development for all staff and maintaining accountability records.
- The office suite has 2 offices, workspace for 3 secretaries and an intern, a dense storage unit for personnel records, a small conference room and a large conference room that is used for training and interviewing.



Residency & Security

- The district residency office is located at Newington High School because there is no space available at town hall. The adult and continuing education program is currently in a closet at the high school and could use this space if the residency office could be moved to town hall.
- The location is often confusing for new residents and adds to the number of visitors at the high school during the school day.
- The Director of Residency & Security is a member of the Emergency Response Management Team. This offsite location can create communication issues.



Information Technology

- The Information Technology Department is responsible for designing and maintaining infrastructure and network services, purchasing, maintaining and repairing all technologies currently used in the district.
- The Information Technology Department is currently housed at the high school due to space limitations. An art closet (Picture 1) was converted to provide space for the infrastructure and network engineers. Helpdesk technicians and interns repair computers in the file server room (Picture 2). This space is shared with security. The auto shop is used as a workspace and storage (Picture 3). This space is scheduled to be renovated and the IT department will no longer have access to this space. Storage space is extremely limited (Picture 4) and will be a significant issue when the auto shop is no longer available.



Finance & Operations



Bus Routes





Business Office

- The business office is responsible for oversight of the district finances and accounting.
- The office suite has 2 offices, a space for three account clerks and an adjoining workroom that also houses the district's file servers.



Maintenance Services

- The maintainers are responsible for providing HVAC, electrical, and general maintenance services beyond the ability of the custodial staff. The department is responsible for maintaining 7 schools and the bus garage.
- The maintenance facility is located in the basement at John Wallace Middle School and is shared with the central supply warehouse.
- The maintenance vans are parked in one of the bays of the bus garage to deter theft of valuable tools.



Transportation / Bus Garage

- The district owns and operates its own fleet of transportation vehicles providing significant savings to the town each year.
- The typical life expectancy of a school bus left outside is approximately 10 years. While the bus garage is unsightly, it has allowed the life expectancy of our fleet to increase by approximately 6 years.
- In 2009, International stopped manufacturing front engine snub nose buses forcing a choice between a conventional front engine bus or a rear engine transit style bus. Neither will fit in the garage thereby decreasing the expected life of our newer buses by 6 years.
- The bus garage does not need to be near the town hall and only requires a facility that will protect the buses from the elements. It would make good fiscal sense to protect our investment by constructing a simple garage somewhere in town to increase the lifespan.



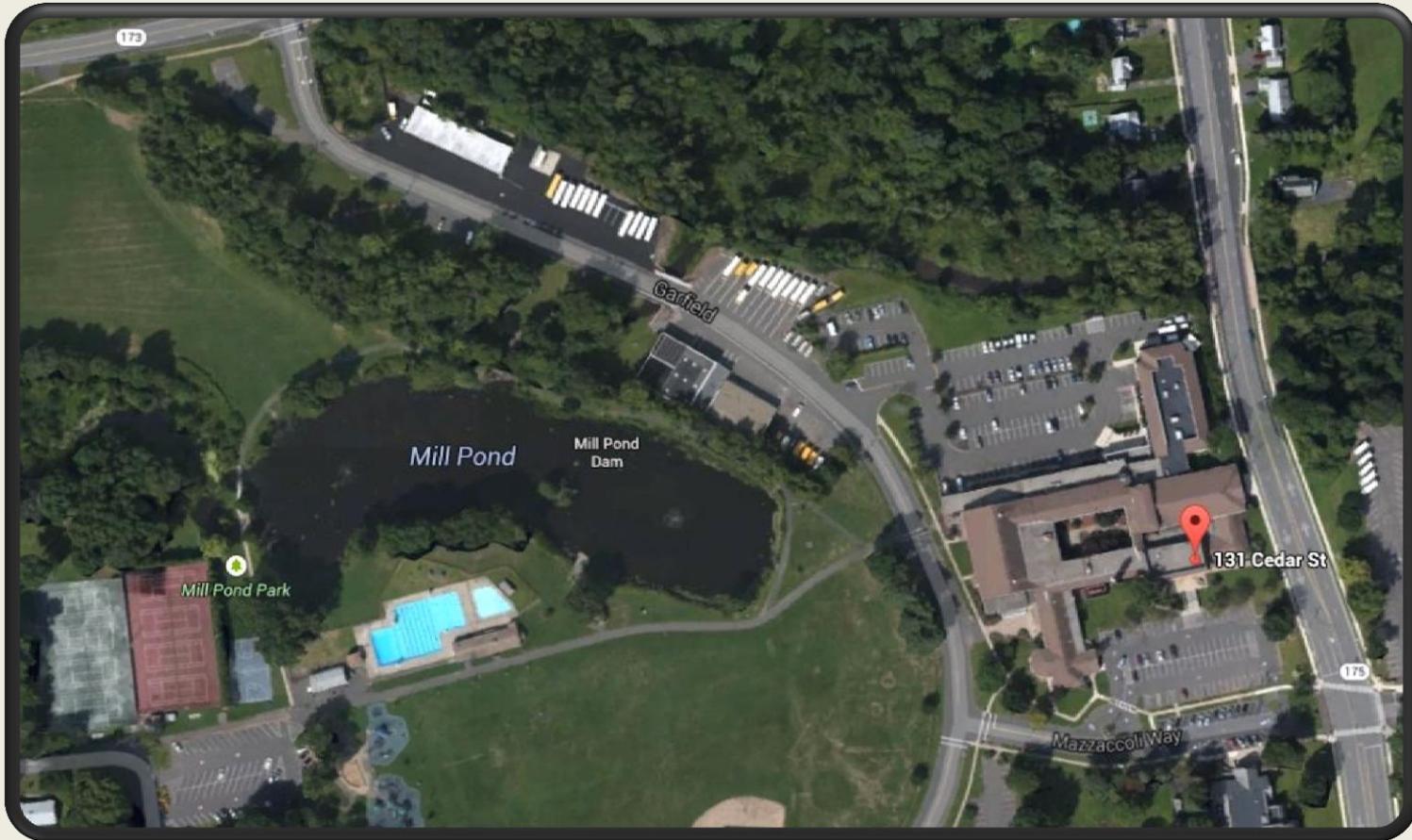
Food Services

- The food services department is responsible for providing breakfast and lunch services to students in our schools. The program is self sustaining providing considerable cost savings to the district. Two production kitchens are used to cook the meals for the entire district and are delivered to the other schools in time for lunch.
- The district office consists of 1 office and an area for the account clerk.
- There is very limited workspace and no storage for records.



Central Supply Warehouse

- The district maintains a central supply warehouse behind the maintenance shop in the basement at John Wallace Middle School. To reduce costs, paper, school supplies, toner, projector bulbs and many other commonly used items are purchased in bulk, stored in the warehouse and delivered to schools as needed.
- There is no loading dock making incoming supply orders a challenge.



Overview of Key Issues and Needs

Water Damage

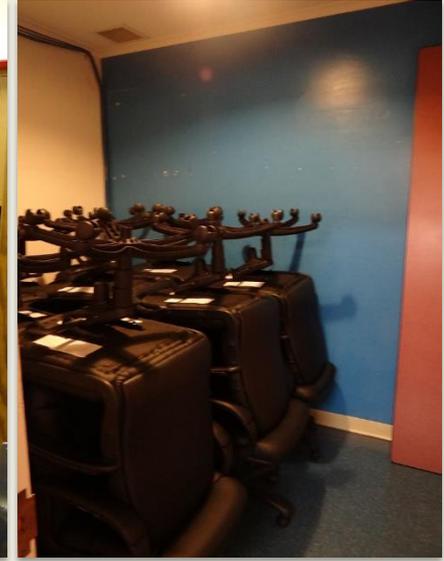


Accessibility



Infrastructure

Space & Storage



Helen Nelson Room

- This room is used by the Board of Education for public meetings.
- This room is also used daily for district meetings and professional development.
- The room can divide into two rooms and has a kitchenette and a small storage room for chairs.
- In the current renovation plan, this room will become part of the town government offices and is not being replaced. This will cause significant issues with scheduled daytime meetings.

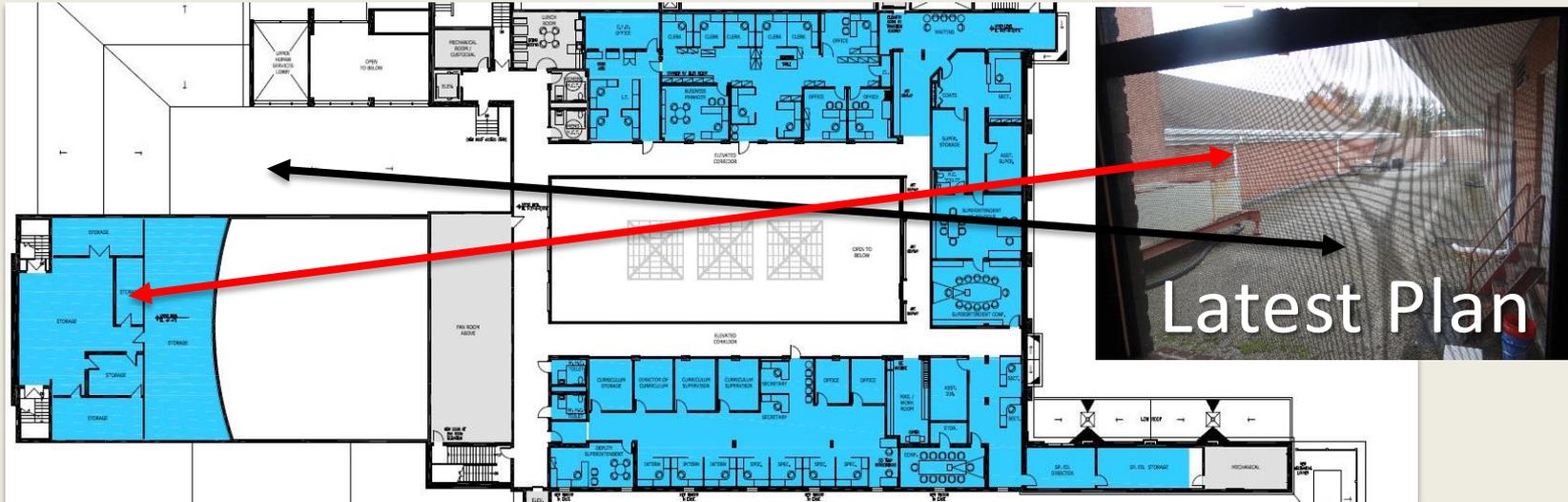
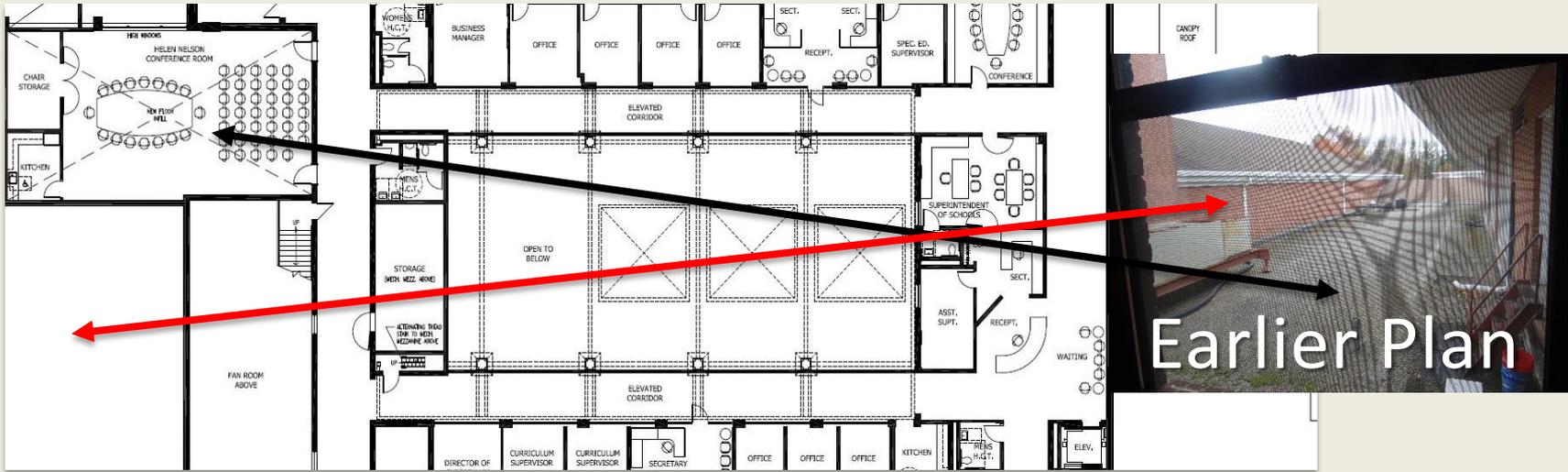


Storage

- The only storage currently available is in the two fan rooms above the current gymnasium.
- These two fan rooms are used primarily for records storage.
- The current plan will eliminate one storage area completely and most of the other one.
- The current plan provides a great space for storage on the third floor but eliminates access to it.

- First plan covered roof area providing access to entire third floor space.
- Latest plan removes covered area and provides no access to third floor space above human services.
- Great space but without access will be difficult to use.





Latest Plan

No access to upper level above human services from third floor.



Common Areas (Wish List)

- Separate kitchen and mailroom – Space for employees to eat lunch. Currently, employees who wish to remain in the building during lunch can use the tables in the hallway.
- Updated handicap accessible restrooms – The current bathrooms are original and designed for a 1950's high school.
- Parking is a very big issue. Often employees cannot find parking.
- Space to publicly display permanent art collection

For Consideration



Listed below are the key issues that can contribute to a lack of efficiency in operations. Although it is not the charge of the building committee to address these Board of Education issues, an understanding of them may help guide your decisions as you move forward. Thank you for your consideration and best wishes on this very important project.

District Space Goals

- Provide sufficient workspace for district departments to work in the same building.
- Relocate bus garage facility and provide enough indoor space to maximize our return on investment.
- Provide space for Information and Educational Technology staff to work efficiently and effectively.
- Relocate central supply warehouse to a larger location with a loading dock.
- Move maintenance shop backward into the former central supply warehouse and use the front to garage maintenance vans.