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**2024 – 2025 Rating Cycle Application**

***Major Capital School Construction Program***

***Office of School Facilities***

**Application Requirements**

**Part I: Application Information**

**Part II: Educational Program Information**

**Part III: Facility Information**

**Part IV: Enrollment Data and Information**

**Part V: Facility Maintenance and Capital Improvement Plans**

**Part VI: Professional Facilities Studies/Assessment (not required)**

**Part VII: Application Submission**

# Part l: Applicant Information

School Administrative Unit (SAU): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Physical Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent’s Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilities Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***A separate application must be submitted for each school to be considered for the Major Capital School Construction Program.***

After careful study of our school facility needs, the board of directors/school committee has agreed to proceed with the attached application (please include a copy of the board action with this application).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Vote Superintendent’s Signature Date

Results of Vote: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 1. Briefly describe your long-range plan for the use of this school and other schools that may be affected.

2. Did the school unit submit a Major Capital School Construction application ***for this school*** during the last rating cycle (2017-2018)?

If yes, list the health, energy efficiency and safety improvements that have been made to the facility.

# Part II: Educational Program Information

1. Attach the School Administrative Unit’s Educational Mission, Vision, and Goals.

2. How is the school organized for program delivery? (Ex. by grade, house, department)

3. Describe the limitations of the current facility in the implementation of the educational program for all students.

4. Have building limitations resulted in unusual or difficult scheduling, or in facilities use problems, such as double sessions, extended day, or classes in unsuitable areas?

5. Describe any challenges of updating your technology infrastructure in the current facility.

6. Is the SAU considering consolidation either within your SAU or with other SAUs? If so, please describe.

### Table 1: Facility Appropriateness for Program Needs

In the table below please indicate all the major spaces in your building and briefly describe what, if any, limitations or impact the space has on each specific program. Include all educational and support spaces as well as community use spaces.

|  |  |
| --- | --- |
| **Space** | Extent to Which Space Meets Existing Program Needs |
| **Acceptable****(yes/no)** | Facility Deficiency or Limitations |
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# Part III: Facility Information

Is this a historic building or site? [ ]  Yes [ ]  No If yes, please explain.

***A: Site Characteristics***

 [ ]  Urban [ ]  Rural [ ]  Suburban

1. Site Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_(acres) Est. Number of Parking Spaces: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Sewer: (septic/public): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Water: (well/public): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3-phase power [ ]  Yes [ ]  No

3. List all available on-site athletic fields, practice areas, and playgrounds and describe any difficulties these create for your programs.

4. List all available off-site athletic fields, practice areas, and playgrounds and describe any difficulties these create for your programs.

5. Describe any significant environmental and/or other site issues (size, drainage, safety, sewer & water, EPA considerations, railroads, powerlines, etc.) that present a current or long-range health & safety issue to the building occupants.

6. Explain in detail issues with ADA compliance on this site (include any studies or documentation, if available).

7. Are there safety issues relating to traffic or pedestrians on or near the site? [ ]  Yes [ ]  No

If yes, please explain.

8. Approximately what % of students arrive at school by:

\_\_\_ walking/biking \_\_\_ busing \_\_\_ parents/guardians \_\_\_ public transportation

\_\_\_ student driver \_\_\_ Other (please explain)

9. Has any of your school property, including fields, been improved with a grant(s) from the National Park Service’s Land and Water Conservation Fund? If yes, please explain.

***B: Building Characteristics***

1. Type of structural frame \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of stories \_\_\_\_\_\_\_\_\_

Exterior building material \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Slab on grade: [ ]  Yes [ ]  No Basement: [ ]  Yes [ ]  No Crawl space: [ ]  Yes [ ]  No

2. Below Grade Classrooms: [ ]  Yes [ ]  No If yes, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Building Sprinkler System:

 [ ]  Fully Sprinklered [ ]  Not Sprinklered Custodial Closets Sprinklered: [ ]  Yes [ ]  No

 [ ]  Partially Sprinklered: \_\_\_\_\_%

 Comments:

4. Which of the following areas have potential safety issues?

 [ ]  Exit Locations [ ]  Fire Doors [ ]  Emergency Egress [ ]  Dead End Corridors

 [ ]  Storage Locations [ ]  Boiler Room [ ]  Open Stairwells [ ]  Other

 Please explain:

5. Have there been OSHA or other safety violations cited? Please explain.

6. What, if any, health and safety issues are present in your boiler room(s)? Please explain.

7. Are there storage issues in this building? [ ]  Yes [ ]  No If yes, please explain.

8. Describe any issues with the four major components of the building envelope (ex. moisture, insulation, obsolescence, deterioration)

|  |  |  |
| --- | --- | --- |
| a. | Roof |  |
| b. | Exterior Walls |  |
| c. | Windows |  |
| d. | Exterior Doors |  |

***C. Space Information:***

### Table 2: Existing Building Space Analysis

Please complete the table below. Submit any floor plans, drawings, or diagrams that may clarify the current building configuration, square footages, and additions to the original facility. Submit in an 8.5 x 11 format.

|  |  |  |  |
| --- | --- | --- | --- |
| **Building** | **Grade Levels** | **Date of Construction** | **Square Footage** |
| Original Building |  |  |  |
| Additions |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Portables/ Modulars |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Other Classroom Spaces |  |  |  |
|  |  |  |  |
| **Total Square Footage** |  |

|  |  |
| --- | --- |
| What percentage of the student body receives special education services?  |  |
| What is your average class size?  |  |
| What percentage of the student body is eligible for free and reduced lunch?  |  |
| What percentage of the student body receives services as an English Learner? |  |
| How many permanent classrooms are within your school building (inc. special education, art, music, foreign language, gymnasium)?  |  |
| Total number of teaching/administrative staff |  |
| Total number of support staff |  |

### Table 3: Temporary Classroom Space Analysis

In the table below please list each temporary classroom space that supports this school’s educational program (for example: leased space, district owned in another school, donated space, classroom space in other facilities). Do not include administrative, adult education or transportation leases.

*Example:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Classroom** | **Function** | **No. Students Served** | **% Of School Day Used by Students** |
| Classroom 1 | Grade 2 | 20 | 100% |
| Classroom 2 | 3 Sec English; 2 Sec Social Studies | 22 | 80% |

|  |  |  |  |
| --- | --- | --- | --- |
| **Classroom** | **Function** | **No. Students Served** | **% of School Day Used by Students** |
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1. Will this school need additional program space in the future? [ ]  Yes [ ]  No

If yes, please explain the rationale and describe any plans and timelines that have been developed to meet the need. Include how many additional classrooms will be needed over the next three years.

2. Will any temporary classrooms be eliminated due to decreasing enrollments? [ ]  Yes [ ]  No

If yes, how many temporary classrooms are planned to be eliminated? \_\_\_\_\_\_\_\_\_\_\_\_

***D. Additional Building Information***

1. Describe in detail all health & safety, code compliance, or other significant facility deficiencies that impact the educational program including any hazardous material issues (include any studies or documentation, if available).

2. Please describe any deficiencies related to mechanical or other building systems such as heating, ventilation, plumbing, and electrical (include any studies or documentation, if available).

3. Are there air quality issues, including mold or mildew, in the facility? If yes, please describe in detail (include any studies or documentation, if available).

4. Are there security issues at this facility? If yes, please describe in detail (include any studies or documentation, if available).

5. Are there structural issues in this facility? If yes, please describe in detail (include any studies or documentation, if available).

6. Explain in detail issues with ADA compliance in the building (include any studies or documentation, if available).

# Part IV: Enrollment Data and Information

The Department of Education’s School Facilities Team will use the October 1st data from each of the past 10 years to assist with the analysis of enrollment trends.

***Additional Enrollment Information***

1. Have there been any changes in administrative policy or external factors that may have influenced historical enrollments or that may influence future enrollments? For example, the addition of a pre-school program or the opening, expansion, or closing of a major local employer.

2. Does your school administrative unit have full-day or half-day kindergarten? If half-day, what are your plans to expand to full-day kindergarten?

3. What is the status of pre-K programs in your district and your plans for the future?

4. How many tuition students are under a tuition contract with your school administrative unit? \_\_\_\_\_\_\_\_\_

How many at each level? Elementary\_\_\_\_\_\_\_\_\_ Middle\_\_\_\_\_\_\_\_\_ High\_\_\_\_\_\_\_\_\_\_

What is the length of term of the tuition contract? \_\_\_\_\_\_\_\_\_

1. How many students with Superintendent’s Agreements are in your school system? \_\_\_\_\_\_\_\_\_

How many at each level? Elementary\_\_\_\_\_\_\_\_\_ Middle\_\_\_\_\_\_\_\_\_ High\_\_\_\_\_\_\_\_\_\_

6. Does this school have an Alternative Education Program? [ ]  Yes [ ]  No

If yes, what is the enrollment? \_\_\_\_\_\_\_\_\_\_

Where is the Alternative Education Program located? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Part V: Facility Maintenance and Capital Improvement Plans

Maine law requires school administrative units to maintain a Maintenance Plan and Capital Improvement Plan for all school facilities. Submit a summary of this school’s plan. *Do not attach the plan*.

**Part VI: Professional Facilities Studies/Assessment**

Attach any professional facility study/assessment of the building that has been completed within the last five years. This is not a requirement of the application.

# Part VII: Application Submission

Submit one hard copy of the application in *a spiral binder* and one electronic (USB) copy to:

 **Office of School Facilities**

 **Department of Education**

 **23 State House Station**

 **Augusta, ME 04333-0023**

Both the hard copy and the electronic copy must be received at the Department by **5 p.m. August 30, 2024**.

Questions should be directed to Scott Brown, Director of School Construction, at **scott.brown@maine.gov****.** Questions and answers will be updated and posted online at:[**https://www.maine.gov/doe/schools/facilities/mcscp**](https://www.maine.gov/doe/schools/facilities/mcscp).