

Development of an Education Specification -Specific Project September 2006

Materials Used to Develop Educational Specification

- 5 Year Work Plan and Capital Budget for projected enrollment and opening date
- Program Proposal Information for Secondary Schools
- Florida Inventory of School House (FISH) Inventory for existing School
- Castaldi Report for Modernization of existing School

First Meeting with Principal (or Area Superintendent for New School)

- Review and discuss generic Educational Specification document
- Discuss Scope of Work for specific project
- Discuss Castaldi Report
- Discuss current and future enrollments for existing School
- Obtain Teacher Roster and School Map for existing School
- Discuss Program(s) -
 - Title 1
 - Beacon
 - Reading Recovery
 - ESOL
 - ESE
 - Career Education to address middle to high feeder pattern or Academy

Develop a draft Scope of Work

- Prepare a draft space analysis (Facility List by Areas - Exhibit A)
- Prepare a draft summary analysis (Facility Space Summary - Exhibit B)
- Verify Program information with District Staff

Second Meeting with Principal (or Area Superintendent for New School)

- Review Exhibits A and B to ensure they meet school's needs
- Review Principal (Area Superintendent) Sign Off
- Review Board Report