

TO: Faculty and Staff, Parents, Legal Guardians,  
Students, Neighbors and Other Concerned Parties,

FROM: James Willis, Superintendent of Schools  
Margaret Beck, Director of Elementary Education  
Elizabeth Paul, Building Principal

DATE: March 16, 2010

Re: Jefferson Elementary School – Planned Construction Activities

The Utica City School District, as a part of the \$187.6 million Facilities Capital Improvement Project approved by the District's voters in July 2008, has completed the design, permitting and bidding of the planned improvements at Jefferson Elementary School.

Along with the Board of Education, we would like to invite you to attend a **Presentation of the Building Capital Project for Jefferson Elementary School** -- planned improvements and a review of the construction schedule, staging and phasing plans -- which we will be holding on **Wednesday, March 24, 2010 from 6:00 – 7:30 PM** in the school gymnasium. The project team will present the design, review construction phasing and staging plans, the construction schedule and answer questions.

Based on the initial, district-wide Project Phasing Plan approved by the Board of Education last June, construction at Jefferson Elementary School has been planned to begin this year. With the recent completion of construction contract bidding, initial construction activities on the site are scheduled to commence during this year's Spring Recess (April 19, 2010) and will continue in restricted areas of the site through the remainder of the school year and move into full swing this coming summer recess and beyond. Substantial completion is anticipated during the Fall of 2011.

This important and exciting building and site improvement project, when completed, will dramatically enhance the educational experience for our students and provide much needed building and site infrastructure upgrades and improvements.

The project at Jefferson Elementary School will consist of significant site improvement work including a parking area, bus loop improvements and parent drop-off and pick-up improvements; a large classroom addition and gymnasium addition at the rear of the building; a second, smaller classroom addition also at the rear of the building; and significant interior renovations including building electrical, heating and ventilation system improvements; selective window replacement; roof replacement; classroom, office and common area finishes improvements; and other important improvements.

The construction project at Jefferson Elementary School is planned to start in mid-April 2010 and will continue through Fall 2011 with the construction planned to be substantially completed for the start of the school year in September 2011.

Pursuant to Education Commissioner's Regulation 155.5(d), the Utica City School District will provide a safe school environment throughout this project, including an update of the school emergency plan to reflect any temporary exits or procedures needed as a result of the construction work. Fire drills will be held to familiarize students and staff with any temporary exits. The construction area will be separated from occupied areas of the buildings, all construction workers will be required to wear photo identification badges, and noise levels will be kept to a minimum while the building is occupied. All applicable Federal and State rules and regulations will be strictly adhered to throughout the length of this project.

Specific questions or concerns about these projects may be directed to the Superintendent's office at (315) 792-2222.

Please mark your calendars and plan on attending – we look forward to seeing you.

cc: Board of Education  
District-Wide BOE Health & Safety Committee  
New York State Education Department  
District Administrators  
Building Level Health & Safety Committee  
Armlin Damon & McMordie – Project Managers  
The Pike Company – Construction Managers  
Stieglitz Snyder Architecture – Project Architects  
Building Project Construction Contractors  
City of Utica – Mayor's Office – for distribution to all City Departments