

FACILITIES DEVELOPMENT GOALS

In meeting its goals of high quality education and fiscal responsibility, the Board of Education will strive to develop district facilities in a manner that addresses economic concerns, quality education needs, safety, durability, maintenance, insurance and flexibility.

Accordingly, the Board establishes the following broad goals for facilities development:

1. Maintain a long-range planning and evaluation program;
2. Provide economically feasible facilities necessary to serve all students in the District and address state and federal learning standards, as well as the district's Shared Valued Outcomes;
3. Provide appropriate facilities and equipment to best support and accommodate the needs of a quality education program, including technology
4. Design and construct all facilities with particular attention to safety, security and appropriate lighting, heating, ventilation, acoustics, spatial factors and aesthetic appearance;
5. Support a high quality maintenance program for all District facilities.
6. Provide for flexible and expandable school spaces;
7. Consider the adaptability of school facilities to community use;
8. Involve the community, district staff and experts in facilities development; and
9. Seek all possible mechanisms for financing school facilities.

The Superintendent of Schools shall be responsible for establishing procedures to implement these goals and shall provide a status report to the board annually.

Cross-ref: 7200, Financing Facilities Development
8110, School Building Safety

Ref: 8 NYCRR §§14.1 (School Buildings and Grounds General Requirements);
155 (Educational Facilities)

Adoption date: June 15, 2006

Revised: January 16, 2014

Revised: December 1, 2016

FACILITIES PLANNING

The Board of Education is responsible for the regular operation and orderly development of the school district's physical plant. In carrying out this responsibility, the Board is concerned with both short-term and long-range planning.

The Superintendent of Schools shall be responsible for the formulation and implementation of the following plans for school building facilities:

1. Comprehensive long-range facilities development plan. This plan shall be kept current and re-evaluated at least annually. It shall include an appraisal of the following:
 - a. Educational philosophy of the district, with resulting administrative organization and program requirements.
 - b. Present and projected pupil enrollments.
 - c. Space use and state rated pupil capacity of existing facilities.
 - d. Priority of need of maintenance, repair or modernization of existing facilities, including consideration of the obsolescence and retirement of certain facilities.
 - e. Provision of additional facilities.

2. Five-year capital facilities plan. This plan will be updated annually and shall include the following:
 - a. A yearly breakdown of the estimated expenses for construction, additions, alterations, major repairs, system replacement and repairs and maintenance and energy consumption.
 - b. A districtwide building inventory including the number and type of facilities; the age, capacity, use and size of each building; and each building's safety ratings, energy sources, probable useful life, major system repairs needed and asbestos reports.

The Superintendent may create an advisory committee representing all groups utilizing district facilities and including any individuals he/she deems appropriate, to propose and consider ideas and suggestions in the construction, remodeling, and/or repair of district facilities.

The Superintendent shall prepare and the Board shall regularly review a plan of capital needs. The Board shall act upon the plan as necessary to keep buildings and grounds in good repair and to make improvements in response to educational objectives and enrollment changes. The Board shall make every effort to maintain an adequate base of funding within the budget, annually, to avoid problems of deferred maintenance and to minimize year-to-year fluctuations in expenditures.

Cross-ref: 7000, Facilities Development Goals

Ref: 8 NYCRR Part 155 (Educational Facilities)

Adoption date: June 15, 2006

ENROLLMENT PROJECTIONS

The Superintendent of Schools is responsible for evaluating district population and housing trends and making enrollment projections for the district. Enrollment projections will be prepared on a five-year basis and will be reviewed and brought up-to-date annually.

The projections will take into consideration:

1. data from the latest school census;
2. school registration figures;
3. proposed or forthcoming changes in community planning and zoning; and
4. current and planned community development projects; and
5. curriculum changes that will impact utilization of space.

The Board of Education may at any time authorize independent consultants to conduct studies of population trends and school enrollments.

Ref: Education Law §§408; 3240; 3241; 3242

Adoption date: June 15, 2006

FINANCING FACILITIES DEVELOPMENT

The Board of Education, subject to approval by the voters, may issue bonds to provide for the expense of new construction projects or extensive renovations on existing buildings.

Selling Bonds

The sale of bonds for capital projects shall be accomplished through competitive bids. Bonds will be sold within parameters set by the Board to the bidder bidding the lowest interest rate. The services of a bond attorney and/or consultant may be used whenever such services are deemed by the Board to be in the best interest of the district.

Payment of Bonds

The payment of bonds shall be based upon a fixed schedule adopted by the Board. Every effort shall be made to secure an interest rate which is the lowest possible rate available to the school district. The term of each bond issue shall be determined by the Board in consideration of interest rates and financial conditions at the time of the bond sale, as well as applicable state law.

Ref: Local Finance Law §§57 – 59

Adoption date: June 15, 2006

FACILITIES CONSTRUCTION

Construction of school facilities shall conform to all applicable state and federal laws and regulations.

Counsel

The services of the school attorney shall be available for legal counseling on matters pertaining to site acquisition, easements, dedications, contracts, contract payments, liens or claims, and such other matters as may arise.

Supervision

General responsibility for supervision of construction projects shall rest with the architect or engineer but may be supplemented by the assignment of a clerk-of-the-works project manager or equivalent personnel retained by the Board of Education.

Records and Reports

All pertinent records and reports shall be turned over to the Board as required by the contract, and shall be maintained by the district for information and record.

Cross-ref: 2270, School Attorney

Ref: Education Law §1709

Adoption date: June 15, 2006

Revised: December 2, 2010

SELECTION OF ARCHITECT OR ENGINEER

The Board of Education is responsible for employing an architect or engineer if a project requires architectural or engineering services. The architect or engineer must be licensed in the State of New York and be familiar with the laws, regulations and procedures relating to school construction.

Selection of an architect and/or engineer to plan and design a new school building shall be made by the Board only after a careful review of professional qualifications and experience in designing functional school buildings. In addition, the Board will consider and assess the willingness such individual exhibits for working cooperatively with district staff in incorporating approved educational specifications into any architectural and construction plans.

The payment of architectural fees shall follow such standards as are consistent with A.I.A. (American Institute of Architects) standards and/or good business practice.

Ref: General Municipal Law §§102; 103; 104-b; 109-a; 800 et seq.

Adoption date: June 15, 2006

PLANS, SPECIFICATIONS AND COST ESTIMATES

The architect and the engineer shall develop plans and specifications which comply in all respects with the laws of the State of New York and the regulations and requirements of the State Education Department and/or any other governmental agency with jurisdiction over the project.

Such plans shall be submitted to the Superintendent or his/her designee for review, who in turn will present them to the Board of Education for its consideration and approval. Following approval by the Board, the plans will be submitted to the appropriate state and local agencies for their review and approval, if required.

Estimates of construction costs will be prepared by the Architect Engineer, or Estimator of Record, and submitted to the Superintendent. After review, the Superintendent will present them to the Board for consideration and approval. The final determination of cost and budget of any project is the sole responsibility of the Board.

Adoption date: June 15, 2006

Revised: December 2, 2010

Revised: December 1, 2016

SITE ACQUISITION AND DEVELOPMENT

The Board of Education believes that site selection and development should start from the premise that the school is an integral and inseparable part of the total community. Since the school is a community institution, it should reflect this relationship physically as well as ideologically.

The manner and extent to which a site serves a school district's educational needs should be considered as only one aspect of its adequacy. Its adequacy should also be appraised in respect to its potential for contributing to the scope and depth of many other cultural functions in the community.

While it is the power and duty of the Board under Education Law section 1709 to purchase or lease sites for schoolhouses, it shall consult the administrative and supervisory staffs and others with special skills and insights. The Superintendent of Schools is instructed to establish such criteria and procedures as are necessary to assure the citizens and Board that the best possible sites are being acquired for the least expenditure of public funds.

Property to be acquired for school building purposes shall be appraised at current market value by two competent appraisers. Negotiations with the owner may begin on the basis of the appraisals. Following approval of acquisition the purchase shall be consummated or condemnation proceedings may be instituted. Voter approval is required prior to purchase.

Ref: Education Law §§404; 408; 408-a; 1604(4); 1709(6), (7)
8 NYCRR Part 155

Adoption date: June 15, 2006

CONSTRUCTION CONTRACTS, BIDDING AND AWARDS

All construction contracts in excess of \$35,000 and purchases of equipment at a cost in excess of \$20,000 must be advertised, bid on, and awarded to the lowest responsible bidder in accordance with the District's policy and procedures for competitive bidding. Plans and specifications for construction will be submitted to the Commissioner of Education for his/her approval as required by law.

Every District contract for construction, alteration, or repair of any public building or public works, or for the manufacture, sale, or distribution of material, equipment or supplies shall contain provisions prohibiting discrimination on account of domestic violence victim status, age, race, color, creed, religion, gender, sexual orientation, national origin, disability, military status, sex, predisposing genetic characteristics, familial status, or marital status.

All contractors to whom a contract has been awarded must provide a performance bond and insurance in accordance with the bid specifications. The required amount of such bond shall be included in the State of General Conditions set forth in the advertisement or notice for bids.

All contractors shall guarantee that prevailing rates of wage, as provided for in the Labor Law, Section 220, shall be paid to all workers on public projects in the District.

Cross-ref: 6700, Purchasing
6720, Bidding Requirements

Ref: Education Law §§408; 2556
General Municipal Law §§101; 103; 103-d; 106; 108; 109
Labor Law §§220; 220-e; 222; 222-a

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CONSTRUCTION SAFETY

The Board of Education recognizes the district's responsibility to provide a safe school environment for students and staff during construction and maintenance projects.

The Superintendent of Schools or his/her designee shall be responsible for ensuring that district procedures for safeguarding the safety and health of students and staff are consistent with state law and regulation, including the Uniform Code of Public School Building Inspections, Safety Rating and Monitoring and the Uniform Safety Standards for School Construction and Maintenance Projects. Specifically, the Superintendent shall be responsible for the following items at the specified phase of the construction project:

Pre-Construction

1. Ensure proper planning for the safety of building occupants during construction or maintenance activities.
2. Hire a New York State licensed architect or engineer for projects costing more than \$35,000.
3. Ensure safety issues are addressed for bid specifications and contract documents.
4. Provide notice to parents, staff and the community in advance of any construction project costing \$20,000 or more to be conducted in an occupied school building. The notice is to be given at least two months prior to date on which construction is to begin, except in the case of emergency construction projects, in which case notice will be given as soon as practical. The notice will provide information on the district's obligation to provide a safe school environment during construction projects. The notice may be given by publication in the district newsletter, on the district website, direct mailings, or by holding a public hearing on the project.
5. Revise the district's emergency management plan, when appropriate, to accommodate the construction process including a revised emergency exit plan and emergency evacuation and relocation procedures during the construction process.

During Construction

1. Monitor construction and maintenance activities to check for safety violations and to ensure that certificate of occupancy requirements are continuously maintained.
2. Ensure that all areas to be disturbed through renovation or demolition are tested for lead and asbestos.
3. Investigate and respond to health and safety complaints.
4. Conduct fire drills during construction to familiarize students and staff with revised emergency procedures.

5. Ensure compliance with statutory and regulatory requirements regarding noise abatement, exits, ventilation, air quality, fire and hazard prevention, chemical fumes, gases and other contaminants, asbestos abatement and lead paint and radon testing and mitigation.

Post Construction

1. Conduct a walk-through inspection with the Health and Safety Committee to confirm the area is ready to be reopened for use.

Cross-ref: 7100 Facilities Planning
8100, Safety Program
8110, School Building Safety
8112, Health and Safety Committee

Ref: Education Law §§ 409-d (Comprehensive Public School Building Safety Program; 409-e (Uniform Code of Public School Buildings Inspection, Safety Rating and Monitoring)
8 NYCRR Part 155.4 (Uniform Code of Public School Building Inspections, Safety Rating and Monitoring)
8 NYCRR Part 155. 5 (Uniform Safety Standards for School Construction and Maintenance Projects)
9 NYCRR Parts 600-1250 (Uniform Fire Prevention & Building Code)

Adoption date: June 15, 2006

Revised: December 2, 2010

CONSTRUCTION SAFETY EXHIBIT

Notification of Construction

To: Faculty, Staff, Parents, Guardian, Students and other concerned parties

Date:

The _____ School District anticipates conducting a construction project commencing on _____. The project will be conducted at the _____ (name and address of school). The project will consist of the following:

In furtherance of the district's commitment to safety and in accordance with regulations of the Commissioner of Education, the district will provide a safe school environment throughout this project. This will include an update of the school emergency plan to reflect any temporary exits or procedures needed as a result of the construction work at the school. 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 building, all kept to a minimum while the building is occupied. All applicable federal and stated rules and regulations will be strictly adhered to throughout the length of this project.

Specific questions or concerns about this project may be directed to _____ at _____ (telephone number).

Sincerely,

Building Principal

Adoption date: June 15, 2006

NAMING SCHOOL FACILITIES

The Board of Education is responsible for naming any District facility. The Board, in its discretion, may establish procedures for the naming of any building or other District facility.

All major building projects will be identified by suitable plaque(s)/signage identifying the project, year completed, the names of the Board members, Superintendent, the architectural firm, and the contractor and may, at the discretion of the Board include donors.

Adoption date: June 15, 2006

Reviewed: April 29, 2010

Approved: May 6, 2010

CLOSING OF FACILITIES

The Board of Education will seek both professional and community advice concerning any contemplated closing of any school facility due to age, condition, size, or other considerations.

The Board of Education will oversee the preparation of an educational impact statement related to any proposed closing. The statement shall consider all or some of the following:

1. the age and condition of the building, and projected repair or rehabilitation costs to keep it in use;
2. enrollment projections and District demographic pattern;
3. projected short-term and long-range fiscal ramifications of the closing, including cost savings;
4. the capacity of other District facilities to absorb students, staff, and programs displaced by the closing;
5. the impact of the closing on District staffing requirements;
6. the impact on student safety, including distances and routes traveled to and from school;
7. the historical value of the building; and
8. the relationship of the closing to the District's long-range plan;
9. possible use of such school building for other educational programs or administration services;
10. possible shared utilization of space in such school building during or after regular school hours.

After preparation of the statement, pursuant to Education Law Section 402-a, the District will publish and post notification of the proposed closing and circulation of the notice to elected state and public officials who represent the affected neighborhoods.

After publication of the suggested notice pursuant to Section 402-a, and within 60 days of the issuance of the educational impact statement, the Board shall hold a public hearing to evaluate the proposed closing on the affected district. Among the factors to be considered at the hearing are those discussed in the educational impact statement and alternatives may be presented by interested parties.

The Board shall render its decision on the closing of the building at a regular or special meeting, the results of which shall be recorded and made available to the public.

Ref: Education Law §§402-a; 1604; 1709

Adoption date: June 15, 2006