FACILITIES PLANNING

The Board of Education is responsible for the overall operation and orderly development of the 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, in conjunction with the Director of Operations and the Director of Business Services, 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 District-wide 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.

3. **Five-Year Capital Assets Plan**
   The District will prepare a Five-Year Capital Assets Plan in a manner and in a format prescribed by the Commissioner of Education and copies of the Plan will be submitted to the Commissioner upon request. The Plan will include, but not be limited to:

   a. A breakdown for each of the five years of the plan of the estimated expenses for the following:
      1. Current or proposed new construction ranked in order of priority;
      2. Current or proposed additions to school facilities ranked in priority order;
      3. Current or proposed alterations or reconstruction of school facilities ranked in priority order;
      4. Major repairs ranked in priority order;
      5. Major system replacement and repairs ranked in priority order;
      6. Operations and maintenance; and
      7. Energy consumption.

b. A District-wide capital assets inventory, which shall include, but will not be limited to:
    1. The number and type of facilities owned, operated or leased by the District;
    2. The age, enrollment, rated capacity, use, size and the safety rating of such buildings;
    3. The energy sources for such buildings;
    4. Probable useful life of such buildings;
    5. Need for major system replacement and repairs, and maintenance;
    6. Summary of the triennial asbestos report required pursuant to the Asbestos Hazard Emergency Response Act Regulations; and
    7. Any other information, which may be deemed necessary by the Commissioner, to evaluate safety and health conditions in school facilities

4. <u>Comprehensive School Safety Plan</u>

The District shall comply with the Commissioner's Regulations' regarding a Comprehensive Public School Safety Plan to ensure that all occupied school facilities whether owned, operated or leased by the District are properly maintained and preserved and provide a suitable and safe setting for the education of students and staff. The District's comprehensive plan shall include language referencing:

a. Compliance with Education Law Section 3641(4) of the Education Law and Section 155.4 of the Regulations of the Commissioner of Education.
b. Annual visual inspections to be conducted by a team including a Department of State Certified Code Enforcement Official, the District's Administrator for District Operations, and a member of the District's Health and Safety Committee in accordance with the Commissioner's Regulations.
c. The Plan shall be updated pursuant to the Commissioner's Regulations and shall be consistent with all District planning requirements.
d. The District shall establish procedures to monitor the safety and condition of all school buildings in accordance with the Commissioner's Regulations.
e. The District may apply for waivers of strict compliance with the aforementioned provisions in the appropriate case where the District already has substantially complied with the same based upon inspection and other procedures already in place.

f. The District shall conduct an annual inspection for fire and safety hazards that may endanger the safety of students and staff. These annual inspections shall be performed by a qualified inspector under procedures established by the State Fire Administrator and the Commissioner of Education. The Inspection Report must be filed in the District Offices and with the Commissioner of Education. The annual inspection will be conducted in accordance with the Commissioner of Education. Each building including any owned, leased, or used in any manner by the District will have a separate fire safety inspection. The Superintendent may designate administrators who will be present for such inspections.

5. School Facilities Report Card

In compliance with the Commissioner's Regulations, the District will prepare a school facility report card for each occupied building of the District. This report card will be reviewed by the District and shall be reported in a public meeting. The report card will provide information as required by the Commissioner of Education on issues such as ages, size, useful life, safety ratings and building condition survey results.

Cross-Ref: 7000, Facilities Development Goals
8220, Buildings and Grounds Maintenance and Inspection

Ref.: 8 NYCRR Part 155 (Educational Facilities)

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