

**Board of Education Policy**

FACILITIES PLANNING

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The Board delegates to the Superintendent of Schools and/or his/her designee the responsibility for formulating and implementing, subject to approval by the Board, a long-range facilities development plan (“plan”) that will serve as a guide for capital improvements and enable the District to provide the appropriate facilities to meet the educational needs of the students.

Such plan shall be reevaluated and made current, at least annually, and shall include appraisal of the following: the educational philosophy of the District, with resulting administrative organization and program requirements; present and projected pupil enrollment; space use and State-rated pupil capacity of existing facilities; the allocation of instructional space to meet the current and future special education program and service needs, and to serve students with disabilities in settings with non-disabled peers; priority of need maintenance, repair or modernization of existing facilities, including consideration of the obsolescence and retirement of certain facilities; and the provision of additional facilities.

- The numbers, types, space requirements and pupil capacities of facilities shall be in relation to the present and projected needs of district programs, including mandated educational requirements and the current and future special education program and service space needed to serve all students with disabilities.
- Pupil enrollment projections shall be based on a school district census projection of each grade level. Elementary grade enrollment, kindergarten through sixth grade, shall be projected a maximum of five years. Secondary grade enrollment, seventh through twelfth grade, shall be projected a maximum of 10 years.
- Educational specifications for the erection, enlargement, remodeling or initial use of educational facilities shall be submitted to the commissioner. Such specifications shall be based on the comprehensive long-range plan of the District and shall include the educational philosophy of the project, description of educational program, including activities to be conducted and related space and facilities requirements; and description of innovative or experimental concepts or features which may be included.

The District will also prepare a five-year capital facilities plan and update such plan annually. The plan will be prepared 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:

1. A breakdown for each of the five years of the plan of the estimated expenses for the following:
  - a. Current or proposed new construction ranked in priority order;
  - b. Current or proposed additions to school facilities ranked in priority order;
  - c. Current or proposed alterations or reconstruction of school facilities ranked in priority order;
  - d. Major repairs ranked in priority order;
  - e. Major system replacement and repairs ranked in priority order;
  - f. Operations and maintenance; and
  - g. Energy consumption.

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2. A district-wide building inventory which shall include, but will not be limited to:
  - a. The number and type of facilities owned, operated or leased by the district;
  - b. The age, enrollment, rated capacity, use, size and the safety rating of such buildings as determined pursuant to the provisions of Section 155.4(c) of the Commissioner's Regulation;
  - c. The energy sources for such buildings;
  - d. Probable useful life of each building and its major subsystems
  - e. Need for major system replacement and repairs, and maintenance;
  - f. Summary of the triennial asbestos report required pursuant to the Asbestos Hazard Emergency response Act (AHERA) regulations, 40CFR part 763 (Code of Federal regulations, 1998 Edition, Superintendent of Public Documents, U.S. Government Printing Office, Washington, D.C. 20402; 1998; available at Office of Facilities Planning, Education Building Annex, Room 1060, State Education Department, Albany, N.Y. 12234); and
  - g. Any other information which may be deemed necessary by the Commissioner to evaluate safety and health conditions in school facilities.
3. A report on the condition of each school facility and a specific preservation plan for each school facility.
4. The District shall comply with the Commissioner's Regulations' requirement of a comprehensive public school safety program, 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 District students. The components of the Program are as follows:
  - a. A building condition survey will be conducted for all occupied school buildings at least every five years, in accordance with Education Law and the Commissioner's Regulations, to assess the routine maintenance, repairs, minor alterations, and operation improvements in order to safeguard and promote the health, safety and welfare of both students and staff, in accordance with Section 3641(4) of the Education Law and Section 155.4 of the Regulations of the Commissioner of Education. Such building condition surveys shall be conducted by a team that includes at least one licensed architect or engineer, who will conduct physical inspections in order to complete the survey.
  - b. Annual visual inspections are to be conducted by a team including a person certified by the Department of State as a Code Enforcement Official, the District Administrator for District Operations, and a member of the District's Health and Safety Committee in accordance with Section 155.4(b)(2) of the Commissioner's Regulations.
  - c. The Five (5) Year Facilities Plan aforementioned must be updated pursuant to Section 1551.1(a)(4) of the Commissioner's Regulations and shall be consistent with all District planning requirements including, but not limited to the regional Five (5) Year Special Education Space Requirements Plan required by Section 200.2(g) of the Commissioner's Regulations. The District shall use the safety rating of each occupied building in developing or amending its Five (5) Year Facilities Plan. The Plan must identify critical maintenance needs.
  - d. Monitoring Systems – The District shall establish procedures to monitor the safety and condition of all occupied school buildings in accordance with the provisions of Section 155.4(d) of the Commissioner's Regulations.

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- e. Waivers – 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 same base upon inspection and other procedures already in place.
- f. In addition to and/or as part of the aforementioned plans and/or inspection, the District shall cause to be conducted an annual inspection, for fire and safety hazards that may endanger the lives of students and District employees. Such inspections shall be performed by a qualified inspector under procedures established by the State Fire Administrator. 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 schedule established by 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 of Schools may designate a school administrator or administrators who will be present during such inspections.

**Reference:** 8 NYCRR §155, Education Law §§ 409-d; 807-a(6), (7); 3641(4);  
Commissioner’s Regulations, Parts 155.1, 155.3, 155.5, 155.8; and 122.5.

**Adopted:** 12/12/1996

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