

FACILITIES DEVELOPMENT GOALS

A quality educational program can best function in an environment that is conducive to learning, supports and encourages excellence in teaching, and provides a safe and comfortable place for students and staff.

Accordingly, the Board of Trustees establishes the following goals for facilities development:

1. develop a long-range planning and evaluation program;
2. provide the necessary facilities needed to serve all students in the District;
3. provide appropriate facilities and equipment that will best support and accommodate the needs of a quality educational program;
4. design and construct all facilities with particular attention to safety, security, and appropriate lighting, heating, ventilation, acoustics, spatial factors and aesthetic appearance;
5. reduce formality and tension by eliminating the undesirable aspects of traditional institutional atmosphere and appearance, to the extent possible;
6. plan for flexible and adaptable school spaces through incorporation of features such as moveable walls and multi-purpose facilities, in order to best accommodate present and future needs for instructional areas; and
7. consider the adaptability of school facilities to community use.

Adoption date: December 10, 1998

Reviewed: October 24, 2014

Revised: August 15, 2023

FACILITIES PLANNING

The Board of Trustees is ultimately 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.

1. *Comprehensive long-range facilities development plan.* This plan shall be kept current and re-evaluated at least annually. It will 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;
 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 land development and housing projects; and
 5. curriculum changes that will impact utilization of space.
 - c. space use and state rated pupil capacity of the existing facility;
 - d. priority of need of maintenance, repair or modernization of existing facility; and
 - e. the provision of additional space/facilities.

The Board delegates to the Director of Health and Safety the responsibility for formulating and implementing, subject to approval by the Board, the following plans for school building facilities:

2. *Annual capital facilities plan.* This plan will be updated annually and will 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; and
 - b. a building inventory including the age, capacity, use and size of the building; and the building's safety ratings, energy sources, probable useful life, major system repairs needed and asbestos reports.

Cross-Ref: 7000, Facilities Development Goals

Ref.: 8 NYCRR Part 155 (Educational Facilities)

Adoption date: December 10, 1998

Revised: January 9, 2001

Reviewed: October 15, 2014

Revised: August 15, 2023

FINANCING FACILITIES DEVELOPMENT

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

A capital reserve fund may, with the approval of the voters, be established as the fund through which monies used for capital construction or renovation projects will be controlled.

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 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.

Adoption date: December 10, 1998

Reviewed: October 15, 2014

Revised: August 15, 2023

EDUCATIONAL SPECIFICATIONS

Where a proposed construction project involves all or a portion of a building where instruction takes place, the superintendent will prepare educational specifications for the project. These specifications may be prepared with the assistance of the professional staff and the advice of outside consultants.

Upon completion, the specifications will be presented to the Board of Trustees for its approval and, upon acceptance, they will be furnished to the architect for use in preparing and drafting plans.

Educational specifications should take the following into consideration:

1. applicable information on school organization and estimated enrollment;
2. description of proposed curriculum and teaching methods and techniques to be used;
3. space requirements, including a desired layout of special areas and equipment for such areas; and
4. any references to standard codes and regulations which may affect planning.

These specifications are intended to constitute a written communication to the architect that identifies the nature of the educational programs to be served by the new construction, the desired relationships among the various major areas of the building, the design objectives and the various facilities required.

The educational specifications should enable the architect to exert his/her creative ability, imagination, and technical and artistic skills in designing facilities that best suit the educational programs, safety and other considerations applicable to new facilities development and construction.

Adoption date: December 10, 1998

Reviewed: October 15, 2014

Revised: August 15, 2023

SELECTION OF ARCHITECT OR ENGINEER

The Board of Trustees is responsible for employing an architect 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.

Pursuant to the General Municipal Law, and in accordance with the District's policy and procedures for competitive bidding, the District will award a contract involving an estimated annual expenditure in excess of \$20,000 to an architect or engineer who submits the lowest responsible bid in response to a public advertisement soliciting formal bids.

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.

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

Adoption date: December 10, 1998

Reviewed: October 15, 2014

Revised: August 15, 2023

PLANS, SPECIFICATIONS AND COST ESTIMATES

The architect, engineer and/or site planner 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 for review, who in turn will present them to the Board of Trustees 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.

The architect and/or the engineer will develop site, construction, and equipment plans and specifications which comply in all respects with State Education Department and/or any other governmental agency with jurisdiction over the project. Such plans shall be submitted to the superintendent for review, who in turn will present them to the Board 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 or engineer 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: December 10, 1998
Reviewed: October 15, 2014
Revised: August 15, 2023

SITE ACQUISITION

In order to economize in the acquisition of land and to promote a realistic long-range building program, the superintendent shall be responsible for an ongoing assessment of housing development trends and population growth patterns. The availability of a suitable school site within the boundaries of the school District shall be monitored at all times, with the objective of acquiring a needed site sufficiently in advance of projected building construction plans.

A school site is to be selected so as to ensure that the school is reasonably accessible to the population it serves. The site must be free from safety hazards and noxious odors and have adequate usable acreage to accommodate all school activities comfortably.

The acquisition of a site selected by the Board of Trustees must receive voter approval before it may be purchased.

Adoption date: December 10, 1998

Reviewed: October 15, 2014

Revised: August 15, 2023

CONSTRUCTION CONTRACTS, BIDDING AND AWARDS

All construction contracts in excess of \$20,000 and purchases of equipment at a cost in excess of \$10,000 must be advertised, bid on and awarded to the lowest responsible bidder in accordance with the District's policy and procedures for competitive bidding. No school building may be erected, purchased, repaired, enlarged or remodeled at an expense which will exceed \$100,000, nor may an advertisement for bids for the execution of the plans and specifications for a school building be placed, until the plans and specifications have been submitted to and approved by the Commissioner of Education. Such plans and specifications will show in detail the ventilation, heating and lighting of such buildings. Construction documents that have been modified subsequent to the Commissioner's approval may not be advertised for bid until the Commissioner has approved such modifications. The successful contractor will enter into a formal contract, prepared by the school attorney, detailing all aspects of the construction to take place.

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 race, creed, color, religion, national origin, disability, marital status, age or sex.

All contractors to whom a contract has been awarded must provide a performance bond obtained through a bonding company licensed to do business in New York State. The required amount of such bond shall be included in the Statement 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 §220, shall be paid to all workers on public projects in the school District.

Cross-ref: 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

Adoption date: December 10, 1998

Reviewed: October 15, 2014

Revised: August 15, 2023

CONSTRUCTION SAFETY

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

The superintendent 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. Ensuring proper planning for the safety of building occupants during construction or maintenance activities.
2. Hiring a New York state licensed architect or engineer for projects costing more than \$5,000.
3. Ensuring safety issues are addressed for bid specifications and contract documents.
4. Providing notice to parents, staff and the community in advance of any construction project costing \$ 10,000 or more to be conducted in the 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, direct mailings, or by holding a public hearing on the project.
5. Revising 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. Monitoring of construction and maintenance activities to check for safety violations and to ensure that certificate of occupancy requirements are continuously maintained.
2. Ensuring that all areas to be disturbed through renovation or demolition are tested for lead and asbestos.
3. Investigating and responding to health and safety complaints.
4. Conducting fire drills during construction to familiarize students and staff with revised emergency procedures.

5. Ensuring 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. Conducting 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
7331, Plans, Specifications and Cost Estimates
8100, Safety Program
8110, School Building Safety
8112, Health and Safety Committee
8130, Emergency Plans
8132, Fire Drills

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); 155.5 (Uniform Safety Standards for School Construction and Maintenance Projects)

9 NYCRR Parts 600-1250 (Uniform Fire Prevention & Building Code)

Adoption date: January 9, 2001

Reviewed: October 15, 2014

Revised: August 15, 2023

CONSTRUCTION SAFETY EXHIBIT

Notification of Construction

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

Date: (Note: District must provide notice at least 2 months prior to initial start date of project)

The Edinburg Common 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,

Superintendent

Adoption date: January 9, 2001
Reviewed: October 15, 2014
Revised: August 15, 2023

NAMING FACILITIES

The Board of Trustees is responsible for naming any new facility. The Board, in its discretion, may establish procedures for the naming of any building or other district facility. In selecting a name for any facility, the Board may take into account those persons who have been involved in the planning, construction or renovation of the facility, or any other relevant considerations. Suitable building plaques or other memorials may be authorized by the Board.

Adoption date: December 10, 1998

Reviewed: October 15, 2014

Revised: August 15, 2023

FACILITIES RENOVATIONS

The superintendent, not less than annually, will submit a report and recommendations to the Board of Trustees on facilities in need of renovation and/or major repairs. All renovations and repair plans will be subject to approval by the Board. All policies that apply to construction of new facilities shall apply, to the extent appropriate, to renovations and major repairs of existing facilities.

Cross-ref: 8111, Reporting of Hazards
8500, Energy Management

Ref: Education Law §§430-437; 2024; 3602 (6); 3602-a (4)
8NYCRR§155.1
Asbestos Hazard Emergency Response Act, P. L. 99-519 (15U.S.C.
§§2601etseq.) Asbestos-Containing Materials in School Rules, 40 CFR
Part 763

Adoption date: December 10, 1998

Reviewed: October 15, 2014

Revised: August 15, 2023

CLOSING OF FACILITIES

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

An advisory committee shall be formed at least six months in advance of a proposed closing, with membership comprising Board members, appropriate administrative staff, teachers, parents, community and business representatives, an architect(s) and/or other professionally-trained experts in evaluating building condition/use.

Such committee will prepare an educational impact statement. The study 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 historic value of the building; and
8. the relationship of the closing to the District's long-range plan.

The District shall publish a notice of the proposed closing in at least one newspaper of general circulation once a week for two weeks. The notice shall also be circulated to elected state and public officials who represent the affected communities.

After publication of the suggested notice 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.

Cross-ref: 2260, Advisory Committees to the Board

Ref: Education Law §§1604; 1709

Adoption date: December 10, 1998

Reviewed: October 15, 2014

Revised: August 15, 2023

