

FACILITIES DEVELOPMENT GOALS

The Board of Education believes that any educational program is influenced greatly by the environment within which it functions. The development of a quality educational program and school facilities that help to implement it must go hand in hand. It is the Board's goal to:

- provide the facilities needed for the number of students in the district;
- provide the kind of facilities that will best support and accommodate the educational program; and
- develop a long range planning and evaluation program.

The Board recognizes that funds are limited and that it must establish priorities in order to make the best use of the school building dollar. The Board's first objective will be to develop a plan that eliminates overcrowding and minimizes the need for extended-day programs and double sessions. Whenever possible, the cultural as well as educational needs of the community will be considered in planning facility expansion.

Architects employed by the Board will be expected to plan for simplicity of design; sound economics, including low long-range materials costs; efficiency in energy needs; low insurance rates; high educational utility and flexibility.

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FACILITIES PLANNING

The Board of Education 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.

The Board delegates to the Superintendent of Schools the responsibility for formulating and implementing, subject to approval by the Board, a long-range facilities development 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.

Pursuant to the plan, the Superintendent shall:

1. continually monitor and evaluate changes in the curriculum, enrollment trends and patterns within the school district, the availability of construction funds, and other relevant factors and periodically recommend appropriate modifications to the plan;
2. annually evaluate the status of all school building and grounds in order to ensure that an atmosphere conducive to quality education is maintained; and
3. conduct an annual assessment of equipment, facilities, and maintenance practices to ensure that district schools are operated in a manner that meets the present and future needs of the educational mission of the district.

The district will also prepare a five-year capital assets preservation 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;
 - b. current or proposed additions to school facilities;
 - c. current or proposed alterations or reconstruction of school facilities;
 - d. major repairs;
 - e. operations and maintenance; and
 - f. energy consumption;
2. a district-wide capital assets 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 use and size of such buildings; and
 - c. any other information which may be deemed necessary by the Commissioner to evaluate safety and health conditions in school facilities; and
3. a report on the condition of each school facility and a specific preservation plan for each school facility.

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.

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 10-year basis for grades seven through 12 and on a five-year basis for kindergarten through grade six. These projections will be reviewed and brought up to date annually.

The projections will take into consideration the following:

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

Whenever construction of new school facilities or the closing of any school buildings is being contemplated, the Board of Education may authorize outside studies made of population trends and school enrollment.

Ref: Education Law 408; 3240; 3241; 3242

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EDUCATIONAL SPECIFICATIONS

Where a proposed construction project involves all or a portion of a building where instruction takes place, the Superintendent of Schools shall 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 shall be presented to the Board of Education for its approval and, upon acceptance, shall be furnished to the architect for use in preparing and drafting plans.

Educational specifications shall 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 will provide the architect with information and data 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.

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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.

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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NAMING FACILITIES

The decision to name a building rests solely with the Board of Education. In naming any building or other facility, the Board shall take into account:

- the type of facility to be named;
- the appropriateness of naming a facility after a person;
- the reputation of the person recommended; and
- the repercussions of naming a building after a person

Suitable building plaques or other memorials may be authorized by the Board. Among the list of persons who may be included on a building plaque are the architect, the contractor or other person involved in the planning, construction or renovation of the facility, and/or members of the Board.

The decision about memorials will follow the procedure for selection of a building name. The Board has the responsibility for accepting appropriate memorials.

A formal thank you will be written by the Superintendent of Schools for any accepted memorial.

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CLOSING OF FACILITIES

When a school building becomes inadequate by virtue of age, condition, size of site, lack of need, or other overriding limitations and cannot reasonably and economically be brought up to the current educational standards, the building will be considered for a comprehensive closing study. The Superintendent of Schools shall recommend to the Board of Education which facilities appear to justify further analysis.

The Board may seek both professional advice and the advice of the community in making its recommendations as to the retirement of any school facility. Specifically, the Board may establish an advisory committee to investigate the educational impact of closing a school building. The study shall consider all or some of the following:

1. age and current physical condition of the facilities, its operating systems, and program facilities;
2. adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions;
3. enrollment projections and district demographic pattern;
4. reassignment of children, including alternative plans according to Board policy ;
5. the capacity of other district facilities to absorb students, staff and programs displaced by the closing;
6. transportation factors, including number of children bused, time, distance, and safety;
7. the impact on student safety, including distances and routes traveled to and from school;
8. costs/savings in personnel, plant operation, transportation, capital investment and alternative use;
9. the historic value of the building. In such cases it make take special action to provide for its preservation;
10. the relationship of the closing to the district's long-range plan
11. alternative uses of buildings;
12. continuity of instructional and community program.

Pursuant to section 402-a of the Education Law, after filing of the statement, 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 communities.

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.

Ref: Education Law ' ' 1604; 1709

SCHROON LAKE