

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. Integrate facilities planning with other aspects of district planning in a comprehensive program designed to support the Board's educational philosophy and instructional goals.
2. Address state learning standards and student educational needs in developing educational specifications for school buildings.
3. Design facilities for sufficient flexibility to permit program modification, introduction of new programs, utilization of technology and grade configurations.
4. Involve the community, district staff and experts in facilities development.
5. Design economically feasible facilities that meet student educational needs and are environmentally conscious.
6. Seek all possible mechanisms for financing school facilities.
7. Provide adequate school space to accommodate future improvements in educational programs and services.
8. Consider the adaptability of school facilities for community use.

The Superintendent of Schools shall be responsible for establishing procedures to implement these goals and shall provide a status report to the board as-needed or, minimally, on an annual basis.

Cross-ref: 8110, School Building Safety

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

Adoption Date: August 30, 2022

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 and equipment, including consideration of the obsolescence and retirement of certain facilities and equipment.
 - e. Provision of additional facilities.
 - f. Evaluation of new or updated program needs.

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.
 - c. A specific preservation plan or each school facility.

Cross-ref: 7000, Facilities Development Goals

Ref: 8 NYCRR Part 155 (Educational Facilities)

Adoption Date: August 30, 2022

Required
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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 shall be responsible for ensuring that district procedures for safeguarding the safety and health of students and staff are consistent with state law and regulations. 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 \$5,000.
3. Ensure safety issues are addressed in bid specifications and contract documents.
4. Provide notice to parents, staff and the community in advance of any construction project costing \$10,000 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 web site, 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.
6. All workers must wear employer-provided photo identification.

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 §§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)

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CONSTRUCTION SAFETY EXHIBIT

Notification of Construction

To: Faculty, Staff, Parents/Guardians, Students and other concerned parties

Date: *(Must be at least 2 months prior to initial start date of project)*

The Millbrook Central 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, if needed, 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

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NAMING FACILITIES

The Board of Education 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.

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