

**THREE VILLAGE CENTRAL SCHOOL DISTRICT**

**FACILITIES**

**SERIES 7000**

<u>Policy Title</u>	<u>Policy Number</u>
Facilities Development Goals .....	7000
Facilities Planning .....	7100
Enrollment Projections .....	7120
Financing Facilities Development .....	7200
Educational Specifications .....	7310
Selection of Architect or Engineer.....	7320
Plans, Specifications and Cost Estimates .....	7331/7332/7333/7340
Site Acquisition .....	7350
Construction Contracts, Bidding and Awards .....	7360/7361/7362
Naming Facilities .....	7500
Facilities Renovations .....	7700
Closing of Facilities .....	7810

\* \* \* \* \*

# THREE VILLAGE CENTRAL SCHOOL DISTRICT

7000

## 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 Education establishes the following goals for facilities development:

1. developing a long-range planning and evaluation program;
2. providing the necessary facilities needed to serve all students in the district;
3. providing appropriate facilities and equipment that will best support and accommodate the needs of a quality educational program;
4. designing and constructing all facilities with particular attention to safety, security, and appropriate lighting, heating, ventilation, acoustics, spatial factors and aesthetic appearance;
5. reducing formality and tension by eliminating the undesirable aspects of traditional institutional atmosphere and appearance, to the extent possible;
6. planning 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. considering the adaptability of school facilities to community use.

Adoption date: December, 1991

# THREE VILLAGE CENTRAL SCHOOL DISTRICT

7100

## 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 buildings 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 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.

Adoption date: December, 1991

# THREE VILLAGE CENTRAL SCHOOL DISTRICT

7120

## 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 an as needed basis and will be reviewed and brought up to date annually.

The projections will take into consideration:

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.

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

Adoption date: December, 1991

# THREE VILLAGE CENTRAL SCHOOL DISTRICT

7200

## FINANCING FACILITIES DEVELOPMENT

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

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, 1991

# THREE VILLAGE CENTRAL SCHOOL DISTRICT

7310

## EDUCATIONAL SPECIFICATIONS

Where a proposed construction project involves all or a portion of a building where instruction takes place, the Superintendent of Schools 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 Education 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 area; 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, 1991

# **THREE VILLAGE CENTRAL SCHOOL DISTRICT**

**7320**

## **SELECTION OF ARCHITECT OR ENGINEER**

The Board of Education 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.

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.

Adoption date: December, 1991

# **THREE VILLAGE CENTRAL SCHOOL DISTRICT**

**7331/7332/7333/7340**

## **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 of Schools for consideration and approval. Following approval, 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, 1991



# THREE VILLAGE CENTRAL SCHOOL DISTRICT

7350

## SITE ACQUISITION

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

School sites are to be selected so as to ensure that schools are reasonably accessible to the population they serve. The sites must be free from safety hazards and noxious odors and have adequate usable acreage to accommodate all school activities comfortably within State Education Department regulations.

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

Adoption date: December, 1991

# THREE VILLAGE CENTRAL SCHOOL DISTRICT

7360/7361/7362

## CONSTRUCTION CONTRACTS, BIDDING AND AWARDS

All public works contracts in excess of \$7,000 and purchases of equipment at a cost in excess of \$5,000 must be advertised, bid on and awarded to the lowest responsible bidder in accordance with the district's policy and procedures for competitive bidding. The Board of Education has the sole authority to award or reject bids. The successful contractor will enter into a formal contract 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, Competitive Bidding Requirements and Procedures

Ref: Education Law §2556  
General Municipal Law §§101; 103; 103-d; 106; 108; 109  
Labor Law §§220; 220-e; 222; 222-a

Adoption date: December, 1991

# **THREE VILLAGE CENTRAL SCHOOL DISTRICT**

**7500**

## **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.

Adoption date: December, 1991

# THREE VILLAGE CENTRAL SCHOOL DISTRICT

7700

## FACILITIES RENOVATIONS

The Superintendent of Schools, as part of the annual budget review process, will submit a report and recommendations to the Board of Education on facilities in need of renovation and/or major repairs. 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

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

Adoption date: December, 1991

# THREE VILLAGE CENTRAL SCHOOL DISTRICT

7810

## CLOSING OF FACILITIES

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

Advice should include, but not necessarily be limited to the following:

1. age and physical condition of the building and its operating systems, and program facilities contained therein;
2. present and projected adequacy of site, in respect to location access, surrounding development, traffic patterns, and other environmental conditions;
3. feasibility of reassignment of students to other schools, including alternative plans in accordance with Board policy on attendance areas;
4. the costs related to the proposed closing;
5. transportation factors;
6. alternative uses of the building;
7. continuity of instructional and community programs; and
8. the historic value of the building.

The Board of Education will inform the community about the possible closing of any school facility and provide opportunity for residents to make public comment on proposals or plans to close a facility.

Before reaching a decision to close a school building, all options brought to and/or suggested by the committee will be considered; however, the Board will retain ultimate discretion in determining whether to close any facility.

Cross-ref: 2260, Advisory Committees to the Board

Ref: Education Law §§1604; 1709

Adoption date: December, 1991