

## 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, 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 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;
  - c. space use and state rated pupil capacity of existing facilities;
  - d. priority of need of maintenance, repair or modernization of existing facilities, including consideration of the obsolescence and retirement of certain facilities; and
  - e. the provision of additional facilities.
2. *Five year 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 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.

### *Facilities Planning Advisors*

In making long range or short range plans for school facilities, it is important that the district use a wide range of resources to explore issues in the widest range and to the greatest depth possible.

In addition to the Board and the Superintendent, the following people should be involved in long range planning:

- Professional advisors, including consultants, architects, and attorneys;
- Local personnel including school staff, representatives of the community and representatives of local government; and
- Representatives at the County and State levels of those departments most directly involved and Federal representatives of those agencies promulgating relevant regulations or providing potential funding.

Cross-Ref: 7000, Facilities Development Goals

Ref.: 8 NYCRR Part 155 (Educational Facilities)

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