

**SUBJECT: FACILITIES PLANNING**

The St. Lawrence-Lewis BOCES Board of Cooperative Educational Services is responsible for maintaining a quality education at a reasonable cost. For this reason, the Board shall concern itself with both short-range and long-range planning as it relates to the properties of the BOCES. The Board shall rely on a comprehensive long-range facilities plan developed by the District Superintendent in accordance with the Commissioner's Regulations to serve as a guide for capital improvements.

Such plan shall be reevaluated and made current at least annually, and shall include appraisal of the following:

- a) The educational mission and long range plan 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 for maintenance, repair or modernization of existing facilities, including consideration of the obsolescence and retirement of certain facilities; and
- e) The provision of additional facilities.

The Board's building/leasing program shall be designed to provide the highest quality education possible. The building/leasing program shall be based upon specific Board policies which have been and will continue to be modified to conform to changes in the curriculum, availability of funds, changes in student population to be served and changes in enrollments. The Board also feels that, whenever possible, parents/legal guardians and other school district representatives, as well as principals, teachers, and central office staff members should be involved in the planning process.

**Comprehensive Public School Building Safety Program (RESCUE)**

The Board is responsible for maintaining a healthy and safe environment for all staff and students. The Board feels that in order to provide such an environment it must ensure that the facilities are safe and that all capital/renovation projects are performed in a manner which is consistent with all current health and safety regulations. For this reason, St. Lawrence-Lewis BOCES shall develop a Comprehensive Public School Building Safety Program in accordance with the Commissioners Regulations.

The program shall be reevaluated and made current at least annually, and shall include the following:

- a) A five year capital facilities plan which will include a priority listing of current and proposed construction and renovation projects and major repairs and replacement of building systems and their costs.

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- b) A BOCES-wide building inventory, which will include information pertaining to each building including, but not limited to
  - 1. Type of building, age of building, size of building;
  - 2. Rated capacity, current enrollment;
  - 3. List of energy sources and major building systems (lighting, plumbing, electrical, heating);
  - 4. Summary of triennial Asbestos Inspection reports.
- c) An annual visual inspection of each occupied building and assignment of a safety rating score. The inspection committee must include a state certified code enforcement official, the BOCES' facility director and a member of the BOCES' Health and Safety Committee.
- d) A five-year periodic inspection conducted by a licensed architect or engineer.
- e) A BOCES-wide monitoring system which includes:
  - 1. Establishing a Health and Safety Committee;
  - 2. Development of detailed plans and a review process of all inspections, surveillances, and capital project safety procedures.
  - 3. Procedures for a response in writing to all inquiries about building health and safety concerns, a copy of which will be sent to the BOCES Health and Safety Committee for oversight and a copy kept on permanent file.
- f) Procedures to ensure the safety of the building occupants while a construction/renovation projects is taking place. These procedures will include when feasible:
  - 1. Notification to building occupants at least two (2) months before the start of work.
  - 2. A plan to ensure that all contractors comply with all health and safety issues and regulations and wear photo ID badges.
  - 3. A plan to provide the BOCES Health and Safety committee an opportunity to inspect newly renovated or constructed areas before they can be opened for use.
  - 4. An emergency plan which will address potential concerns with the capital project including, but not limited to evacuation procedures, fire drills, and structural failures.

8 New York Code of Rules and Regulation  
(NYCRR) Section 155.1  
Education Law Section 1950

Adopted: 7/10/02