



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Office of P-12 School Services

Office of Educational Management Services
Room 475 EBA (518) 474-6541

September 30, 2016

Nicolé Williams, Ed.D.
Superintendent of Schools
Poughkeepsie City School District
11 College Avenue
Poughkeepsie, NY 12603-3313

Dear Dr. Williams:

This letter comes in response to questions that have been raised regarding the PACE program, located at Columbus School, #3, 12 South Perry Street. (BEDS Code #13-15-00-01-0-001)

An examination of NYSED's fire safety system shows that the school building has a valid Certificate of Occupancy for a vacant building, not an occupied building. The Fire Safety Report for a vacant facility does not require answers to certain questions that relate directly to the safety of students. This situation must be corrected.

To that end, NYSED will change the Certificate of Occupancy status to "temporary" at 9:00 AM on October 5, 2016. This 'temporary' status will expire at 5:00 PM on October 19, 2016. In order for a certificate of occupancy for instructional use to be issued, certain conditions must be met.

- There must be an immediate re-inspection of the facility by an inspector who is qualified pursuant to the procedures established by the New York State Fire Administrator based on the current occupancy status for instructional use;
- The existing building must fully comply with: Commissioner's Regulations 155.7, Fire Code of NYS and Property Maintenance Code of NYS; and
- Hard copy of the inspection report, signed by the qualified inspector, must be submitted to and approved by the NYSED Office of Facilities Planning (OFP) by close of business on October 18, 2016.

In addition, the building level emergency response plan, in accordance with Education Law Section 2801-a, must be submitted to the State Police by October 15, 2016 using the link at <https://safeschools.ny.gov/>. The building-level emergency response plan must also be submitted to local law enforcement. It is not required that schools submit their building-level emergency response plan to NYSED.

In addition to those requirements which must be met by October 18 in order to retain the Certificate of Occupancy, by October 31, 2016, drinking water samples must be tested for the presence of lead.

The paper copy of the Fire Safety Report may be sent to the attention of Ms. Rosanne Groff, NYSED Office of Facilities Planning, Room 1060, EBA, 89 Washington Avenue, Albany, NY 12234. Questions about the above requirements may be directed to Ms. Groff at (518) 474-3906.

Sincerely,

A handwritten signature in cursive script that reads "Christina E. Coughlin".

Christina E. Coughlin
Coordinator