

MILLTOWN BOARD OF EDUCATION
Milltown, New Jersey

Policy Manual

TABLE OF CONTENTS

7000 Construction, Remodeling and Renovation

7010	Goals and Objectives
7100	Planning
7110	Long-range Facilities Planning <ul style="list-style-type: none">• Long-range Facilities Planning, Regulation
7115	Developing Educational Specifications
7430	Change Orders
7440	Protection and Guarantees
7450	Supervision of Building Projects
7530	Inspection and Acceptance of Completed Project
7550	Naming of Facility

Policy

GOALS AND OBJECTIVES

The board wishes to provide and maintain educational facilities which are efficient, economical and suitable for implementing the district's plan for a thorough and efficient educational program for its children.

Adopted: January 27, 1998
Review/Update by NJSBA: March 2009
Readopted: September 22, 2009

Key Words

Facilities Planning, Planning, Facilities, School Building, Physical Plant

Legal References: N.J.S.A. 18A:18A-15 Specifications and Plans
N.J.S.A. 18A:18A-16 Preparation and approval of plans and specifications for public schoolhouses
N.J.S.A. 18A:18A-20 American goods and products to be used where possible

Cross References: *3510 Operation and Maintenance of Plant

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

PLANNING

Construction of new facilities shall be based on long-range planning which shall project the needs of the Milltown School District, preferably at 5 year intervals.

Long-range planning shall incorporate appropriate facilities for concepts dealing with:

- A. Developmentally appropriate practices for early childhood education;
- B. Intermediate grades;
- C. Middle school grades;
- D. Expansion of facilities for providing appropriate educational use;
- E. Facilities for special education;
- F. Where possible, facility planning should accommodate the needs of the community, but in doing so, the educational need must remain paramount.

Long-range plans shall be used as guides, but they shall be subject to annual review. Revision shall be in keeping with enrollment projections and changes in the needs of the community for public education, as well as in accordance with long-range plans of the Borough of Milltown for housing, highways, recreation and other developments affecting the public schools.

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Key Words

Long-range Facilities Planning, Planning, Facilities

Legal References: <u>N.J.S.A.</u> 18A:7F-7	Appropriation by school district of undesignated fund balance; amounts allowable
<u>N.J.S.A.</u> 18A:7F-26	Distribution of state aid for facilities
<u>N.J.S.A.</u> 18A:7G-1	
through -44 <u>et al.</u>	Educational Facilities Construction and Financing Act
<u>N.J.S.A.</u> 18A:11-2	Power to sue and be sued; report; census of school children
<u>N.J.S.A.</u> 18A:33-1	District to furnish suitable facilities; adoption of courses of study
<u>N.J.S.A.</u> 18A:33-1.1	Substandard facility; approval; inspection; abandonment
<u>N.J.A.C.</u> 5:23-1.1 <u>et seq.</u>	Uniform Construction Code
<u>See particularly:</u>	
<u>N.J.A.C.</u> 5:23-1.1, -3.1, -3.11 B	

PLANNING (continued)

<u>N.J.A.C.</u> 5:23-7.1 <u>et seq.</u>	Barrier Free Subcode
<u>N.J.A.C.</u> 6A:10A-1.1 <u>et seq.</u>	<i>Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts</i>
<u>N.J.A.C.</u> 6A:23-8.1 <u>et seq.</u>	Annual Budget Development, Review and Approval
<u>N.J.A.C.</u> 6A:25-1.1 <u>et seq.</u>	Qualified Zone Academy Bond Program
<u>N.J.A.C.</u> 6A:26-1.1 <u>et seq.</u>	Educational Facilities
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:26-2.1 <u>et seq.</u>	
-6.1 <u>et seq.</u> , -10.1 <u>et seq.</u>	
-12.1 <u>et seq.</u>	
<u>N.J.A.C.</u> 6A:30-1.4	Evaluation process for the annual review
<u>N.J.A.C.</u> 6A:32-8.1 <u>et seq.</u>	Attendance and Pupil Accounting
<u>N.J.A.C.</u> 6A: 32-12.1	Reporting requirements
<u>N.J.A.C.</u> 6A: 32-12.2	School level-planning
<u>N.J.A.C.</u> 6A: 32-14.1	Review of mandated programs and services

Manual for the Evaluation of Local School Districts

Possible

<u>Cross References:</u>	*2240	Research, evaluation and planning
	*2255	Action planning for T&E certification
	*3100	Budget planning, preparation and adoption
	*3220/3230	State funds; federal funds
	*3260/3270	Sale and disposal of books, equipment and supplies; sale, licensing and rental of property
	3360	Rental/long-term leasing
	7114.2	Temporary facilities
	*7115	Developing educational specifications

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

LONG-RANGE FACILITIES PLANNING

To ensure that Milltown School District facilities will be able to meet the future needs of the educational program, the Milltown Board of Education directs the chief school administrator to develop procedures for collecting relevant information, including but not limited to:

- A. The changing educational needs of the district;
- B. Relations with the total community;
- C. Plant and site aesthetics;
- D. Changing makeup of district population as to age distribution, educational levels, etc.;
- E. Community planning and zoning;
- F. Financial ability of the school district;
- G. Safety and welfare of pupils;
- H. True economy reflecting full value for each tax dollar expended;
- I. Optimum access for disabled pupils;
- J. Relationship between projected new facilities and those already in existence.

Planning for major rehabilitation and remodeling will be incorporated into the school district master plan on a scheduled basis.

Substandard Facilities

All existing school facilities will be evaluated annually for their suitability to current district needs. Any facilities found to be substandard according to the administrative code shall be corrected as quickly as possible in compliance with law.

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Readopted: September 22, 2009

Key Words

Long-range Facilities Planning, Planning, Facilities

Legal References: N.J.S.A. 18A:7F-7 Appropriation by school district of undesignated fund balance; amounts allowable
N.J.S.A. 18A:7F-26 Distribution of state aid for facilities
N.J.S.A. 18A:7G-1

LONG-RANGE FACILITIES PLANNING (continued)

through -44 <u>et al.</u> <u>N.J.S.A.</u> 18A:11-2	Educational Facilities Construction and Financing Act Power to sue and be sued; report; census of school children
<u>N.J.S.A.</u> 18A:33-1	District to furnish suitable facilities; adoption of courses of study
<u>N.J.S.A.</u> 18A:33-1.1	Substandard facility; approval; inspection; abandonment
<u>N.J.A.C.</u> 5:23-1.1 <u>et seq.</u> <u>See particularly:</u> <u>N.J.A.C.</u> 5:23-1.1, -3.1, -3.11 B	Uniform Construction Code
<u>N.J.A.C.</u> 5:23-7.1 <u>et seq.</u> <u>N.J.A.C.</u> 6A:10A-1.1 <u>et seq.</u>	Barrier Free Subcode <i>Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts</i>
<u>N.J.A.C.</u> 6A:23-8.1 <u>et seq.</u>	Annual Budget Development, Review and Approval
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<u>N.J.A.C.</u> 6A:26-1.1 <u>et seq.</u> <u>See particularly:</u> <u>N.J.A.C.</u> 6A:26-2.1 <u>et seq.</u> -6.1 <u>et seq.</u> , -10.1 <u>et seq.</u> -12.1 <u>et seq.</u>	Educational Facilities
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Regulation

LONG-RANGE FACILITIES PLANNING

Planning

A school district master plan projecting a 10-year estimate of capital construction needs shall be developed and submitted to the Bureau of Facility Planning Services for review and approval. Updated master plans shall be submitted every five years thereafter.

The master plan shall include a thorough description and analysis of:

- A. Local geographic features;
- B. Socioeconomic characteristics of the population;
- C. Community aspirations and financial ability to support education;
- D. Population mobility, transportation and traffic patterns;
- E. School facilities;
- F. The district educational program;
- G. Administrative structure of the school system;
- H. Condition and utility of existing educational and recreational facilities
- I. Zoning ordinances;
- J. Land use;
- K. Utilities available throughout the district; and
- L. Public cultural facilities.

Determining the Extent of New Construction

The extent of new construction shall be determined by:

- A. The increase in enrollment;
- B. Adopted pupil-teacher ratios;
- C. Changing educational programs;
- D. The condition of existing facilities;
- E. The present and projected budgetary limitations.

Policy

ALTERATIONS, ADDITIONS, REPAIRS

In considering any proposal for alterations, additions or major repairs to the district's existing facilities, the district will employ the services of a licensed architect as a consultant when it is necessary to help determine:

- A. Necessity for the project;
- B. Probable cost;
- C. Alternatives.

Approval for any alterations in the originally approved architect's construction plans to school properties must be formally granted by the board. The Board may elect to have a committee of the Board or the chief school administrator and school business administrator authorize changes in projects in progress up to various dollar limits.

Consultants (whether they be temporary, part-time, or full-time workers) shall exercise no administrative authority over the work of employees in the District, but shall act only as advisers in those fields in which they are qualified to offer expert assistance.

All administrative supervision of employees shall be in the hands of those to whom such responsibility has been specifically delegated.

The chief school administrator shall be consulted on all plans and specifications for any remodeling or additions to the schools and make recommendations concerning repairs and alterations to buildings, grounds and equipment.

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Readopted:	September 22, 2009

Key Words

Alterations, Additions, Repairs

Legal References: N.J.S.A. 18A: 11-1 General mandatory powers and duties

Policy

DEVELOPING EDUCATIONAL SPECIFICATIONS

Educational needs should determine the plan and design of the schools. Therefore, the chief school administrator shall develop comprehensive educational specifications for any projected facilities--whether built or altered, owned or leased, temporary or permanent--for consideration by the board.

In developing the specifications, the chief school administrator shall draw on recommendations of citizens, professionals and support staff, pupils, and other appropriate sources. The factors on which the specifications are based shall include but not be limited to:

- A. The plan of school organization and estimated size and type of enrollment in the proposed facility;
- B. Provisions for the disabled;
- C. Space requirements for all functions, including an indication of relative locations of various spaces;
- D. Desired layout of special areas and the equipment needed for such areas;
- E. Mechanical features and special finishes desired;
- F. Standard codes and regulations (school district, community, county, and state) affecting planning;
- G. Other requirements under existing law and regulation;
- H. Pertinent budget and related factors.

The board needs the specifications to:

- A. Clarify and consolidate the thinking of the administration, the board, and the community on the needs, desires, and objectives of the educational program to be conducted within the proposed new facility;
- B. Organize this important information in a manner that can be easily and clearly interpreted by the architect.

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Key Words

Educational Specifications, Planning

Legal References: N.J.S.A. 18A:7G-1
through -44 et al.

Educational Facilities Construction and Financing Act

DEVELOPMENT OF EDUCATIONAL SPECIFICATIONS (continued)

<u>N.J.S.A.</u> 18A:18A-16	Preparation and approval of plans and specifications for public schoolhouses
<u>N.J.S.A.</u> 18A:18A-16.1	Regulations; construction standards for school buildings
<u>N.J.S.A.</u> 18A:18A-17	Facilities for handicapped persons
<u>N.J.S.A.</u> 18A:33-1	District to furnish suitable facilities; adoption of courses of study
<u>N.J.S.A.</u> 18A:46-13	Types of facilities and programs
<u>N.J.S.A.</u> 18A:46-14	Enumeration of facilities and programs
<u>N.J.S.A.</u> 18A:46-15	Facilities and programs; approval by commissioner; special classes for handicapped children; review; improvement
<u>N.J.A.C.</u> 5:23-7.1 <u>et seq.</u>	Barrier Free Subcode
<u>N.J.A.C.</u> 6A:26-1.1 <u>et seq.</u>	Educational Facilities
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:26-5.1 <u>et seq.</u> , -6.1 <u>et seq.</u>	

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

Manual for the Evaluation of Local School Districts

Possible

Cross References: *2240 Research, evaluation and planning
*7110 Long-range facilities planning

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

CHANGE ORDERS

After the contract has been signed, only the Milltown Board of Education or its designee can issue a change order.

The chief school administrator may, in situations which would adversely affect the construction or repair schedule, approve a change order and present the change to the board at the next scheduled meeting.

The board may establish dollar limits upon which the chief school administrator may act unilaterally, and a greater limit upon which the Buildings and Grounds or other designated committees may act. Under either condition, ultimate board approval shall be required prior to payment.

Adopted:	January 24, 1998
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Readopted:	September 22, 2009

Policy

PROTECTION AND GUARANTEES

Included in any construction, renovation, repair or remodeling contract shall be provisions to protect the Milltown School District from monetary loss or from loss due to the project not being completed according to the terms of the contract. Such provisions would include:

- A. Surety bond;
- B. Guarantee of safe conditions for pupils, staff and other visitors to the school or grounds;
- C. Guarantee of safe working conditions during construction;
- D. Contractor's insurance during construction;
- E. Guarantees for adjustments and corrections after completion;
- F. Guaranteed completion date.

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Policy

SUPERVISION OF BUILDING PROJECTS

The direct supervision of all building and renovation projects of the Milltown Board of Education shall be the responsibility of the School Business Administrator/ Board Secretary. Dependent upon the scope of any project and upon recommendation of the chief school administrator, a clerk of the works or construction management service, again dependent on the scope of the project, shall be appointed to provide continuous onsite supervision of construction contracted for by the District.

Qualifications:

- A. Must be mutually acceptable to the Board and the architect;
- B. Must have technical knowledge of building materials and construction procedures;
- C. Must be able to read and understand plans and specifications;
- D. Must be knowledgeable of standards of work and materials;
- E. Must have worked with local codes, ordinances and safety laws;
- F. Must have field experience;
- G. Must know which subcontractors and materials are approved.

Duties as defined in the individual contract may include :

- A. Ascertain that construction is in accord with the contract drawings;
- B. Ensure that materials and workmanship are in conformance with the contract documents;
- C. Provide competent, adequate and continuous supervision of construction;
- D. Review property survey of project and request missing or unclear information;
- E. Review all permits and insurance coverage's;
- F. Notify architect and contractors of needed drawings, materials and inspections in timely fashion;
- G. Other duties as assigned by board.

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Review/Update by NJSBA: March 2009
Readopted: September 22, 2009

Legal Reference:

18A:18A-44

Inspection, condemnation, and rejection of work and materials

Policy

INSPECTION AND ACCEPTANCE OF COMPLETED PROJECT

The acceptance of new construction or remodeling shall be withheld until all details are finished and the project is certified as complete by the architect and board secretary/business administrator of the Milltown Board of Education. They shall submit a letter of said compliance to the chief school administrator who shall then request a meeting of the appropriate Board committee to review the documents before making a recommendation to the Board for acceptance. Upon acceptance any required reports shall be submitted to the appropriate agency.

Date:	January 27, 1998
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Readopted:	September 22, 2009

Policy

NAMING OF FACILITIES

In order to avoid confusion, the Milltown Board of Education will not change the name of any facility without careful consideration. New facilities, additions or areas of existing or new facilities may be commemorated in name by the board.

In naming a new facility, the Board will consider names submitted by residents of the community, students and staff.

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