

## **Policy**

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### GOALS AND OBJECTIVES IN ALTERATIONS AND NEW CONSTRUCTION

The Paulsboro Board of Education recognizes the importance of planning, developing, and maintaining a physical plant appropriate to the personal and educational needs of the pupils and the educational program needs of the district and schools. It is the board's intention to ensure that:

- A. Any new school facilities shall be planned, pursuant to law and regulations, and shall be prepared by a registered architect or professional engineer to reflect current research and recommendations on the relationship of school design and size of educational program to a positive learning environment;
- B. Each school building and site shall provide, pursuant to law and regulation, suitable accommodations to carry out the educational program of the school including provision for the disabled;
- C. All school buildings shall be safe, clean, attractive, and in good repair.

Any changes to the facilities relative to the allocation of space to accommodate classroom, administrative, recreational, or support services shall be submitted to and approved by the board before any changes in allocation are undertaken.

Educational specifications shall be prepared in writing under the direction of the chief school administrator and approved by the Board of Education.

The submission of schematic through final plans for school facilities shall be to the Department of Education Bureau of Facility Planning Services in accordance with law.

Adopted: 1994  
NJSBA Review/Update: December 2008  
Readopted: March 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.

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LONG-RANGE FACILITIES PLANNING

The Paulsboro Board of Education recognizes that sound planning based on accurate information is essential to the efficient operation of the schools. In order to ensure that future district construction, alterations and/or remodeling is planned on the basis of need, the board, in accordance with state requirements, will prepare the required long-range facilities plan and will update that plan as required thereafter. The long-range plan shall include but not be limited to:

- A. Enrollment projections for the school district for the five years covered by the plan, by grade level, as set forth in the Fall Survey Report for grades kindergarten through 12 and the application for state school aid (ASSA) for the preschool program utilizing enrollment figures as of October 15 of the previous year as the base enrollment figures. The following students shall be separately identified in the enrollment projections:
  - 1. Students attending charter schools;
  - 2. Students attending school choice programs;
  - 3. Students enrolled in the school district but attending private schools for the disabled;
- B. The functional capacity of every school facility in the district, listed separately by facility and grade level, including an inventory of all spaces in each facility;
- C. An inventory of every school facility, other facility and temporary facility in the district;
- D. An inventory of all district-owned land, indicating whether used currently, previously, or never, as a school site, with a map of the district indicating the location of all district-owned land and the location of existing schools in the district;
- E. A listing of the approximate size and nature of any new sites that may be needed for school facilities projects, listing the specific project(s) to be constructed on each site;
- F. An inventory of all building systems within each facility, including structure, enclosure, mechanical, plumbing, interior walls and finishes and electrical systems;
- G. A determination of the life expectancy of all building systems;
- H. A determination of any building system deficiencies in each school facility and the required remediation;
- I. The district's proposed school facilities projects and other capital projects and preliminary scopes of work in the five years ensuing;
- J. The district's proposed programmatic models for school facility types and capacities the school district intends to operate in the five years ensuing;
- K. A comparison of the school district's proposed programmatic models with the facilities efficiency standards and identification of all types of spaces, sizes of spaces and number of spaces inconsistent with those standards;
- L. A comparison of the school district's programmatic models with the existing inventory and how the school district proposes to convert the existing inventory to the programmatic models;

LONG-RANGE FACILITIES PLANNING (continued)

- M. The district's proposed plans for new construction and renovation of other facilities in the five years ensuing, setting forth each proposed new other facility, addition and renovation, including each separate space to be constructed or renovated and all other facilities to be sold, converted to other non-school facility uses or razed;
- N. For each school facility for which the school district is seeking approval of additional space or waiver of a facility efficiency standard to be approved, the school district shall submit documentation supporting the request;
- O. For each school facility to be replaced, a preliminary comparison of the cost of replacement of the school facility versus the cost to rehabilitate the school facility;
- P. Preliminary data to support each proposed new school facility or addition, renovation to an existing school facility and the removal from the school district's inventory of school facilities each school facility to be sold, converted to non-school facility use or razed;
- Q. A preliminary estimate of the cost of every school facilities project set forth in the long-range plan; and
- R. A district board of education resolution approving submission of the long-range plan.

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

Reporting to the Board

In order to apprise the board of the continuing relevance of the capital construction plan, the superintendent of schools shall annually report to the board:

- A. Number of new residential units approved;
- B. Enrollment by grades during the school year monthly;
- C. Student population projections prepared every year, and compare the actual population figures to the previously projected figures to detect early, for the benefit of the board, any changes in population trends.

In planning for the enlargement or modification of its facilities, the board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs. Each school building and site shall provide suitable accommodations to carry out the educational program of the school including provision for the disabled, pursuant to law and regulation.

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.

Adopted: 1994  
NJSBA Review/Update: December 2008, February 2016  
Readopted: March 2009, June 2016  
Revised:

Key Words

LONG-RANGE FACILITIES PLANNING (continued)

## Long-range Facilities Planning, Planning, Facilities

<b>Legal References:</b>	<u>N.J.S.A.</u> 18A:7F-7 <u>N.J.S.A.</u> 18A:7F-63 <u>N.J.S.A.</u> 18A:7G-1 through -48 <u>et al.</u> <u>N.J.S.A.</u> 18A:11-2  <u>N.J.S.A.</u> 18A:33-1  <u>N.J.S.A.</u> 18A:33-1.1 <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 <u>N.J.A.C.</u> 5:23-7.1 <u>et seq.</u> <u>N.J.A.C.</u> 6A:23A-8.1 <u>et seq.</u>  <u>N.J.A.C.</u> 6A:25-1.1 <u>et seq.</u> <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> <u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u> <u>N.J.A.C.</u> 6A:32-8.1 <u>et seq.</u>	Undesignated fund balance; limits, use Inclusion of facilities projects in SDA district budget  <u>Educational Facilities Construction and Financing Act</u> Power to sue and be sued; report; census of school children District to furnish suitable facilities; adoption of courses of study Substandard facility; approval; inspection; abandonment Uniform Construction Code  Barrier Free Subcode Budget Submission, support documentation, website publication Qualified Zone Academy Bond Program Educational Facilities  Evaluation of the Performance of School Districts Attendance and Pupil Accounting
	29 <u>U.S.C.A.</u> 794 <u>et seq.</u> - Section 504 of the Rehabilitation Act of 1973  42 <u>U.S.C.A.</u> 12101 <u>et seq.</u> - Americans with Disabilities Act (ADA)	

**Possible**

<b>Cross References:</b>	*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
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\*Indicates policy is included in the Critical Policy Reference Manual.

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ANNUAL BUILDING REVIEW

All existing facilities of the Paulsboro School District shall be evaluated annually for safety and structural soundness as required by law, and for suitability to the goals and objectives of the educational program.

The Superintendent shall include in the report to the board an itemization of all necessary repairs and alterations with their estimated cost, and suggestions for improved utilization of available space.

After the board has acted on the annual building review report, the Superintendent shall be responsible for making the necessary additions to the school district's Master Plan.

Adopted: 1994  
NJSBA Review/Update: December 2008, February 2016  
Readopted: March 2009

Key Words

Facilities, School Building, Physical Plant, Facility Safety, Structural Soundness

**Legal References:**

N.J.S.A. 18A:33-1 District to furnish suitable facilities

**Cross References:**

\*2131 Chief School Administrator  
\*3510 Operation and Maintenance of Plant  
\*7110 Long Range Facilities Planning  
7114.1 Repairs

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

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### REPAIRS, ALTERATIONS AND ADDITIONS

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

1. Necessity for the project;
2. Probable cost;
3. Alternatives.

The Superintendent 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.

#### Change Orders

After a contract has been signed for repairs, alterations and/or additions, only the Board of Education can issue a change order. This holds true whether or not the change would add to the cost of the project.

#### Change of Use

All requests of change of use will be applied for to the Department of Education, Bureau of Facility Planning Services through the Executive County Superintendent.

Adopted: 1994  
NJSBA Review/Update: December 2008, February 2016  
Readopted: March 2009

#### Key Words

Repairs, Alterations, Additions, Change Orders

**Cross References:** \*2131 Chief School Administrator  
\*3510 Operation and Maintenance of Plant  
\*7110 Long Range Facilities Planning  
7113 Annual Building Review

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

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DEVELOPING EDUCATIONAL SPECIFICATIONS

Educational needs should determine the plan and design of the schools. Therefore, the Superintendent of Schools 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 Superintendent of Schools 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.

Adopted: 1994  
NJSBA Review/Update: December 2008, February 2016  
Readopted: March 2009

Key Words

Educational Specifications, Planning

**Legal References:** N.J.S.A. 18A:7G-1  
through -48 et al.  
N.J.S.A. 18A:18A-16

Educational Facilities Construction and Financing Act  
Preparation and approval of plans and specifications  
for public schoolhouses

DEVELOPMENT OF EDUCATIONAL SPECIFICATIONS (continued)

<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)

**Possible**

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

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



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PROTECTION AND GUARANTEES

Included in any construction, renovation, repair or remodeling contract shall be provisions to protect the 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 working conditions during construction;
- C. Contractor's insurance during construction;
- D. Guarantees for adjustments and corrections after completion;
- E. Guaranteed completion date.

The bonds, certificates and guarantees required by the board or statute shall be specified in the bidding documents. The successful bidder shall file all documents pertaining to guarantee and performance bonds with the board secretary/business administrator.

Date: 1994  
Review/Update by NJSBA: December 2008, February 2016  
Readopted: March 2009

Key Words

Surety Bonds, Construction Guarantees

**Legal References:** N.J.S.A. 18A:7G-1 through -44 et al. Educational Facilities Construction and Financing Act  
N.J.S.A. 18A:11-2 Power to sue and be sued; report; census of school children  
N.J.A.C. 5:23-1.1 et seq. Uniform Construction Code  
N.J.A.C. 6A:26-1.1 et seq. Educational Facilities

**Cross References:** 7110\* Long-range facility planning  
7115\* Developing educational specifications  
7400 Bids  
7430 Change orders  
7450 Supervision/clerk-of-the-works

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