

Policy

SITE ACQUISITION AND APPROVAL

The Camden City School District, when seeking to initiate a school facilities project, shall apply to the Division of Administration and Finance on a Commissioner-provided form for approval of the school facilities project. School facilities projects include:

- A. New construction;
- B. Rehabilitation, provided that the rehabilitation or capital maintenance consists of the entire building system in the same school facility building section, as building section is defined in the approved LRFP, unless one or more of the components of a mechanical, electrical, or plumbing building system is required for the continued operation of such system;
- C. Acquisition of existing buildings to accommodate un-housed students;
- D. Furnishings, fixtures, and equipment, but they shall be eligible for State support only as follows:
 - 1. Furnishings with a useful life of 10 years or greater when part of a school facilities project is either new construction or rehabilitation and also qualified as reconstruction;
 - 2. Fixtures when part of a school facilities project;
 - 3. Equipment with a useful life of 10 years or greater either consisting of a school facilities project when it is an integral and substantial part of a building system in a school facility or when part of a school facilities project;
 - 4. Air conditioning equipment with a useful life of 10 years or greater either consisting of a school facilities project when it is an integral and substantial part of a building system or when part of a school facilities project; and
 - 5. Technology electronic systems recommended by the "Facilities Standards for Technology in New Jersey Schools" and the "Working Toward the Future With Our Children" educational technology plan for New Jersey, or subsequent State educational technology standards for New Jersey schools, when part of a school facilities project which is either new construction or rehabilitation that also qualifies as reconstruction.
- E. The rehabilitation of a playground with playground equipment when required to support the New Jersey Student Learning Standards as defined by the number of physical education teaching stations applicable to the school facility pursuant to the facilities efficiency standards and the approved programmatic model.

Application to the Division of Administration and Finance

An application for a school facilities project shall contain the following information:

- A. All information set forth in N.J.A.C. 6A:26-5.2 and 5.3 if the project is subject to educational adequacy review and, if not, any drawings or narrative relating to the project from a New Jersey licensed architect or professional engineer, if applicable, and, if the school facilities project includes the acquisition of land, N.J.A.C. 6A:26-7.1;
- B. Necessary updates to the enrollment projections in the school district's approved long range facilities plan (LRFP) to support the project;
- C. A delineation and description of each of the functional components of the school facilities project;
- D. The number of unhoused students to be housed in the school facilities project;

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- E. The minimum area allowances per full-time equivalent student (see N.J.S.A. 18A:7G-3);
- F. A narrative description of the school facilities project on a form prescribed by the Commissioner, including an itemized breakdown of estimated actual costs and quantities by area for new construction, rehabilitation and acquisition of existing buildings;
- G. Identification of the site for new construction, if any;
- H. Identification and description of any spaces that exceed the facilities efficiency standards for which the school district received approval pursuant to the approved long-range facilities plan or is seeking approval as additional space;
- I. A complete room inventory of the spaces contained in the building;
- J. A feasibility study for all new construction in lieu of rehabilitation;
- K. Identification of the programmatic model from the school district's approved LRFP and supporting documentation to confirm that the school facilities project conforms to the programmatic model;
- L. The tier the school district proposes for each school facilities project;
- M. A resolution of the district board of education authorizing the submission of the application to the Division;
- N. A certification from the superintendent and the school business administrator that the district has not advertised or awarded a construction or purchase contract for the school facilities project and that the school facilities project has not been completed; and
- O. Any additional information that a school district deems relevant for the Commissioner's review of the school facilities project.

The district shall submit applications for school facilities projects to the municipal planning board, no later than the date the school district submits to the Division each application, to afford the planning board the opportunity to prepare and submit findings to the Division of Administration and Finance. The district shall provide to the Division proof of the date that it submits each school facilities project application to the planning board. The planning board shall submit to the Division findings, if any, within 45 days of its receipt of each project application from a school district required to use the Development Authority, and has an additional 10 days to file with the Division notice of recommendations against approval of the project. No school facilities project application shall be considered complete until comments have been received from the planning board(s) or until either 45 days or 55 days, as applicable, have passed from the planning board's receipt of each school facilities project application, whichever is earlier. If the school district or its architect receives the planning board findings, it shall be forwarded promptly to the Division at the above address.

The district shall not initiate a school facilities project without an approved LRFP.

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 NJSBA Review/Update: October 2019
 Readopt:

(SE file code: 7102)

Key Words

Site, Acquisition, Land Purchase, Building Purchase

Legal References: N.J.S.A. 18A:7G-3 Definitions relative to construction, financing of public school facilities
N.J.S.A. 18A:18A-16 Preparation and approval of plans and specifications for

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N.J.S.A. 40:55D-31 public schoolhouses
 Review by planning board
N.J.A.C. 6A:26-1.1 et seq. Educational Facilities
See particularly:
N.J.A.C. 6A:26-3.1 et seq.
N.J.A.C. 6A:26-5.2, -5.3, -7.1

Possible

Cross References:

*7110	Long-range facilities plan
*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.

LONG-RANGE FACILITIES PLANNING

The Camden City 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;
- M. The district's proposed plans for new construction and renovation of other facilities in the five years

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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 verses 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 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.

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Readopted:	

LONG-RANGE FACILITIES PLANNING (continued)

(SE file code: 7100)

Key Words

Long-Range Facilities Planning, Planning, Facilities

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:7F-7	Undesignated fund balance; use, limits
	<u>N.J.S.A.</u> 18A:7F-63	Inclusion of facilities projects in SDA district budget
	<u>N.J.S.A.</u> 18A:7G-1	
	through -48 <u>et al.</u>	<u>Educational Facilities Construction and Financing Act</u>
	<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	
	<u>N.J.A.C.</u> 6A:23A-8.1 <u>et seq.</u>	Budget submission, support documentation, website publication
	<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:30-1.1 <u>et seq.</u>	Evaluation of the performance of school districts
	<u>See particularly</u>	
	<u>N.J.A.C.</u> 6A:30-2.1 <u>et seq.</u>	NJQSAC components of school district effectiveness and indicators
	<u>N.J.A.C.</u> 6A:32-8.1 <u>et seq.</u>	Attendance and student accounting

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Possible

<u>Cross References:</u>	*2240	Research, evaluation and planning
	*2255	Action planning for NJQSAC
	*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

SCHOOL CLOSING

Declining enrollments, diminished resources, district reorganization, or other good cause may require that the use of one or more district facilities be closed. In the event that the Camden City Board of Education must close a school, the board shall provide the New Jersey Department of Education Office of School Facilities and Finance and the executive county superintendent with the following assurances:

- A. The proposed closing is consistent with the board approved long range facilities plan because:
 - 1. The board can demonstrate that sufficient school-building capacity exists to house students for the five years following the closing; or
 - 2. The board can demonstrate through a feasibility study that the benefits of undertaking new construction outweigh those of rehabilitating the school proposed for closure;
- B. The use of temporary facilities in the remaining schools does not result or increase from an overall facilities shortage caused by the school closing; and
- C. The re-assignment of students to other schools in the school district does not produce, sustain, or contribute to unlawful segregation, separation, or isolation of student populations on the basis of race or national origin.

Any request for approval from the Office of School Facilities and Finance for the school closing shall include the recommendation of the executive county superintendent. A letter of approval from the Office of School Facilities and Finance based on the information in above shall be required before the school's closing.

The Office of School Facilities and Finance shall notify the district in writing of its determination with respect to the requested school closing, with a copy provided to the executive county superintendent.

Adopted: March 30, 2015
NJSBA Review/Update: October 2019
Readopted:

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Key Words

School Closing, Building Retirement

Legal References: N.J.S.A. 18A:11-1 General mandatory duties and powers
N.J.S.A. 18A:20-36 Commissioner may order alteration or abandonment of buildings
N.J.S.A. 18A: 22-1 Budget and Appropriations, Type 1 districts
N.J.A.C. 6A:26-1.1 et seq. Educational Facilities
See Particularly:
N.J.A.C. 6A:26-7.5 Approval for the closing of a school facility

Possible

Cross References: *3220/3230 State funds; federal funds
*3260/3270 Sale and disposal
*7110 Long-range facilities planning

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

Policy

DEVELOPING EDUCATIONAL SPECIFICATIONS

Educational needs should determine the plan and design of the schools. Therefore, the superintendent 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 shall draw on recommendations of citizens, professionals and support staff, students, 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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Readopted:

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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> 5:23-1 <u>et seq.</u>	The uniform construction code
<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)

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Possible

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

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

Policy

SUPERVISION OF CONSTRUCTION

The Camden City Board of Education directs that the school business administrator/board secretary be responsible for the supervision of all building construction in this district. Supervision shall include field inspection of the contractor's operations, administrative review of the activities of the architect relating to the construction, and any other construction matters relating to the interests of the school district.

The school business administrator/board secretary or the superintendent shall report periodically to the board that by his/her personal knowledge the work of the construction contractor and the architect is being performed in accordance with the plans, specifications, and contracts approved by the board.

A change order involving additional cost will be submitted by the architect for board review and approval when needed.

The superintendent and school business administrator/board secretary will also ensure that designated construction areas are properly secured, and that members of the public and unauthorized personnel are not permitted designated construction areas.

Upon completion of a building project and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for acceptance shall be made to the board by the architect.

Adopted: March 30, 2015
NJSBA Review/Update: October 2019
Readopted:

(SE file code: 7243)

Key Words

Supervision, Supervisor, Construction Supervision

Legal References: <u>N.J.S.A. 18A:18A-16</u>	Preparation and approval of plans and specifications of public schoolhouses
<u>N.J.S.A. 18A:18A-43</u>	Supervision of school building repairs
<u>N.J.S.A. 18A:18A-44</u>	Inspection, condemnation and rejection of work and materials

Possible

Cross References:	*3100	Budget planning, preparation and adoption
	*4119.21/4219	Conflict of interest
	*7110	Long-range facilities plan
	*7115	Developing educational specifications
	7420	New Contracts
	*9270	Conflict of interest

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

Policy

NAMING BUILDINGS AND PROGRAMS

The Camden City Board of Education shall approve the names of all school facilities, both on school grounds and within school buildings. In naming school facilities, the board shall strive to honor the traditions and high ideals of the school district and the community it serves. A school facility may be named to memorialize the outstanding service of a school district employee, officer or community member.

No employee or officer will be considered for memorialization in a school or school facility name during his or her lifetime.

The board welcomes the suggestions of members of the community in the naming of school facilities and may appoint a committee of interested persons to conduct appropriate studies and make recommendations for board consideration. All requests must be submitted in writing to the board and the board shall respond in writing.

School facilities shall be defined as school buildings, auxiliary buildings, gymnasiums, auditoriums, libraries, athletic fields and playgrounds. Facilities may be named after former school district employees, board members or community members who have demonstrated exemplary character, set high academic standards and/or extraordinary accomplishments.

A facility cannot be named in honor of a person who has any form of litigation against the school district or while that person's case remains open and subject to potential litigation.

The board shall determine the length of time the name shall be displayed and the manner in which it shall be dedicated. Once a facility has been named after a person, the board may remove the name or rename the facility if it finds that the named individual has somehow discredited the school district.

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(SE file code: 7250)

Key Words

Naming, Facility Naming, Dedication, Facility Dedication

Possible

<u>Cross References:</u>	*1140	Distribution of materials
	*1330	Use of facilities
	*3280	Gifts, grants and bequests
	*3327	Relations with vendors

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