

Brick Township Board of Education District Policy Manual 3

Property & Facilities

Series 7000

Goals & Objectives in Alterations & New Construction

Policy 7010

Date Adopted:

Date Revised:

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Date Reviewed:

The Board of Education recognizes the importance of planning, developing and maintaining a physical plant appropriate to the personal and educational needs of the pupils as well as the educational program of the district.

It is the Board's intention to ensure that:

- A. Plans for any new school facilities shall be in accordance with law and the regulations of the New Jersey Department of Education. These plans shall be prepared and sealed by a registered architect to reflect current research and recommendations on the relationship of school design and size of educational program to a positive learning environment;
- B. School buildings and sites shall provide suitable accommodations to carry out the educational program of the district, including provision for the handicapped, pursuant to law and regulations;

Educational specifications shall be prepared in writing under the direction of the Superintendent of Schools 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.

Legal References

- NJSA 18A: 18A-15 Specifications generally
- 18A: 18A-16 Preparation and approval of plans and specifications for public schoolhouses

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Educational Adequacy of Capital Projects

Policy 7101

Date Adopted:

Date Revised:

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Capital projects that affect any of the criteria for educational adequacy must be reviewed and approved by the Division of Facilities and Transportation. The criteria are the number, configuration, size, location or use of educational spaces within a school facility. The review for educational adequacy will take into consideration the suitability of the number, configuration, size, location, and use of educational spaces; built-in furniture and equipment; and provisions for the disabled.

Projects requiring approval for educational adequacy, as defined in N.J.A.C. 6A:26-5.1 are: new school facilities including pre-fabricated facilities; additions to existing school facilities; alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space; change-of-use that requires certain alterations, or that requires mechanical or electrical changes pursuant to N.J.A.C. 5:23 or these regulations; installation of temporary facilities; and any site or school facility change or alteration for the purpose of making the site and school barrier free and accessible to disabled persons pursuant to N.J.A.C. 5:23 and Section 504 of the Federal Rehabilitation Act of 1973, 29 U.S.C. §794 and the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.

New Jersey Economic Development Authority and non-authority school facilities projects, along with other capital projects, are subject to educational adequacy reviews pursuant to N.J.A.C. 6A:26-5.1(b). The district will submit any plan to change of use of instructional space that is not a capital project to the County Superintendent of Schools for approval.

Educational specifications for educational adequacy reviews will be prepared and submitted in accordance with N.J.A.C. 6A:26-5.2. Educational specifications will be prepared in writing describing in detail the educational program activities and requirements for each space proposed in the capital project, and will refer to the Core Curriculum Content Standards wherever appropriate. The educational specifications will include an itemized list of furniture, equipment, and support spaces required to conduct the educational program specified for each space will be included, together with their estimated areas in square feet, as well as an estimate of the total room area required for each space. The educational specifications will also include specific technical and environmental criteria, adjacencies and other requirements for the educational program will be noted and a building space program that indicates the number and area in square feet of each instructional, specialized instructional, administrative and support space in each existing or proposed building included in the capital project.

Schematic plans and other related project documents will be prepared and submitted in accordance with N.J.A.C. 6A:26-5.3.

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A project cost estimate on a form provided by the Commissioner of Education, a project schedule, a copy of the dated transmittal letter indicating project document submission to the County Superintendent and a copy of the transmittal letter indicating the date of plan submission to the local planning board (whenever the building footprint, volume, pedestrian or vehicular access are altered by the project) must be submitted to the Division of Facilities and Transportation.

The Director of the Office of Bilingual Education and Equity Issues must receive a completed OEEQ questionnaire, in accordance with Title 6 of the Civil Rights Act of 1964 (42 U.S.C. § 2000a et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and Title 2 of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), from the district and must make a positive recommendation in writing to the Division before schematic plans can be approved for any project that affects the capacity of individual buildings or their sending areas in the district.

In the case of an authority school facilities project, upon completion of detailed plans and specifications, the authority on behalf of the district will apply for final approval of the educational adequacy of the project in accordance with N.J.A.C.6A:26-5.4(a). In the case of a non-authority school facilities project or another capital project, upon the completion of final plans and specifications, the district will apply for final approval of the educational adequacy of the project in accordance with N.J.A.C. 6A:26-5.4(b).

The Division of Facilities and Transportation will collect fees for its reviews according to N.J.A.C. 6A:26-5.5.

Legal References

NJSA 18A:11-1 General mandatory powers and duties□

NJAC 6A:26-5.1 et seq. Review of capital projects for educational adequacy

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

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Site Selection

Policy 7102

Date Adopted:

Date Revised:

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In selecting new sites for district facilities, the Board will consider:

- A. Location in relationship to hazards and nuisances.
- B. Size and appropriateness for proposed purpose.
- C. Fairness of price.
- D. A pupil distribution map showing the distribution of residences.
- E. Any existing buildings on the property.
- F. Statements from architects and engineers that the land to be acquired is suitable for the proposed use including environmental suitability.
- G. Recommendations of the County Superintendent of Schools and/or the New Jersey Department of Education - Bureau of Facilities Planning.
- H. Recommendations of the local planning board and appropriate state agencies e.g. CAFRA, Pinelands, etc.
- I. The local Master Plan, including the voluntary transfer of development rights program.

The Superintendent of Schools, professional architects and engineers shall ensure that sites are developed in such a way as to enhance the educational program most effectively at the least cost.

The Board shall seek and acquire the review by the New Jersey Department of Education prior to acquiring any site for Board of Education purposes.

Legal References

NJSA 18A:11-1 General mandatory powers and duties□

NJAC 6A:26-5.1 et seq. Review of capital projects for educational adequacy

Manual for the Evaluation of Local School Districts
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Long-Range Facilities Planning

Policy 7110

Date Adopted:

Date Revised:

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Date Reviewed:

The Board of Education recognizes that sound planning based on accurate information is essential to the provision of suitable educational facilities. In order to ensure that future district construction is planned on the basis of need, the Board, in accordance with rules of the State Board of Education, will maintain a five-year long range facilities plan and revise it any time construction plans are sent to the Bureau of Facility Planning Services of the New Jersey Department of Education.

The plan will include a thorough description and analysis of local and regional demographic factors that influence general population growth and public school enrollments. The plan will detail substandard spaces in district facilities and the Board's intent to eliminate their use or to bring such spaces into compliance with rules of the State Board of Education.

In order to apprise the Board of facilities needs, the Superintendent of Schools shall cause the development of the long-range facilities plan, which shall include but not be limited to:

- A. Demographic information and enrollment projections
- B. Changes to the education program including but not limited to:
 - 1. Grade organization;
 - 2. Program revision.
- C. A determination of facilities needs based on:
 - 1. Projected enrollment;
 - 2. Educational program needs;
 - 3. Current school capacity;
 - 4. Physical conditions;
 - 5. Accessibility of facilities to the disabled;
 - 6. Compliance with local, state and federal statutes and codes.
- D. A facilities program plan including but not limited to:
 - 1. Description of any new facilities proposed;
 - 2. Description of any additions to facilities which are proposed;
 - 3. Description of any renovations or modifications to facilities which are proposed;
 - 4. Any additional sites or additions to sites to be acquired;
 - 5. Any improvements to a site;
 - 6. The construction of structures or special facilities on site including:
 - a. Athletic fields,
 - b. Stadium,
 - c. Playgrounds,
 - d. Parking lots,
 - e. Any other special facilities.

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7. Additions of infrastructure for technology to sites or buildings;
8. Additions to built-in equipment or other furniture and equipment acquired through capital outlay funds;
9. Cost estimates for any item included in the plan;
10. A schedule for any item included in the plan.

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 will provide suitable, barrier-free accommodations to carry out the educational program of the school, including provision for the disabled, pursuant to federal and state law and rules of the State Board of Education.

Substandard Facilities

All existing school facilities will be evaluated annually for their suitability to current district needs.

All substandard facilities must be initially approved by the County Superintendent of Schools.

Legal References

- NJSA 18A:7F-7 Appropriation by school district of undesignated fund balance; amounts allowable
18A:7F-26 Distribution of state aid for facilities
18A:7G-1 through -44 et al. Educational Facilities Construction and Financing Act
18A:11-2 Power to sue and be sued; report; census of school children
18A:33-1 District to furnish suitable facilities; adoption of courses of study
18A:33-1.1 Substandard facility; approval; inspection; abandonment
- NJAC 5:23-1.1 et seq. Uniform Construction Code
5:23-7.1 et seq. Barrier Free Subcode
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
6A:23-8.1 et seq. Annual Budget Development, Review and Approval
6A:25-1.1 et seq. Qualified Zone Academy Bond Program
6A:26-1.1 et seq. Educational Facilities
6A:30-1.4 Evaluation process for the annual review
6A:32-8.1 et seq. Attendance and Pupil Accounting
6A: 32-12.1 Reporting requirements
6A: 32-12.2 School level-planning
6A: 32-14.1 Review of mandated programs and services

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School Safety & Hygienic Management

Policy 7112

Date Adopted:

Date Revised:

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Date Reviewed:

The Board of Education recognizes that the safety, health and physical well-being of the pupils and staff of the district depend, in large measure, upon the cleanliness and sanitary management of the school facilities.

Safety

The Board will provide, publish, and post rules for safety and the prevention of accidents; instruct pupils in safety and accident prevention; provide protective devices and where they are required by law for the safety of pupils and employees; and provide suitable and safe equipment where such equipment is necessary for the operation of the school.

The Superintendent of Schools shall prepare regulations governing school safety and the prevention of accidents and fire that include, as a minimum, the requirements of law and the applicable rules of various departments of state government. Such regulations shall provide procedures and precautions for the safety of pupils in school, employees in the performance of their duties, users of school vehicles, pupils in transit to and from school, injured pupils and employees, and visitors to the school. Safety regulations shall be promulgated to all school employees and shall be reviewed and evaluated annually. The Superintendent of Schools is directed to instruct teaching staff members in property safety precautions.

Hygienic Management

The Board directs that a program of hygienic management be instituted in the school facilities and explained annually to all staff members. All facilities shall be inspected for cleanliness and sanitation by the County Board of Health not less than once each year.

In consultation with the school physician, the Superintendent of Schools shall prepare procedures to be followed in the handling and disposal of blood and body fluids, whether or not pupils or staff members with HIV infection are present. School staff members and volunteers shall be provided the supplies for implementing the procedures. In particular, school nurses, custodians, and teachers shall be trained in proper handling procedures.

The Board recognizes that school employees may, in the performance of their duties, reasonably anticipate contact with human blood or other potentially infectious body fluids that may expose them to bloodborne pathogens such as hepatitis B virus (HBV) and human immunodeficiency virus (HIV). In accordance with federal OSHA regulations, the Board will establish a written Exposure Control Plan designed to eliminate or minimize employee exposure to such infection. The plan shall list all job classifications to tasks in which exposure occurs; describe and require the implementation of workplace controls to eliminate or minimize exposure; require the provision of hepatitis B vaccination to employees who have occupational exposure; and require the provision of a training program for employees who have occupational exposure. The plan shall be

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updated annually and as required to include new or revised employees' positions with occupational exposure. A copy of the plan shall be made accessible to employees.

The Superintendent of Schools shall develop and supervise a program for the cleanliness and sanitary management of the school, school grounds and equipment pursuant statute, rules of the New Jersey State Board of Education and the regulations of the Board of Health.

The day-to-day cleanliness of the school facilities shall be the responsibility of the Superintendent of Schools/designee.

Indoor Air Quality Standards

The Board of Education will provide for air quality in the school building that meet the standards established by the New Jersey Department of Labor pursuant to NJAC 12:100-13.

The Board designates that Board Secretary/Business Administrator as the individual who is responsible to ensure compliance with New Jersey Department of Labor standards. The Board Secretary/Business Administrator will ensure that preventative maintenance programs for heating, ventilation, and air-conditioning (HVAC) systems are implemented and documented and that general and local exhaust ventilation is used for employees working with equipment or hazardous chemicals or particulate exposure. He/she shall ensure that HVAC systems are working properly, and make sure that buildings without mechanical ventilation have operable windows, doors, vents, stacks and other portals designated or used for natural ventilation are operational. He/she will also promptly investigate all employee complaints of signs or symptoms that may be associated with building-related illnesses.

Air quality will be maintained at acceptable standards during renovation and remodeling that results in the diffusion of dust, stone and other small particles, toxic gases or other harmful substances in quantities hazardous to health. The Board Secretary/Business Administrator will notify employees at least 24 hours in advance or promptly in emergency situations of work to be performed in the building that may induce air contaminants into their work areas.

The Board Secretary/Business Administrator will respond to a complaint received by the Department of Labor within 15 working days of the receipt of the complaint.

Hazardous Substances

The Board of Education will comply with laws governing hazardous substances in the school district. Employees shall be informed of the hazards associated with the handling of certain substances and trained to work safely with hazardous substances.

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For the purposes of this policy, “hazardous substances” means any substance or substance in a mixture included on the hazardous substance list developed by the New Jersey Department of Health and Senior Services. Hazardous substances shall not include:

- A. Any article containing a hazardous substance if the hazardous substance is present in a solid form that does not pose any acute or chronic health hazard to any person exposed to it;
- B. Any hazardous substance constituting less than 1% of a mixture unless the hazardous substance is present in an aggregate amount of 500 pounds or more in a container;
- C. Any hazardous substance that is a special health hazardous substance constituting less than the threshold percentage established by the Department of Health and Senior Services for that special health hazardous substance when present in a mixture;
- D. Any hazardous substance present in the same form and concentration as a product packaged for distribution and use by consumers and which is not a product intended for commercial use;
- E. Any fuel in a motor vehicle;
- F. Tobacco or tobacco products;
- G. Wood or wood products;
- H. Foods, drugs or cosmetics;
- I. Hazardous substances that are an integral part of a building’s structure or furnishings;
- J. Products that are personal property and are intended for personal use; and,
- K. Any substance used in the routine maintenance, including the heating or cooling of the facilities.

No person shall use or allow the use of any hazardous substance in or on the facilities when children are expected to be present.

The Superintendent of Schools may delegate authority for the maintenance of hazardous substances and for the development of safety and training standards for the handling of such substances to a safety officer.

The Board Secretary/Business Administrator shall conduct periodic audits of hazardous substances in use in the district, ensure that substances are being handled in accordance with appropriate safety requirements, and determine that the employees who are required to handle hazardous substances are properly equipped to do so.

The Board Secretary/Business Administrator shall inform the Superintendent of Schools of all hazardous substances in use in the district, the purpose of each, and the precautions required for each. The Superintendent of Schools shall take such action as may be necessary and feasible to minimize the use of hazardous substances in the district.

The Superintendent of Schools shall report periodically to the Board of Education on hazardous substances in district use and the purpose of each.

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Eye Protection

The Board of Education directs the rigorous implementation and enforcement of eye safety practices for pupils, staff members, and visitors exposed to conditions potentially hazardous to the eyes in the instructional program of this district, including the adults evening school program.

The Superintendent shall be responsible for the continual monitoring of the school program, including, but not limited to, all vocational education, industrial arts education, science education, technology education and arts education, for conditions under which pupils, staff members, or visitors are exposed to a process or activity that might have a tendency to cause damage to the eyes.

Each pupil, staff member, and visitor exposed to a condition identified as hazardous to the eyes must wear an eye protective device appropriate to the activity and certified to meet the standards established by the State Board of Education, the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1979, and American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986 and the New Jersey Administrative Code.

The eye protective device shall be supplied by the Board, except that the pupil, staff member, or visitor may wear personal eyewear that is appropriate to the activity and certified, in writing, by an optician or other qualified licensed eye professional to meet or exceed those standards. District owned eye protective devices shall be inspected regularly by the appropriate staff member, and defective or poorly fitting devices shall be returned to the principal for repair or discard. Any shared eye protective devices shall be disinfected between uses by the method prescribed by the school physician.

Each classroom, shop, laboratory, and other areas of the school in which pupils or staff members are exposed to caustic materials that can cause damage to the eyes shall be equipped with an emergency eye wash fountain in accordance with standards established by the Department of Education.

The building principal shall insure that each area in the school identified as housing an activity hazardous to the eyes shall be posted with conspicuous signs that warn participants that an appropriate eye protective device must be worn during the activity. Staff members of such activities are responsible for instructing pupils in appropriate eye safety practices and for serving as exemplary models in the implementation of such practices.

The Board authorizes each staff member responsible for an activity or process hazardous to the eyes to compile and maintain, for the duration of the course of study, a list of pupils in the course who wear contact lenses.

A pupil who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be dismissed from the day's class by his

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or her teacher. Any such dismissal from class will be considered to be an absence, in accordance with Board policy on pupil attendance, and an accumulation of such absences may result in loss of course credit.

A staff member who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every staff member required to observe such practices.

The building principal shall insure that each area in the school identified as housing an activity hazardous to the eyes shall be posted with conspicuous signs that warn participants that an appropriate eye protective device must be worn during the activity. Staff members of such activities are responsible for instructing pupils in appropriate eye safety practices and for serving as exemplary models in the implementation of such practices.

A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be requested to leave the school premises.

The Superintendent shall promulgate regulations to implement this policy that conforms to rules of the State Board of Education and shall provide in-service training to staff members whose instructional duties include activities hazardous to the eyes. The Superintendent shall report annually to the Board on the implementation of the eye protection program and the eye injuries, if any, occurring in the course of the instructional program.

Legal References

- NJSA 18A:6-2 Instruction in accident and fire prevention
- 18A:11-1 General mandatory powers and duties
- 18A:33-1 et seq District to furnish suitable facilities
- 18A:40-12.1 Eye protection
- 18A:40-12.2 Protective devices
- NJAC 5:23-1.1 et seq. Uniform Construction Code
- 6A:25-1.1 et seq. Qualified Zone Academy Bond Program
- 6A:26-1.1 et seq. Educational Facilities

- 29CFR 1910.1030
- Manual for the Evaluation of Local School Districts
- New Jersey Quality Single Accountability Continuum (NJQSAC)

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Retirement of Buildings

Policy 7113.1

Date Adopted:

Date Revised:

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Date Reviewed:

The Board recognizes that efficient administration of the district requires the disposition of property no longer necessary for the maintenance of the educational program or the operation of the district. The Board also recognizes its responsibility to provide a thorough and efficient program of free public education and appropriate facilities to house that program. The Board further recognizes that declining enrollments, diminished resources, district reorganization, or other good cause may require that the use of one or more district facilities for educational purposes be retired.

The Board will not commit itself to the closing of any school facility without first having collected and considered appropriate information regarding pupil enrollments, the educational adequacy of school facilities, relevant safety and traffic factors, district revenues, and alternative district organizational plans. The Board will invite citizen participation in the analysis of that information and the formulation of recommendations. Information on any proposed district reorganization will be disseminated to the public, and public response will be invited by all appropriate means.

Real estate property shall be disposed of by sale or otherwise, in accordance with law. To dispose of an operational school building and all or part of the total acreage the Board will submit a written report for approval to the Department of Education, Bureau of Facility Planning Services with a copy to the County Superintendent of Schools who shall make a recommendation to the Bureau.

Ultimately the Board alone is responsible for the organization of the school district and the establishment and retirement of school facilities. Formal action to accomplish those ends shall be taken only by the Board duly convened.

Upon written approval by the Bureau, the Board shall dispose of the school building and/or acreage according to law.

Legal References

- NJSA 18A:11-1 General mandatory powers and duties □
18A:20-5 Exchanging lands owned by the board
18A:20-6 Sale at public sale
18A:20-7. Sale at fixed minimum prices; rejection of bids
18A:20-36 Commissioner may order alteration or abandonment of buildings
18A: 33-1. District to furnish suitable facilities; adaptation of courses of study
- NJAC 6A:26-7.4 Approval for the disposal of land, including rights or interest therein
6A:26-7.5 Approval for the closing of a school facility

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Annual Building Review

Policy 7113

Date Adopted:

Date Revised:

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Existing facilities of the 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 goals and objectives of the educational program.

The Superintendent of Schools and Board of Education Facilities Committee 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 of Schools shall be responsible for making the necessary additions to the school district's Master Plan.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:33-1 et seq District to furnish suitable facilities

NJAC 6A:26-12 et seq Operation and maintenance of facilities

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Alterations, Additions, Repairs & Change of Use

Policy 7114.1

Date Adopted:

Date Revised:

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In considering proposals for alterations, additions or major repairs to the district's existing facilities, the Board may employ the services of an architect, a mechanical engineer, or a structural engineer licensed to practice in the state of New Jersey to determine:

- Necessity for the project;
- Probable cost;
- Alternatives.

The Superintendent of Schools 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.

All requests for change of use will be sent to the County Superintendent of Schools, who shall make his/her recommendation to the New Jersey Department of Education, Bureau of Facility Planning Services.

Legal References

NJSA 18A: 11-1 General mandatory powers and duties

18A: 33-1. District to furnish suitable facilities; adaptation of courses of study

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Developing Educational Specifications

Policy 7115

Date Adopted:

Date Revised:

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Date Reviewed:

The Superintendent of Schools shall develop comprehensive educational specifications for new or renovated facilities to be considered by the Board and a licensed architect before plans are drawn. Educational specifications shall include but not be limited to:

- A. Identification of facilities needed
 - 1. Statement of need;
 - 2. Enrollment projection by cohort or percent of population method when construction is to accommodate increasing enrollments. Projections must be at least a five-year projection.
- B. Identification of solution
 - 1. Statement of proposed new construction;
 - 2. Statement of proposed additions;
 - 3. Statement of proposed renovations.
- C. Description of activities, physical and environmental features and spatial relationships
 - 1. Physical aspects – general
 - a. General recommendations,
 - b. Special features,
 - 1) Educational environment
 - 2) Athletic environment
 - 3) Structural environment
 - 4) Electronic and mechanical environment
 - 5) Thermal environment
 - 6) Visual environment
 - 7) Sonic environment
 - 8) Safety and health environment
 - 2. Physical aspects - specific
 - For each administrative, educational and auxiliary space there shall be a specification which includes but is not limited to the:
 - a. Number of students housed,
 - b. Number of teachers, aides or other staff housed,
 - c. Approximate square feet,
 - d. Number of similar spaces,
 - e. Spatial relationship to other spaces,
 - f. Description of instructional activities,
 - g. Special features,

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- 1) Architectural
- 2) Electronic/electrical
- 3) Mechanical
- 4) Specialized equipment

D. A summary chart listing all spaces showing net square feet and a total showing gross square feet.

Legal References

- NJSA 18A:7G-1 through -44 et al. Educational Facilities Construction and Financing Act
18A:18A-16 Preparation and approval of plans and specifications for public schoolhouses
18A:18A-16.1 Regulations; construction standards for school buildings
18A:18A-17 Facilities for handicapped persons
18A:33-1 District to furnish suitable facilities; adoption of courses of study
18A:46-13 Types of facilities and programs
18A:46-14 Enumeration of facilities and programs
18A:46-15 Facilities and programs; approval by commissioner; special classes for handicapped children; review; improvement
- NJAC 5:23-7.1 et seq. Barrier Free Subcode
6A:26-1.1 et seq. Educational Facilities
- 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
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Public Participation

Policy 7120

Date Adopted:

Date Revised:

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Date Reviewed:

The Board of Education wishes to have input from all parties interested in the planning and construction of new facilities as well as major alterations. Therefore, the Superintendent of Schools shall develop procedures for encouraging parents, staff and community members to participate in all four stages of school construction:

1. Identifying school building needs;
2. Planning the school plant;
3. Constructing the buildings;
4. Accepting and using the plant.

Legal References

NJSA 18A:11-1 General mandatory powers and duties□

NJAC 6A:26 Educational facilities

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Designing / Architectural / Engineering Services

Policy 7210

Date Adopted:

Date Revised:

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Date Reviewed:

The Board of Education's criteria for the selection of architects and engineers shall be such as to ensure a high degree of competency. Selection of architects for each project will be made from a Board of Education approved limited listing developed by applying the criteria referred to below.

The Superintendent of Schools and the Business Administrator/Board Secretary shall be responsible for:

1. Developing criteria applicable to the selection of architects and similar professionals for the Board of Education approval;
2. Recommending a limited list of architects and similar professionals to be approved by the Board of Education;
3. Providing the information necessary to facilitate review and appraisal of the limited list of architects and similar professionals;
4. Recommending specific firms from the approved list for each project.

All such criteria developed by the Superintendent of Schools and the Business Administrator/Board Secretary must be approved by the Board of Education.

The architect, through the Superintendent and the School Business Administrator, shall translate the educational program, for which plant facilities are needed, into working drawings and specifications, advise on letting the construction contract, supervise construction and recommend approval and acceptance of the completed project to the Superintendent.

The architect shall submit cost estimates with his working drawings and shall resubmit cost estimates when the final plans are submitted to the Board for approval.

Legal References

- NJSA 18A:11-1 General mandatory powers and duties
18A:18A-5. Exceptions to requirement for advertising
19:44A020.26 (P.L. 2005, c.271, s2) Contracts awarded through fair and open process
- NJAC 6A:26 Educational facilities

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Maintenance & Repair

Policy 7415

Date Adopted:

Date Revised:

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Date Reviewed:

The Board of Education recognizes that the fixed assets of this district represent a significant investment of this community; their maintenance is, therefore, of prime concern to the Board.

The Board will develop, approve, and implement a comprehensive five-year maintenance plan.

The Superintendent of Schools shall develop and implement a maintenance program that includes the annual inspection of buildings to ensure adherence to health and safety laws, a regular summer program of facilities repair and conditioning, the maintenance of a critical spare parts inventory, an equipment replacement program, and a long-range program of building modernization. Any substandard classrooms will be upgraded in accordance with law and rules of the State Board of Education, or eliminated.

The maintenance program shall provide for the continuing upkeep of the physical plant and for the expeditious repair of those conditions that threaten the safety of the occupants or the integrity of the plant. Wherever possible and feasible, maintenance will be preventive. The Superintendent of Schools will establish priorities among the requests for repairs received from personnel.

The Board shall review and approve plans for the special summer maintenance programs and make available funds for their execution of the special summer maintenance programs subject to the availability of funds.

Legal References

NJSA 18A:11-1 General mandatory powers and duties□

NJAC 6A:26 Educational facilities

Brick Township Board of Education District Policy Manual 3

Property & Facilities

Series 7000

Security of School Property & Facilities

Policy 7445

Date Adopted:

Date Revised:

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Date Reviewed:

The Board of Education believes that the buildings and facilities of this district represent a substantial community investment. The Board directs the development and implementation of a plan for district security to protect that investment.

The district security program will include the maintenance of facilities secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and the observation of safe practices in the use of electrical, plumbing, and heating equipment. The Board directs close cooperation of district officials with local law enforcement officers, fire fighters, the sheriff's office, and insurance company inspectors.

Personal access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained keys improperly.

Building records and funds shall be kept in a safe place and under lock and key as appropriate and necessary.

Protective devices, including those designated for electronic devices, designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of security guards in situations in which special risks are involved.

Legal References

- NJSA 2A:53A Negligence and other torts
- 18A:11-1 General mandatory powers and duties
- 18A:17-42 through -45 Public School Safety Law
- 18A:37-3 Parental liability

Brick Township Board of Education District Policy Manual 3

Property & Facilities

Series 7000

Naming of School Facilities

Policy 7550

Date Adopted:

Date Revised:

Page 1 of 1

Date Reviewed:

The right to name schools, rooms, facilities, offices, athletic fields, special purpose areas and/or other district property rests with the Board of Education. Buildings, rooms, facilities and/or other district property may or may not be named at the Board's sole discretion.

Names proposed shall be free from biases, prejudices and political and religious connotations. In selecting a name, the Board shall not discriminate because of gender, race, sexual orientation, creed or national origin.

If named for a person, that person should have been a former school district educator or administrator, local resident, Board Member, county resident, or an employee of the school district who has had significant beneficial effect on the school system and its students. However, names of inspiring national or international persons are also allowable.

Names may be submitted by individuals, organizations, committees or the Board itself. For the purposes of this policy, these individuals or groups shall be referred to as the "sponsor." In order to be considered, the sponsor must identify the importance and relevancy of the name submitted for consideration.

Sponsors shall present their proposal to the Superintendent of Schools, who in turn will present it to the Board of Education for consideration. The Board will consider all names submitted. By majority vote of the full Board of Education at a regularly scheduled meeting, the Board may accept or reject the proposed name.

Once the Board has approved a name submitted for a school, room, facility, office, athletic field, special purpose areas and/or other district property, the Board will determine the advisability of conducting an appropriate public ceremony and/or if a plaque, monument, painting, sign, or engraving of the name selected should be placed on the facility.

The expenses incurred for any plaque, monument, painting, sign, or engraving of the name selected and/or its installation may be borne by the Board of Education or the sponsor, at the sole discretion of the Board.

Legal References

NJSA 18A:11-1 General mandatory powers and duties□