

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

Policy Manual

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LONG-RANGE FACILITIES PLANNING

The Estell Manor 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 8 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;

LONG-RANGE FACILITIES PLANNING (continued)

- 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 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.

Adopted: February 23, 2005
NJSBA Review/Update: July 2021

LONG-RANGE FACILITIES PLANNING (continued)

Readopted: October 27, 2021

Key Words

Long-Range Facilities Planning, Planning, Facilities

Legal References:	<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	<u>Educational Facilities Construction and Financing Act</u>
	through -48 et al.	
	<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 et seq.	Uniform Construction Code
	See particularly:	
	<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 et seq.	Budget submission, support documentation, website publication
	<u>N.J.A.C.</u> 6A:25-1.1 et seq.	Qualified Zone Academy Bond Program
	<u>N.J.A.C.</u> 6A:26-1.1 et seq.	Educational Facilities
	See particularly:	
	<u>N.J.A.C.</u> 6A:26-2.1 et seq.	
	-6.1 et seq., -10.1 et seq.	
	-12.1 et seq.	
	<u>N.J.A.C.</u> 6A:30-1.1 et seq.	Evaluation of the performance of school districts
	See particularly	
	<u>N.J.A.C.</u> 6A:30-2.1 et seq.	NJQSAC components of school district effectiveness and indicators
	<u>N.J.A.C.</u> 6A:32-8.1 et seq.	Attendance and student accounting

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Possible

Cross References:	*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

DEVELOPING EDUCATIONAL SPECIFICATIONS

Educational needs should determine the plan and design of the Estell Manor school. 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.

Adopted: February 23, 2005
NJSBA Review/Update: July 2021
Readopted: October 27, 2021

Key Words

Educational Specifications, Planning

Legal References: N.J.S.A. 18A:7G-1 Educational Facilities Construction and Financing Act
 through -48 et al.
 N.J.S.A. 18A:18A-16 Preparation and approval of plans and specifications

DEVELOPMENT OF EDUCATIONAL SPECIFICATIONS (continued)

	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> 5:23-1 <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.