

POLICY GUIDE

BAYONNE BOARD OF EDUCATION

OPERATIONS

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Proposals for Plaques, Memorials, and Monuments

8861 Proposals for Plaques, Memorials, Monuments, and Other

The Board of Education provides guidelines pertaining to requests to erect and install plaques, memorials, monuments, and other.

The Board of Education establishes a District Recognition Committee (DRC) to review and approve requests for the creation and installment of plaques, memorials, and monuments.

A. Definitions

1. A “plaque” is any ornamental or engraved flat or low relief plate, slab or disc that can be affixed to a base, indoor or outdoor building surface or other object.
2. “Memorials or monuments” can be permanent civic improvements and/or landscape enhancements whose primary purpose is to honor a person, group, event or other significant contribution to the Bayonne Board of Education. Some examples include a plaque, tree, bust, sculpture, statuary or fountain, a landscape feature such as a garden, or a building or similar architectural/landscape architectural feature.

B. Process

1. The Board of Education shall establish and maintain standard procedures for consideration of plaques, memorials, and monuments that reflect the district’s values and mission and have the potential to affect the Board of Education’s public image.
2. A standing District Recognition Committee (DRC) shall be established at the Bayonne Board of Education. The Committee will consist of five (5) members, with the School Board Secretary as chair. Of the five (5) members, there must be one elementary principal, the high school principal or designee, one supervisor; as well as, a teacher.
3. Any proposals for new plaques, memorials, monuments, and other must be consistent with the district’s long-range facility plan, and conform to Board of Education standards.
4. Proposals may be made by academic departments, alumni classes, “friends”, groups or any group, organization or individual either inside or outside the Board of Education. A Plaques, Memorial, Monument, and Other Proposal Review Form shall be completed to initiate the review process.



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5. A proposal package, containing the completed Proposal Review Form, along with supporting documentation, which can include a location map, sketches, renderings, images and dimensioned plans, must first be submitted to the appropriate district administrator (supervisor, principal, and / or assistant superintendent). This District Review Committee (DRC) shall review all requests for appropriateness and adherence to Board of Education policy and design standards. The DRC may approve or reject the proposal or request additional information from the proposer in order to make a decision.
6. The DRC will forward the decision to the Board of Education for review.
7. The Board of Education will make the ultimate decision by resolution.
8. The source of funding must be identified as part of the proposal. The Bayonne Board of Education does not have funds to support proposals for installing plaques, memorials, and monuments
 - a. If fundraising is contemplated as a manner in which a proposal is to be funded, these activities are to be coordinated with the Bayonne Board of Education
9. Plaques: If approved, a percentage over and above the cost of the plaque, is to be deposited in a Board of Education escrow account that will be used to add names to the plaque if required and or maintenance.
10. A letter of appreciation signed by the President of the Board and by the Superintendent shall be sent to the donor.

ADOPTED: May 24th, 2023

