

Policy

GOALS AND OBJECTIVES IN ALTERATIONS AND NEW CONSTRUCTION

The Quinton Township Board of Education recognizes the importance of planning, developing, and maintaining a physical plant appropriate to the personal and educational needs of the students and the educational program needs of the district and school.

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. The 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. The school building 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 superintendent and approved by the board of education.

The submission of schematic through final plans for school facilities shall be to the Department of Education Office of School Facility Projects in accordance with law.

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 educational program.

The superintendent 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 shall be upgraded in accordance with law and rules of the State Board of Education, or eliminated.

Adopted: February 26, 2009
NJSBA Review/Update: June 2022
Readopted:

Key Words

Long-Range Facilities Planning, Planning, Facilities

Legal References: <u>N.J.S.A.</u> 18A:18A-15 through -48 <u>et al.</u>	Specifications and plans
<u>N.J.S.A.</u> 18A:18A-16	Preparation and approval of plans and specifications for public schoolhouses
<u>N.J.S.A.</u> 18A:18A-17	Facilities for handicapped persons

N.J.S.A. 18A:18A-20
N.J.A.C. 6A:26-1.1 et seq.

American goods and products to be used where possible
Educational Facilities

Possible

Cross References: *1330 Use of school facilities
*7110 Long-range facilities plan
*7115 Developing educational specifications

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

Policy

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Adopted: February 26, 2009
NJSBA Review/Update: June 2022
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Key Words

Long-Range Facilities Planning, Planning, Facilities

Legal References: <u>N.J.S.A.</u> 18A:18A-15 through -48 <u>et al.</u>	Specifications and plans
<u>N.J.S.A.</u> 18A:18A-16	Preparation and approval of plans and specifications for public schoolhouses
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N.J.S.A. 18A:18A-20
N.J.A.C. 6A:26-1.1 et seq.

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LONG-RANGE FACILITIES PLANNING

The Quinton Township 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;
- 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

LONG-RANGE FACILITIES PLANNING (continued)

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 chief school administrator 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:	September 10, 1985
Revised:	February 26, 2009
NJSBA Review/Update:	June 2022
Readopted:	

Key Words

LONG-RANGE FACILITIES PLANNING (continued)

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

ALTERATIONS AND REPAIRS

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 when it is necessary to help determine:

- A. Necessity for the project;
- B. Probable cost;
- C. 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. All changes of use will be applied for via the New Jersey Department of Education.

Complaints regarding school buildings or any request for improvement or change must be made to the superintendent who will notify the board of education. Approval for material alterations in the originally approved architect's construction plans to school properties must be formally granted by the board of education.

Adopted: February 26, 2009
NJSBA Review/Update: June 2022
Readopted:

Key Words

Repairs, Architect

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.A.C. 5:23-1.1 et seq. Uniform Construction Code
N.J.A.C. 6A:26-2.1 et seq. Educational Facilities

Cross References: 2240* Research, evaluation and planning
2255* Action planning for NJQSAC
7110* Long-range facility planning
7115* Developing educational specifications
7200 Designing/architectural/engineering services
7400 Bids
7430 Change orders
7450 Supervision/clerk-of-the-works

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

QUINTON TOWNSHIP BOARD OF EDUCATION
Quinton, New Jersey

FILE CODE: 7115

☐ **Monitored**
☐ **Mandated**
☒ **Other Reasons**

Policy

DEVELOPING EDUCATIONAL SPECIFICATIONS

Educational needs should determine the plan and design of the Quinton Township 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.

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Revised: February 26, 2009
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Readopted:

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

N.J.S.A. 18A:18A-16.1
N.J.S.A. 18A:18A-17
N.J.S.A. 18A:33-1

Educational Facilities Construction and Financing Act

Preparation and approval of plans and specifications
for public schoolhouses
Regulations; construction standards for school buildings
Facilities for handicapped persons
District to furnish suitable facilities; adoption of courses
of study

DEVELOPMENT OF EDUCATIONAL SPECIFICATIONS (continued)

<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

PUBLIC PARTICIPATION

The Quinton Township Board of Education desires to have input from all parties interested in the planning and construction of new facilities and/or major alterations. As necessary and appropriate the chief school administrator shall make reasonable efforts to engage the participation of parents, staff and community members in the four stages of school construction:

- A. Identifying school building needs;
- B. Planning the school plant;
- C. Constructing the buildings;
- D. Accepting and using the plant.

Adopted: February 26, 2009
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Key Words

Facilities, Input, Public Participation

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:33-1 et seq. District to furnish suitable facilities
N.J.A.C. 6A:26-12 et seq. Operation and maintenance of facilities

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
*7110 Long range planning
*7115 Developing educational specifications

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

Policy

DESIGNING, ARCHITECTURAL AND ENGINEERING SERVICES

All plans and specifications for school building work of any nature, by law, must be prepared by an architect, and/or an appropriate engineer (i.e. mechanical, structural, etc.) registered to practice in the State of New Jersey and within the limits covered by such registration or license.

The Quinton Township Board of Education shall select architects and engineers who have demonstrated a record of outstanding competency and responsiveness to the needs of other boards and the districts. Selection of architects for each project will be made from a board of education approved, limited listing developed by applying the criteria referred to above.

The superintendent shall, through appropriate delegation, be responsible for:

- A. Developing criteria applicable to the selection of architects and similar professionals for board approval;
- B. Recommending a limited board-approved list of architects and engineers from which the professional will be selected;
- C. Providing the pertinent information necessary to facilitate review and reappraisal of the limited list of architects and similar professionals;
- D. Recommending specific firms from the approved list for each project.

Adopted: February 26, 2009
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Key Words

Design Services, Architectural Services, Engineering Services

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.A.C. 5:23-1.1 et seq. Uniform Construction Code
N.J.A.C. 6A:26-2.1 et seq. Educational Facilities

Cross References: 7110* Long-range facility planning
7114.1 Repairs
7115* Developing educational specifications
7450 Supervision/clerk-of-the-works

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

Policy

BIDS

The business administrator/board secretary shall perform or supervise all the steps of the bid solicitation process in accordance with law. The steps include:

- A. Advertisement and solicitation;
- B. Provision of plans and specifications;
- C. Notification of time for preparation of bids;
- D. Receiving deposits from bidders when required;
- E. Determining qualifications of bidders;
- F. Receiving bids;
- G. Notifying bidders of awarding of contract; and
- H. Ensuring compliance with New Jersey Title IX affirmative action policies.

The board shall award the contract to the lowest responsible bidder who meets the bidding specifications or may refuse to accept any and all bids.

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Key Words

Bids, Lowest Responsible Bidder

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:18A-3 Bid threshold
N.J.A.C. 5:23-1.1 et seq. Uniform Construction Code
N.J.A.C. 6A:26-2.1 et seq. Educational Facilities

Cross References: 2240* Research, evaluation, and planning
2255* Action planning for NJQSAC
7110* Long-range facility planning
7114.1 Alterations and repairs
7115* Developing educational specifications
7200 Designing/architectural/engineering services
7430 Change orders
7450 Supervision/clerk-of-the-works

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

Policy

CONTRACTS

The board attorney shall be responsible for drawing up all construction contracts to be entered into by the board. In general, all contracts or agreements, which require public advertisement for bids, shall be awarded to the lowest responsible bidder. The Quinton Township Board of Education reserves the right to reject all bids.

Only the board can approve such contracts.

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Key Words

Facilities, Input, Public Participation

Legal References: N.J.S.A. 18A:18A-1 et seq. Public Schools Contracts Law
N.J.S.A. 18A:19-1 et seq. Expenditure of Funds; Audit and Payment of Claims

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
*7110 Long range planning
*7115 Developing educational specifications

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Policy

CHANGE ORDERS

After the contract has been signed a change order can be issued only with board approval. This holds true whether or not the change would add to the cost of the project.

The superintendent with the board president's approval may, in situations which would adversely affect the construction schedule, approve a change order and present the change to the board at the next scheduled meeting.

Adopted: February 26, 2009
NJSBA Review/Update: June 2022
Readopted:

Key Words

Contract, Change Orders

Legal References: N.J.A.C. 6A:26-2.1 et seq. Educational Facilities

Cross References:

2240*	Research, evaluation and planning
2255*	Action planning for NJQSAC
7110*	Long-range facility planning
7114.1	Repairs
7115*	Developing educational specifications
7200	Designing/architectural/engineering services
7450	Supervision/clerk-of-the-works

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

Policy

PROTECTIONS AND GUARANTEES

Included in any construction, renovation, repair or remodeling contract shall be provisions to protect the Quinton Township School 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 bonds;
- B. Guarantee of safe conditions for students, staff and other visitors to the school or grounds;
- C. Guarantee of safe working conditions during construction;
- D. Contractor's insurance during construction;
- E. Guarantees for adjustments and corrections after completion;
- F. 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 business administrator/board secretary.

Adopted: February 26, 2009
NJSBA Review/Update: June 2022
Readopted:

Key Words

Surety Bonds, Construction Guarantees

Legal References: N.J.S.A. 18A:7G-1 Educational Facilities Construction and Financing Act
through -44 et al. Power to sue and be sued; report; census of school children
N.J.S.A. 18A:11-2
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.

Policy

CONSTRUCTION SUPERVISION CLERK OF THE WORKS

The Quinton Township Board of Education may, at its discretion, name a Project Manager, Construction Management Firm or Clerk of the Works to oversee construction or renovation projects within the district. When the need for a Clerk of the Works is indicated and advisable, the board shall seek and hire a qualified individual who will:

- A. Oversee all aspects of construction or renovation;
- B. Ensure that the goals and interests of the board are satisfied;
- C. Enforce the policies and regulations pertaining to safety (see board policy 3516 Safety);
- D. Verify that all aspects of the construction contract and bid specifications are fully met by the contractor(s) involved, including, but not limited to time lines, materials specified, and quality of construction;
- E. Report to the superintendent and/or the business administrator/board secretary regarding any suggested change orders;
- F. Be responsible for timely and accurate reports to the board of education regarding the completion of the project; and
- G. Ensure that all laws pertaining to construction and renovation projects are followed by the contractor(s) involved.

The board directs the superintendent and of the business administrator/board secretary to establish guidelines for the responsibilities and the review of the performance of the Clerk of the Works.

No employee of the board or board member shall be considered to fill the role of Clerk of the Works. No board member shall be empowered to take unilateral control of any such project.

Adopted: February 26, 2009
NJSBA Review/Update: June 2022
Readopt:

Key Words

Clerk-of-the-Works, Business Administrator/Board Secretary, Supervision

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
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: 2240* Research, evaluation and planning
2255* Action planning for NJQSAC
7110* Long-range facility planning
7114.1 Repairs
7115* Developing educational specifications
7200 Designing/Architectural / Engineering Services
7430 Change Orders

SUPERVISOR/CLERK OF THE WORKS (regulation continued)

7400

Bids

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

Policy

NAMING BUILDINGS AND PROGRAMS

The right to name school facilities and/or other district property rests with the Quinton Township Board of Education and may or may not be named at the board's sole discretion. Facilities which may be named include, but are not limited to, buildings, auxiliary buildings, gymnasiums, auditoriums, libraries, lecture halls, athletic fields and playgrounds.

Naming requires formal action of the board. In selecting a name, the board shall be bias free and not discriminate based on race, gender, sexual orientation, religion, creed, disability or national origin.

In naming school facilities, the board shall strive to honor the history, traditions and vision of the school district and the community it serves. If named for a person, that person should have been a former school district educator or administrator, local resident, board member, county resident, alumni 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.

The board welcomes recommendations from members of the community in the naming of school facilities. All requests must be submitted in writing to the board. The board will consider all names submitted. While community input is encouraged, the final decision, whether or not to name a facility and whether or not to accept a recommendation of a name, shall be made by the board at a regularly scheduled meeting

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. If an individual or organization has requested the name, the board may request that individual or organization to bear the cost of any plaque, monument, painting, sign or engraving incurred in connection with the naming.

Adopted: February 26, 2009
NJSBA Review/Update: August 2022
Readopted:

Key Words

Naming, Facility Naming, Dedication, Facility Dedication

Possible

<u>Cross References:</u>	*1120	Ad Hoc advisory committees
	*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.