

Policy

SITE ACQUISITION AND APPROVAL

The Tewksbury Township 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 Core Curriculum Content 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.

Adopted: December 17, 2008
 NJSBA Review/Update: February 2015
 Readopt:

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 public schoolhouses

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N.J.S.A. 40:55D-31 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.