

DOCUMENT A

District Enrollment: 09/29/2017

DISTRICT	Full Time Students	Shared Time Students	Full Time Students PTC 20 LLD	Shared Time Students PTC 20 LLD	Total Student Count
Avon	33	1			34
Belmar	102	13	5	1	121
Brielle	211	11	9		231
Lake Como	43	5	1	1	50
Manasquan	290	9	5		304
Sea Girt	28		2		30
Spring Lake	49				49
Spr Lk Hts	118	1	2		121
Parent Paid	2				2
Employee Child	1				1
Interlaken-C/O Shore Regional	1				1
Tuition Free	1				1
Totals	879	40	24	2	945
				TOTAL MHS	945
				TOTAL MES	579
				TOTAL ENROLLMENT	1524

**MANASQUAN SCHOOL DISTRICT ATTENDANCE COMPARISON REPORT
2017-2018 school year**

HIGH SCHOOL	<u>ATTENDANCE PERCENTAGE</u>	<u>AVERAGE DAILY ENROLLMENT</u>	<u>AVERAGE DAILY ATTENDANCE</u>	
Sep-16	95.05	935.00	888.76	
Sep-17	95.70	923.78	884.08	
ELEMENTARY SCHOOL				
Sep-16	97.681	627.789	613.316	
Sep-17	99.819	579.017	577.878	

**MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT
2017-2018 School Year**

HIGH SCHOOL

<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILLS</u>
September 12	10:05 a.m.	7 minutes		Fire Drill
September 20	1:30 p.m.	10 minutes		Lockdown
ELEMENTARY SCHOOL				
<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILL</u>
September 14	10:30 a.m.	5 minutes		Fire Drill
September 28	1:15 p.m.	10 minutes		Lockdown

2017-2018

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Page 1

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NJQSAC Statement of Assurance -- School Year 2017-18

Document H

District Name: Manasquan School District

Instruction and Program	Yes or N/A = 1 No = 0	Comments
1. Reports to the district board of education and the public on the performance of all students on the New Jersey standardized testing system (N.J.A.C. 6A:8-3.1).	1	
2. Communicates district graduation requirements to all high school students, their families, and the community annually (N.J.A.C. 6A:8-5.1).	1	
3. Implements board-approved new and/or revised curricula that clearly and specifically align with the most recent State Board adopted version of the New Jersey Student Learning Standards (NJSLS) and with the timeline for implementation of curriculum for each content standard (N.J.A.C. 6A:3-3.1).		
(Continued on next page)		

NJQSAC Statement of Assurance -- School Year 2017-18

Document H

Instruction and Program	Yes or N/A = 1 No = 0	Comments
<p>Content Area, Date Standards Were Adopted by the State Board of Education and Required Adoption Date for Districts</p>	<p>Yes or N/A = 1 No = 0</p>	<p>In the boxes below, enter the district board adoption date for each content area. DO NOT ENTER THE ANNUAL READOPTION DATE; ENTER THE MOST RECENT DATE CURRICULUM WAS BOARD ADOPTED TO COMPLY WITH THE MOST CURRENT NJSLS STANDARDS.) If the content area has not been aligned to the standards, provide an explanation.</p>
English Language Arts (State adopted on 5/4/2016; district implementation by 9/2017)	1	Curriculum re-written to align with the 2016 NJSLS and board approved 9/2017
Math (State adopted on 5/4/2016; district implementation by 9/2017)		Curriculum re-written to align with 1/2016 NJSLS and board approved 9/2016-9/2017
Science (State adopted on 7/9/2014; district implementation by: 9/2016 for grades 6-12 and 9/2017 for grades K-5)		Curricula K-8 aligned to NJGSS/adopted & board approved 9/215; Grades 9-12 aligned/adopted 9/2016
Social Studies (State adoption on 7/9/2014; district implementation by 9/2015)		Aligned to 2014 standards; approved 9/2015
World Languages (State adoption on 7/9/2014; district implementation by 9/2015)		Aligned to 2014 standards; approved 9/2015
Technology (State adopted on 10/1/2014; district implementation by 9/2015)		K-8 aligned & approved 2016; Grades 9-12 alignment finished 8/2017 with board approval 9/2017
21st Century Life and Careers (State adoption on 10/1/2014; district implementation by 9/2015)		Board approval 9/2015-9/2017
Visual and Performing Arts (State adoption on 7/9/2014; district implementation by 9/2015)		Board approval 9/2015-9/2017
Comprehensive Health and Physical Education (State adoption on 7/9/2014; district implementation by 9/2015)		Board approval 9/2015-9/2017

NJQSAC Statement of Assurance -- School Year 2017-18

Document H

Instruction and Program	Yes or N/A = 1 No = 0	Comments	
4. Aligns the approved career and technical education program with the State Plan for Career and Technical Education and evaluates the program annually, including the required safety and health program (<i>N.J.A.C. 6A:19 et seq.</i>).	1		
5. Has a preschool program plan approved by NJDOE Div. of Early Childhood Education, as per <i>N.J.A.C. 6A:13A-3.1</i> (if district receives State preschool education aid). For those school districts receiving full State funding under the School Funding Reform Act (SFRA) funded per pupil	1	N/A	
Instruction & Program Subtotal	5		
Fiscal Management	Yes or N/A = 1 No = 0	Comments	
The district:			
1. Follows a budget calendar that was developed and shared with the board annually and that reflects all applicable legal and management requirements.	1		
2. Bases the tuition estimate on an analysis of prior year expenditures and the current year schedule of out-of-district placements from existing contracts.	1		
3. Bases appropriations for capital projects on the district's Long Range Facilities Plan (<i>N.J.A.C. 6A:26-2.1</i>) and the comprehensive maintenance plan (<i>N.J.A.C. 6A:26-20</i>).	1		
4. Supports other budget lines by a trend analysis of historical expenditures.	1		
5. Includes only line-item transfers or appropriations of surplus for new programs and initiatives contained in the original budget certified for taxes (excluding transfers for health and safety related items and awards of additional state aid or grants for new purposes.	1		
6. Submits initial applications, revisions and final reports for all entitlement and discretionary grants in a timely manner.	1		

NJQSAC Statement of Assurance -- School Year 2017-18

Document H

Fiscal Management	Yes or N/A = 1 No = 0	Comments
7. Maintains separate accounts and keeps records, by grant (IDEA, Title I, IDEA-ARRA, Education Jobs Funds, etc.) and location as required (Title I, etc.), and/or consolidates accounts for approved school-wide programs as allowed in accordance with the approved budget.	1	
8. Expends federal funds consistent with the approved indirect cost rate.	1	
9. At a minimum, performs a semi-monthly review of the budget status (budget to actual) to ensure that sufficient appropriations are available.	1	
10. Approves purchase orders approved only by the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	1	
Fiscal Management Subtotal	10	
Governance	Yes or N/A = 1 No = 0	Comments
The district:		
1. Establishes policies and procedures for the provision of educational programs and services to all students (N.J.A.C. 6A:7 et seq).	1	
2. Establishes a nepotism policy (N.J.A.C. 6A:23A-6.2)	1	
3. Follows all requirements for the annual organization meeting (N.J.S.A. 18A:10-3 et seq. and 15-1 et seq.).	1	

NJQSAC Statement of Assurance -- School Year 2017-18

Document H

Governance	Yes or N/A = 1 No = 0	Comments
4. Drafts minutes of all meetings, including executive sessions, that reflect all board actions and makes the minutes publicly available within two weeks or by the next board meeting (N.J.S.A. 18A:17-7). When appropriate, the board obtains public input and provides information to district staff as it relates to community expectations. The board also implements the Open Public Records Act (OPRA) pursuant to N.J.S.A. 47:1A-1 et seq.).	1	
5. Requires each board member and administrator to file a timely and properly completed financial and personal/relative disclosure statement each year (N.J.S.A. 18A:12-26). Annually discusses the School Ethics Act and has not been found in violation of the School Ethics Act (N.J.S.A. 18A:12-22).	1	
6. Establishes a travel and related expense reimbursement policy and ensures school board members and all employees operate in accordance with that policy (N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7).	1	
7. Submits new, renegotiated, amended, altered or extended contracts for superintendents, deputy superintendents, assistant superintendents and school business administrators to the Executive County Superintendent (ECS) for review and approval. Takes no formal action to approve or implement such contracts prior to ECS review and approval (N.J.S.A. 18A:7-8, N.J.A.C. 6A:23A-3.1).	1	
8. Approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees only by a roll call majority vote of the full membership of the board upon the recommendation of the Chief School Administrator and acts within 60 days of the CSA's recommendation (N.J.S.A. 18A:27-4.1).	1	

NJQSAC Statement of Assurance -- School Year 2017-18

Document H

Governance	Yes or N/A = 1 No = 0	Comments
9. Approves the monthly board secretary's and treasurer's reports within 60 days of month's end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over-expended (<i>N.J.A.C. 6A:23A-16.10</i>).	1	
10. Conducts a public hearing on the proposed budget and formally adopts the budget at a public meeting (<i>N.J.A.C. 18A:22-7 et seq. and N.J.A.C. 23A:8-1</i>).	1	
Governance Subtotal	10	
Operations	Yes or N/A = 1 No = 0	Comments
The district:		
1. Conducts all required trainings for school district employees (<i>N.J.S.A. 18A and N.J.A.C. 6A</i>).	1	
2. Submits all required NJSMART files by the due dates and has an error rate of less than 2% for each file.	1	
3. Adopts and distributes to all school staff, students and parents a code of student conduct that contains all required elements (<i>N.J.A.C. 6A:16-7.1</i>).	1	
4. Collects and reports annually, incidents of violence, vandalism, substance abuse and disruptive behavior to the NJDOE on the Electronic Violence and Vandalism Reporting System (EVVRS). Reports to the board all incidents from the previous year, annually at a public hearing. Analyzes these incidents and identifies activities to address them (<i>N.J.A.C. 6A:16-5.3</i>).	1	

NJQSAC Statement of Assurance -- School Year 2017-18

Document H

Operations	Yes or N/A = 1 No = 0	Comments
5. Develops and implements policies and procedures prohibiting harassment, intimidation and bullying (HIB); distributes them to students, parents and staff; and posts the policies and procedures on the district's website (<i>N.J.S.A. 18A:37-14-18 and N.J.A.C. 6A:16-7.7</i>).	1	
6. Satisfies all requirements of the Gun-Free Schools Act, 20 USC 7151 and the Title IV Section 4141 of NCLB (<i>N.J.S.A. 18A:37-7-12 and N.J.A.C. 6A:16-5.5</i>).	1	
7. Provides for the safety and protection of students through the annual review, development and implementation of a memorandum of agreement (MOA) with law enforcement and implementation of board-approved policies to facilitate cooperation between school staff and law enforcement (<i>N.J.A.C. 6A:16-6.2</i>)	1	
8. Implements procedures to review and resolve transportation incidents to avoid safety violations and ensures the safety of children including but not limited to meeting Motor Vehicle Commission requirements for bus driver inspections before loading and after drop-off and evacuation drills (<i>N.J.A.C. 6A:27-11 and 12.1(g)</i>).	1	
9. Adopts and implements policies and procedures designed to report missing and abused children to law enforcement and child welfare authorities. Appoints and school district liaison and provides training to district employees, volunteers and interns working in the school district (<i>N.J.A.C. 6A:16-11</i>).	1	
10. Provides school health services, screenings and examinations to identify the need for medical services for public and nonpublic students. Maintains student health records (<i>N.J.A.C. 6A:16-2.1 et seq.</i>).	1	
11. Implements the NJDOE-approved school health nursing services plan (<i>N.J.A.C. 6A:16-2.1(b)</i>).	1	
12. Implements a board-approved comprehensive guidance and academic counseling program for all students (<i>N.J.A.C. 6A:8-3.2</i>).	1	

NJQSAC Statement of Assurance -- School Year 2017-18

Document H

Operations	Yes or N/A = 1 No = 0	Comments
13. Coordinates a comprehensive career education and counseling program with transition services for students with disabilities beginning at age 14 or younger as determined by the Individualized Education Program team <i>(N.J.A.C. 6A:14-3.7(e)11-13).</i>	1	
14. Ensures that each school building has a multidisciplinary team (such as Intervention and Referral Services Team, Pupil Assistance Team and School Resource Committee) as part of its coordinated system for the planning and delivery of intervention and referral services <i>(NJAC 6A:16-8.</i>	1	
15. Provides educational services, either in school or out of school, within five days of the student's removal for disciplinary reasons or absence due to chronic or temporary illness <i>(N.J.A.C. 6A:16-7.2; 7.3 and 10).</i> If the district is a County Special Services School District, it develops and implements procedures for notifying resident district of disciplinary removals or absences due to chronic or temporary illness.	1	
16. Forwards all student records, including disciplinary records, to the school district to which the student has transferred within 10 school days after the transfer has been verified by the requesting school district. Forwards disciplinary records, with respect to suspensions and expulsions, to nonpublic schools <i>(N.J.A.C. 6A:32-7.5(f)10iii and 6A:16-7.10).</i>	1	
17. Provides services and programs to nonpublic school students in accordance with Chapter 192 Auxiliary Services <i>(N.J.S.A. 18A:46A-1 et seq. and N.J.A.C. 6A:14-6.1 et seq)</i> and Chapter 193 Remedial Services for the Handicapped <i>(N.J.S.A. 18A:46-19.1 et seq and N.J.A.C. 6A:14-6.1).</i>	1	N/A

NJQSAC Statement of Assurance -- School Year 2017-18

Document H

Operations	Yes or N/A = 1 No = 0	Comments
18. Disseminates information about and implements a comprehensive alcohol, tobacco and other drug abuse program. Adopts and disseminates to all school staff, students and parents policies and procedures for the prevention, assessment, intervention, referral for evaluation referral for treatment, discipline for students using alcohol or other drugs and continuity of care (<i>N.J.S.A. 18A:40A-B and N.J.A.C. 6A:16-1.4(a)18; 6A:16-3-4</i>).	1	
19. Annually reviews, revises or develops, and implements safety and security plans, procedures and mechanisms in consultation with law enforcement, health, social service and emergency management agencies and other community members, including parents (<i>N.J.A.C. 6A:16-5.1 et seq</i>).	1	
20. Implements the NJDOE-approved Comprehensive Equity Plan (CEP) designed to eliminate discrimination according to race, age, creed, color, national original, ancestry, marital status, affectional or sexual orientation, gender, religion, disability, socioeconomic status, pregnancy or parenthood (<i>N.J.A.C. 6A:7-1.4</i>).	1	
Operations Subtotal	20	
Personnel	Yes or N/A = 1 No = 0	Comments
The district:		
1. Utilizes board-approved job descriptions and standards for appointment of each teaching staff member, substitute teacher and other staff including paraprofessional positions. Ensures that all staff are appropriately certified and credentialed for their assignment (<i>N.J.A.C. 6A:32-4 and N.J.A.C. 6A:9-6.5</i>).	1	
2. Confirms that new employees have a successful criminal history record check within three months of employment and that they have not been disqualified for employment (<i>N.J.S.A. 18A:6-7.1 et. seq., 18A:39-19.1 and 18A:6-4.13 et. seq.</i>).	1	

NJQSAC Statement of Assurance -- School Year 2017-18

Document H

Personnel	Yes or N/A = 1 No = 0	Comments
3. Adopts written policies and procedures for the physical examination of new and existing employees and maintains personnel health records in a secure separate location from personnel files (<i>N.J.A.C. 6A:32-6.2 and 6.3</i>).	1	
4. Adopts policies and procedures for the annual evaluation of all tenured and non-tenured teaching staff members by appropriately certified personnel. Distributes the policies to all tenured teaching staff members, including administrators and supervisor, by October 1 (<i>N.J.A.C. 6A:10</i>).	1	
5. Uses multiple data sources, (e.g., test scores, needs assessments, attendance data, violence reports) to address current and projected needs and priorities for all school/district staff when providing professional development opportunities. Uses the data sources to analyze the alignment of the district's Professional Development Plan with teaching staff needs (<i>N.J.A.C. 6A:9-15 et seq.</i>).	1	
Personnel Subtotal	5	

Manasquan School District Curriculum 2016-2017

Document J

High School Curriculum

Art	Supervisor: Donald Bramley
Foundations of Art	Written 2017
Intro to Sculpture	Written: June 2009; revised August 2015
AP Studio Art 3-D	Written & Approved by College Board August 2016
AP Studio Art 2-D	Written & Approved by College Board August 2016
AP Studio Art: Drawing	Written & Approved by College Board August 2016
Fine Arts	Written: June 2009; re revised: June 2010; revised August 2015
Cultural Arts(Crafts)	Written: August 2017
Ceramics	Written January 2012; revised August 2015
Graphic Design	Written June 2011; revised August 2015
Painting	Written August 2016
Family & Consumer Science	Supervisor: Donald Bramley
Basic Foods	Written: June 2009; revised: August 2012; August 2015
Food & Culture	Written: June 2012
Catering	Written: August 2012; revised August 2015
Fashion & Interior Design	Written: August 2016
Music	Supervisor: Donald Bramley
Music Theory II	Written: August 2010; August 2015
History of Jazz	Written: August 2012
Arts Practicum	Written: August 2012
Improv Jazz I	Written August 2012; revised August 2015
Improv Jazz II	Written: August 2012; revised August 2015
Warrior Band	Written: August 2012; revised August 2015
Symph Choir	Written: August 2017
TV Productions	Written: August 2017
Business & Technology	Supervisor: Rich Read
Intro to Business	Written: August 2010; revised August 2012; August 2015
Principals of Accounting	Written: June 2004; revised August 2010; August 2015
Comp App Tech	Written: June 2004; revised August 2010; August 2015
Multimedia Tech	Revised: June 2007; August 2010; revised August 2017
Business of Engineering & Design	Written: September 2014 Revised: August 2016
Business of Architecture & Construction	Revised: August 2014 Revised: August 2016
Introduction to Engineering: Robotics	Written: August 2015
English	Supervisor: Justin Roach
English I	Written: June 2009; revised: June 2010; August 2015; August 2017
English I Honors	Written: August 2014; August 2017

English II	Written: March 2015; revised August 2017
English II Honors	Written: March 2015; revised August 2017
English III	Written: August 2017
English III Honors	Written: June 2009; revised 2010; June 2012
English IV	Written: June 2009; revised 2010; June 2012; August 2017
English IV Honors	Written: June 2009; revised 2010; June 2012; August 2017
AP Language & Composition	Written & approved by College Board June 2007
AP Literature & Composition	Written & approved by College Board June 2007
Screenwriting	Written: August 2010
Intro to Acting	Written: August 2010
Writing	Written: August 2011
Movies, Films & Flicks	Written: June 2015
Journalism Workshop	Written: August 2012
Yearbook	Revised: June 2012
	Within different departments
Humanities: Career Awareness	Written: 2010
Humanities: Music Appreciation	Written: 2010
Humanities: Adolescent Issues	Written: 2010; revised: 2012
Humanities: Art Appreciation	Written: 2010
Mathematics	Supervisor: Craig Murin
Algebra I	Written: July 2011; revised August 2017
Algebra II	Written: April 2011; August 2017
Algebra Honors	Written: June 2009; revised August 2011; August 2017
Algebra Concepts	Written: July 2011; August 2017
Geometry Concepts	Written: August 2011; August 2017
Geometry	Written: August 2011; August 2017
Geometry Honors	Written: August 2011; August 2017
Pre-Calc	Written: August 2011; August 2017
Pre-Calc Honors	Written: August 2011; August 2017
Calculus	Written: 2004; revised 2009; August 2012
Calculus Honors	Written: August 2012
AP Calc AB	Written & approved by Collegeboard August 2010
AP Calc BC	Written & approved by Collegeboard August 2010
Consumer Math	Written: January 2006; revised: August 2012
Statistics	Written: August 2012
AP Statistics	Written & approved by Collegeboard September 2015
AP Computer Science Principal	Written & approved by College Board July 2017
Physical Education & Health	Supervisor: Pete Cahill
Phys Ed I	Written: August 2017
Phys Ed II	Written: August 2017
Phys Ed III	Written: August 2017
Phys Ed IV	Written: August 2017
Health I	Written: August 2017

Health II/Drivers Ed	Written: August 2017
Health III	Written: August 2017
Health IV	Written: August 2017
Sports Injury Management	Written: August 2012
Coaching Team Sports	Written: August 1993; revised August 2012
Academy of Health & Careers	Director: Claire Kozic
Dynamics of Health Care	Written: August 2010; revised August 2015
Medical Terminology	Written: August 2012
Nutrition	Written: August 2010; revised August 2012
Nutrition Across the Life Span	Written: August 2013
Emergency & Clinical Care	Written: August 2010
Fundamentals of Health & Wellness	Written: August 2017
Science	Supervisor: Craig Murin
Lab Environmental Science	Written August 2016
Lab Integrated Marine Science	Written August 2016
Lab Bio Honors	Written August 2016
Lab Bio	Written August 2016
Lab Bio Concepts	Written August 2016
AP Chemistry	Written & approved by Collegeboard 2012
Lab Chemistry Honors	Written: June 2005; revised August 2012
Lab Chemistry	Written: June 2010
Lab Physics Honors	Written August 2016
Lab Physics	Written August 2016
Lab Anatomy/Physiology	Written August 2016
Lab Marine Science	Written August 2016
Astronomy/Meteorology	Written August 2016
AP Environmental Science	Written & approved by Collegeboard August 2017
Social Studies	Supervisor: Justin Roach
Financial Planning	Written: July 2003; revised August 2012
Entrepreneurship	Written: August 2017
US History I	Written: April 2011; revised August 2015
US History I Honors	Written: June 2011; revised August 2015
US History II	Written: April 2011; revised August 2015
US History II Honors	Written: April 2012 revised: April 2011; August 2015
AP American History	Written & approved by Collegeboard 2007
Sociology	Written: April 2010; revised August 2015 <i>no longer offered</i>
History of Sports in America	Written: August 2017
AP Psych	Written & approved by Collegeboard 2007
Psychology	Written: April 2010; revised August 2015
Holocaust/Genocide	Written: July 1998 revised: August 2012 <i>no longer offered</i>
Economics	Written: June 2010; revised August 2015
World History Honors	Written: April 2009; revised August 2015
World History	Written: April 2009; revised August 2015

AP World History	Written and approved by Collegeboard September 2016
AP Human Geography	Written and approved by Collegeboard September 2016
AP US Government & Politics	Written & approved by Collegeboard 2017
Public Safety Academy	Directors: Tim Clayton & Jim Fagen
Public Safety I	Written: August 2017
Public Safety II	Written: August 2017
Criminal Investigations	Written: August 2017
World Language	Supervisor: Barbara Kerensky
Italian I	Written: July 2015
Italian II	Written August 2016; revised August 2017
Italian II Honors	Written August 2016; revised August 2017
Italian III	Written August 2017
Italian III Honors	Written August 2017
French I	Written: August 2007; revised August 2011; revised 2014
French II	Written: June 2009; August 2011; revised 2014
French II Honors	Written: August 2012; revised 2014
French III	Written: August 2012; revised 2014
French III Honors	Written: August 20; revised 2014
French IV	Written: July 1997; revised: August 2012; 2014
French IV Honors	Written: July 2012; revised 2014
French V	Written: July 2012; revised 2014
AP French Language & Culture	Written & approved by Collegeboard 2009
Intro to Spanish	Written: June 2012; revised August 2015
Spanish I	Written: July 2010; revised: July 2012; August 2015
Spanish II	Written: August 2017
Spanish II Honors	Written: 2000; revised: July 2012; August 2015
Spanish III	Written: August 2017
Spanish III Honors	Written: July 2000; revised: August 2012; August 2015
Spanish IV	Written: July 2011; revised: August 2015
Spanish IV Honors	Written: August 2011; revised: August 2015
Spanish V	Written: July 2005; revised August 2012; August 2014
Spanish AP Language & Culture	Written & approved by Collegeboard 2014; rewritten August 2017
Elementary School	
Language Arts Literacy	Written: August 2015; revised August 2016
Mathematics	Written: August 2011; revised August 2012; revised August 2017
Algebra I (HS Course of Study)	Written August 2015; revised August 2017
Science K-8	Written August 2015; revised August 2016
Social Studies	Written: May 2006; revised: August 2012; revised August 2017
Stem Grade 7	Written: June 2015
Stem Grade 8	Written: August 2016
Visual & Performing Arts	Written: August 2009; revised August 2014; revised August 2017

Technology Literacy	Written: August 2016
Comprehensive Health & Phys Ed	Written: August 2007; revised: August 2011; revised 2015
French I (HS Course of Study)	Written: August 2007; revised August 2011; 2014
Spanish I (HS Course of Study)	Written: July 2010; revised: July 2012; August 2015
Effective: September 2017	

POLICY GUIDE

PROPERTY
7102/page 1 of 2
Site Selection and Acquisition
Jul 17

[See POLICY ALERT Nos. 131, 159 and 213]

7102 SITE SELECTION AND ACQUISITION

The Board of Education may need to select and acquire new sites for school district facilities. Site acquisition for school purposes and every acquisition of land will be made pursuant to N.J.A.C. 6A:26-3.12 and N.J.A.C. 6A:26-7.1 through 7.3.

Every acquisition of land, whether by purchase, condemnation, or by gift or grant, to be used as a school site shall comply with the requirements of N.J.A.C. 6A:26-7.1 et seq. The school district, or the New Jersey Schools Development Authority (Development Authority) on behalf of the district, shall submit information to the Division of Administration and Finance (Division) to obtain approval for land in connection with a school facilities project in accordance with the provisions of N.J.A.C. 6A:7.1(b).

In the event the school district intends to acquire land not in connection with a school facilities project, the district shall submit all of the information required under N.J.A.C. 6A:26-7.1(b) except N.J.A.C. 6A:26-7.1(b)1.ii and N.J.A.C. 6A:26-7.1(b)1.iii, and shall further be excepted from the requirements of N.J.A.C. 6A:26-7.1(d) and N.J.A.C. 6A:26-7.1(e). If the school district later intends to change the use of the land and use as a school site, the school district shall be required to submit all of the information required under N.J.A.C. 6A:26-7.1 and the exceptions outlined above shall no longer apply.

In accordance with the provisions of N.J.A.C. 6A:26-7.1(d), school site sizes shall be directly related to the acreage required for the structures and activities to be situated thereon. Except where specifically noted for multiple or shared use, the acreage shall be considered for single use.

All school sites shall have sufficient acreage for the placement of the school facility; expansion of the building to its maximum potential enrollment; the placement of all other structures such as greenhouses, storage buildings, school bus maintenance buildings or garages, and any other above or below ground structure, which is to be placed thereon; multi-purpose physical education fields and, for preschool through grade five school facilities, a playground required to support the achievement of the New Jersey Student Learning Standards as defined by the number of physical education teaching stations applicable to the school



POLICY GUIDE

PROPERTY

7102/page 2 of 2

Site Selection and Acquisition

facility pursuant to the facilities efficiency standards and the approved programmatic model; disabled-accessible pedestrian walkways, roadways, and parking areas on which people and vehicles access the building; public and service access roads onto the site including, where warranted, a one-way school bus road of thirty foot width and a two-way road of thirty-six foot width; a school bus drop-off area; and eighteen foot wide posted fire lanes for fire apparatus; and a thirty-foot wide access around the entire building.

Land owned by the Board of Education that does not meet the standards of N.J.A.C. 6A:26-7.1 may be supplemented pursuant to the requirements of N.J.A.C. 6A:26-7.1(f).

Pursuant to N.J.A.C. 6A:26-7.1(g), the Division's approval shall remain effective for three years, after which time Division approval shall again be required to be obtained prior to acquiring land.

The Development Authority may acquire land on behalf of a school district eligible for one hundred percent State support of final eligible costs for school facilities projects that are consistent with the school district's approved Long Range Facilities Plan (LRFP). For such school districts, the New Jersey Department of Education shall require submission of all information set forth in N.J.A.C. 6A:26-7.1(b) to demonstrate compliance with N.J.A.C. 6A:26-7. The Development Authority may submit the required information on behalf of such school districts.

In accordance with N.J.A.C. 6A:7.3, the Board of Education may acquire an existing facility through purchase, gift, lease, or otherwise provided the Board complies with all procedures and rules pertaining to the appropriation and use of capital funds as required by N.J.S.A. 18A:20-4 and 4.2 and the Board has the facility approved in accordance with N.J.A.C. 6A:26-3, which applies to the acquisition of a school site and for the construction of a new facility. Facilities to be procured for temporary use shall comply with N.J.A.C. 6A:26-8 if subject to educational-adequacy review pursuant to N.J.A.C. 6A:26-5.4(c) because the facilities will house students.

N.J.A.C. 6A:26-3.12; 6A:26-7.1; 6A:26-7.2; 6A:26-7.3

Adopted:

26 September 2017



REGULATION GUIDE

PROPERTY
R 7102/page 1 of 9
Site Selection and Acquisition
Jul 17

[See **POLICY ALERT No. 213**]

R 7102 SITE SELECTION AND ACQUISITION

The school district may need to select and acquire new sites for school district facilities. Site acquisition for school purposes and every acquisition of land will be made pursuant to N.J.A.C. 6A:26-3.12 and N.J.A.C. 6A:26-7.1 through 7.3.

A. Acquisition of Land by School Districts - N.J.A.C. 6A:26-3.12

Every acquisition of land, whether by purchase, condemnation, or by gift or grant, to be used as a school site shall comply with N.J.A.C. 6A:26-7 and receive approval.

B. Approval of the Acquisition of Land - N.J.A.C. 6A:26-7.1

1. Voter Approval - N.J.A.C. 6A:26-7.1(a)

The school district may obtain voter approval for funding of land acquisition prior to the Division of Administration and Finance (Division) approval of the land acquisition. The school district shall not take any action to acquire the land prior to obtaining Division approval.

2. Submission to the Division of Administration and Finance - N.J.A.C. 6A:26-7.1(b)

The school district, or the New Jersey Schools Development Authority (Development Authority) on behalf of the district, shall submit to the Division the following information to obtain approval under B.1. above for land in connection with a school facilities project. The following requirements do not address requirements of other State agencies having approval or permitting jurisdiction over land acquisition:

- a. The following information shall be provided by the school district:



REGULATION GUIDE

PROPERTY

R 7102/page 2 of 9

Site Selection and Acquisition

- (1) A written request that shall include a statement, signed by the Board President and the Superintendent, indicating the immediate and ultimate proposed uses of the site, in terms of building use, grade organization, and potential maximum enrollment, and whether the land is, or will be, part of a school facilities project indicated in the district's LRFP;
- (2) A map of the school district showing the location of the land, the location of existing schools in the school district, the attendance area to be served by the school, and the number of students who reside within the attendance area;
- (3) Data regarding the impact of the acquisition upon racial balance within the school district's public schools;
- (4) A full, detailed appraisal of the market value of the property prepared by a licensed professional;
- (5) A title report on the property produced by any reputable title insurer licensed in the State of New Jersey evidencing that title is good and marketable;
- (6) A feasibility study evidencing that school district-owned land within the attendance area to be served by the school is not available, suitable, or sufficient to be used for school purposes, but only if the school district is required to use the Development Authority and seeking approval for a new acquisition of land and not merely a new use for already school district-owned land; and
- (7) For a school district required to use the Development Authority and seeking approval for the acquisition of land, evidence that the school district has not indemnified the seller of the land for



REGULATION GUIDE

PROPERTY

R 7102/page 3 of 9

Site Selection and Acquisition

the costs arising from the environmental remediation required for the property to be used for school purposes; acquired the land in its "as is" condition; or acquired the land under terms and conditions that would invalidate the statutory immunity of the school district from liability for the remediation costs associated with pre-existing contamination, whether discovered pre-closing or post-acquisition, under the Spill Compensation and Control Act, N.J.S.A. 58:10-23.11 et seq.

- b. The following information shall generally be provided by a licensed architect, professional engineer, or professional planner in accordance with N.J.A.C. 6A:26-7.1(b)(2):
 - (1) A statement from the licensed architect, professional engineer, or professional planner indicating whether the land is subject to regulation under the Coastal Wetlands Act - N.J.S.A. 13:9A-1 et seq.; the Freshwater Wetlands Act - N.J.S.A. 13:9B-1 et seq.; the Pinelands Protection Act - N.J.S.A. 13:18A-1 et seq.; the Waterfront Development Act - N.J.S.A. 12:5-3; the Green Acres Acts - N.J.S.A. 13:8A-1 et seq., N.J.S.A. 13:8A-19 et seq., N.J.S.A. 13:8A-35 et seq., and N.J.S.A. 13:8C-1 et seq.; or other statutes, regulations or executive orders administered by agencies of State or Federal government;
 - (a) If so subject, the statement shall address the steps necessary to obtain approval from the agencies, and include adequate documentation to demonstrate to the Division the approvals will be obtained and not affect the educational adequacy of the site, as set forth in B.4. and B.5. below.



REGULATION GUIDE

PROPERTY

R 7102/page 4 of 9

Site Selection and Acquisition

- (2) A statement from a New Jersey licensed architect, professional engineer, or professional planner indicating whether the proposed use of the land to be acquired is consistent with the goals and strategies of the New Jersey State Development and Redevelopment Plan (State Plan). If inconsistent with such goals and strategies, the statement shall include adequate documentation to demonstrate to the Division there are no alternative suitable sites available in the school district that are consistent with the State Plan's goals and strategies;
- (3) A statement from a New Jersey licensed architect, professional engineer, or professional planner indicating the land to be acquired is suitable for the proposed use;
- (4) A completed, signed, and sealed plot plan of the land to be acquired showing topographical and contour lines; adjacent properties indicating current land uses; access roads; deed restrictions; easements; protective covenants; right of ways; and environmentally sensitive areas such as waterways and wetlands. The acreage and dimensions of the tract proposed for acquisition shall be included as per the application of the standards for minimum acceptable school site sizes in B.4. below;
- (5) If existing buildings or structures are located on the land to be acquired, the intended use, and/or disposition of these buildings. Any building to be acquired and used shall comply with the requirements of the Uniform Construction Code (UCC) for educational occupancy and N.J.A.C. 6A:26-5 that apply to the construction of a new building;
- (6) Adequate documentation to demonstrate to the Division that soil conditions for structural integrity and drainage have been examined by the New Jersey licensed architect or professional engineer; and



REGULATION GUIDE

PROPERTY

R 7102/page 5 of 9

Site Selection and Acquisition

- (7) Adequate documentation to demonstrate to the Division that soil and groundwater conditions have been examined by a New Jersey licensed architect or professional engineer for suitability for septic systems, if applicable.
- c. The following shall be submitted by the school district in accordance with N.J.A.C. 6A:26-7.1(b)3:
 - (1) A statement from a local or regional water purveyor or alternatively, a statement from a geologist or professional engineer if the source of water is groundwater, certifying that:
 - (a) The land can be adequately provided with the necessary water for the proposed maximum enrollment, and if the source of water is groundwater, that there will be sufficient groundwater available for the proposed maximum enrollment; and
 - (b) Potable water infrastructure is, or is not, in place to service the site.
 - (2) A statement from a local or county sewerage agency certifying that:
 - (a) The land can be adequately provided with the necessary and acceptable sewage disposal system for the proposed maximum enrollment, as evidenced, for example, by consistency with the locally approved wastewater management plan; and
 - (b) Sewer infrastructure is, or is not, in place to service the site. If such infrastructure is not in place, adequate documentation from a professional engineer or licensed geologist to demonstrate that soil and groundwater conditions are suitable for a septic system or discharge to groundwater.



REGULATION GUIDE

PROPERTY
R 7102/page 6 of 9
Site Selection and Acquisition

- (3) Recommendations from the New Jersey Department of Environmental Protection (NJDEP) that there are no substantial reasons why the land acquisition should not proceed within forty-five days of its receipt of an environmental site report submitted by the school district or the Development Authority on behalf of the school district addressing the items below, or evidence that forty-five days have passed since the NJDEP's receipt of the environmental site report, whichever is earlier:
 - (a) A sewer service consistency determination;
 - (b) Potable water supply;
 - (c) Coastal and freshwater wetlands;
 - (d) Green Acres land;
 - (e) Stream encroachment;
 - (f) Historical or archeological resources;
 - (g) Endangered plant species;
 - (h) Threatened or endangered animal species; and
 - (i) An environmental site assessment to determine whether there is potential contamination on the land, submitted on a form provided by the New Jersey Department of Education (NJDOE).
- d. The following shall be submitted by the school district in accordance with N.J.A.C. 6A:26-7.1(b)4:
 - (1) Recommendations of the planning board or the municipality in which the land is situated, and that has an approved master plan as required by N.J.S.A. 40:55D-31 and N.J.S.A. 18A:18A-16, or evidence that the applicable forty-five days or fifty-five days



REGULATION GUIDE

PROPERTY

R 7102/page 7 of 9

Site Selection and Acquisition

have passed, whichever is earlier, from the planning board's receipt of the land acquisition application. The recommendations shall be sent to the Division of Administration and Finance, Office of School Facilities, PO Box 500, Trenton, NJ 08625-0500, and forwarded promptly to the Division at the above address if received by the school district or its architect;

- (2) The recommendation of the Executive County Superintendent based on the requirements specified in N.J.A.C. 6A:26-7; and
- (3) Prior approvals of other agencies, such as the New Jersey Department of Agriculture, NJDEP, and the Pinelands Commission, where such approval is reasonably obtainable prior to acquisition.

3. Land Acquisition for Non-School Facility Project - N.J.A.C. 6A:26-7.1(c)

- a. A school district that intends to acquire land not in connection with a school facilities project shall submit all of the information required under N.J.A.C. 6A:26-7.1(b) except N.J.A.C. 6A:26-7.1(b)1.ii and N.J.A.C. 6A:26-7.1(b)1.iii, and shall further be excepted from the requirements of N.J.A.C. 6A:26-7.1(d) and N.J.A.C. 6A:26-7.1(e). If the school district later intends to change the use of the land and use as a school site, the school district shall be required to submit all of the information required under N.J.A.C. 6A:26-7.1 and the aforementioned exceptions shall no longer apply.

4. School Site Size - N.J.A.C. 6A:26-7.1(d)

School site sizes shall be directly related to the acreage required for the structures and activities to be situated thereon. Except where specifically noted for multiple or shared use, the acreage shall be considered for single use.



REGULATION GUIDE

PROPERTY
R 7102/page 8 of 9
Site Selection and Acquisition

5. School Site Size Requirements - N.J.A.C. 6A:26-7.1(e)

All school sites require sufficient acreage for the following:

- a. The placement of the school facility;
- b. Expansion of the building to its maximum potential enrollment;
- c. The placement of all other structures such as greenhouses, storage buildings, school bus maintenance buildings or garages, and any other above or below ground structure, which is to be placed thereon;
- d. Multi-purpose physical education and, for preschool through grade five school facilities, a playground required to support the achievement of the New Jersey Student Learning 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;
- e. Disabled-accessible pedestrian walkways, roadways, and parking areas on which people and vehicles access the building;
- f. Public and service access roads onto the site including, where warranted, a one-way school bus road of thirty foot width and a two-way road of thirty-six foot width; a school bus drop-off area; and eighteen foot wide posted fire lanes for fire apparatus; and
- g. A thirty-foot wide access around the entire building.

6. Land owned by the Board of Education that does not meet the standards of N.J.A.C. 6A:26-7.1 may be supplemented by adjacent municipally owned land if it is formally leased on a long-term basis to the Board for exclusive use during school hours and there are no deed restrictions that prohibit school district use.



REGULATION GUIDE

PROPERTY

R 7102/page 9 of 9

Site Selection and Acquisition

7. The Division's approval shall remain effective for three years, after which time Division approval shall again be required to be obtained prior to acquiring land.
- C. Approval of the Acquisition of Land in Certain School Districts Under the Development Authority's Auspices - N.J.A.C. 6A:26-7.2
1. The Development Authority may acquire land on behalf of a school district eligible for one hundred percent State support of final eligible costs for school facilities projects that are consistent with the school district's approved LRFP. For such school districts, the NJDOE shall require submission of all information set forth in N.J.A.C. 6A:26-7.1(b) to demonstrate compliance with N.J.A.C. 6A:26-7.1. The Development Authority may submit the required information on behalf of such school districts.
- D. Approval for the Acquisition of Existing Facilities - N.J.A.C. 6A:26-7.3
1. The Board planning to acquire an existing facility through purchase, gift, lease, or otherwise shall comply with all procedures and rules pertaining to the appropriation and use of capital funds as required by N.J.S.A. 18A:20-4 and 4.2. The school district shall also have the facility approved in accordance with N.J.A.C. 6A:26-3, which applies to the acquisition of a school site and for the construction of a new facility.
 2. Facilities to be procured for temporary use shall comply with N.J.A.C. 6A:26-8 if subject to educational-adequacy review pursuant to N.J.A.C. 6A:26-5.4(c) because the facilities will house students.

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