

EDUCATIONAL SPECIFICATIONS

FOR THE

Alterations & Additions to the Monroe Township Middle School

For

**The Monroe Township Board of Education
Monroe Township, Middlesex County
New Jersey**

**Project No.
23-3290**

**Ms. Chari Chanley
Superintendent of Schools**

**Ms. Chrissy Skurbe
District Board President**

TABLE OF CONTENTS

PART 1	3
I. BACKGROUND INFORMATION	3-5
PART 2	6
II. EDUCATIONAL SPECIFICATIONS	6-8
INSTRUCTIONAL SPACE	6-8
GENERAL CLASSROOM	6-7
SMALL GROUP INSTRUCTION	8
SPECIALIZED INSTRUCTIONAL SPACE	9-10
SATELLITE CAFETERIA	9-10
ADMINISTRATIVE SPACE	11-15
CHILD STUDY SUITE	11
MAIN OFFICE	12
PRINCIPAL'S OFFICE / SUITE	13
VICE PRINCIPAL'S OFFICE	13-14
SATELLITE VICE PRINCIPAL'S OFFICE	14-15

EDUCATIONAL SPECIFICATIONS

PART 1

I. BACKGROUND INFORMATION

SCHOOL	Monroe Township Middle School
SCHOOL DISTRICT	Monroe Township Public Schools
COUNTY	Middlesex

A. IDENTIFY ALL FACILITIES NEEDED WITH A SHORT RATIONAL FOR EACH

1. The enrollment in the Monroe Township public schools system increased by 12.25% between the 2011-12 and 2016-17 school years and another 3% between 2016-17 and 2021-22. The majority of this growth is the result of new residential homes being built and occupied. Because Monroe Township has a great deal of open space, developers have purchased and continue to purchase any land that is available (this does exclude wetlands and farm preservations and/or land declared to be used for public purposes). This growth is continuing at a rapid pace. The District's Demographic Study and the updated Long Range Facilities Plan provide information regarding the impact of this residential growth. It is anticipated that between 2021-22 and 2026-27 school enrollment will increase by an additional 6.2%.
2. The following Plan outlines the educational specifications for the additions and alternations to the existing Monroe Township Middle school. The proposed work includes a ±37,675 sf 2-story addition and ±5,000 sf of alteration work consisting of 17 classrooms, 4 SGI rooms, a cafeteria expansion and main office area. Once all proposed work has been completed, the school will satisfy the needs of 400 additional students.

B. IDENTIFY PROPOSED SOLUTION TO SATISFY NEED

1. LIST OF FACILITIES / ROOMS

The following educational facility areas are needed to satisfy the requirements of the district.

a. Instructional Spaces

- i. 17 Academic Classrooms; Grades 6 – 8. *(Four (4) of the Academic Classrooms are the result of repurposing existing space. See heading below under section 2).*

b. Specialized Instructional Spaces

- i. 1 Auxiliary Cafeteria
- ii. 4 Small Group Instruction Rooms. *(Two (2) of the SGI Rooms are the result of repurposing existing space. See heading below under section 2).*

c. Administrative Spaces

- i. Child Study Team Office suite with conference room, offices, waiting area and restroom.
- ii. Administration Main Office suite with conference room, offices, open work area, kitchenette and rest room.
- iii. Satellite vice principal and secretary office.
- iv. Security Office at Main Entrance.
- v. Data equipment room, electric room, storage space and restrooms.

d. Other Considerations

- i. Building Addition shall be outfitted with a closed-circuit security system which will be an extension of the district's existing security equipment
- ii. Clock, fire alarm and phone communication systems will be tied into a new set of systems which are an extension of the district's existing
- iii. Building Addition will be climate controlled for year-round use for remedial and enrichment summer programs
- iv. Integration of storage space to addition and / or existing spaces is an important component of the work.
- v. Existing restrooms adjacent to existing stair tower (at ground floor and upper floor) shall receive new fixtures and finishes.
- vi. Wireless LAN computer system throughout the school.
- vii. Outdoor spaces are an important component of all improvements and should be maximized where possible.

- viii. The building site will be modified to more effectively handle the increased occupant load, pedestrian circulation, bus drop-off and loading along with parent drop-off and loading.

2. LIST OF FACILITIES TO BE ALTERED AND / OR UNDERGO A CHANGE IN USE

The following educational facility areas are needed to satisfy the requirements of the district.

a. Instructional Spaces

- i. The existing Administrative main office suite will be relocated in order to function more efficiently with the proposed addition. The new location will be adjacent to the main entrance. The existing Administrative area will be renovated to accommodate four (4) general education classrooms and two (2) small group instruction rooms.

**EDUCATIONAL SPECIFICATIONS
NEW CONSTRUCTION & RENOVATED SPACES**

PART 2

I. DESCRIPTION OF SPACES

GENERAL CLASSROOMS (GRADES 6 – 8)

Number of Occupants:	19-23
Number of Instructors:	1 to 2 per classroom
Approximate Square Feet (New):	810 (13 of 17)
Approximate Square Feet (Reno):	710 (4 of 17)
Number of Rooms:	17 (<i>13 from Addition; 4 from Renovations</i>)
Spatial Relationship:	All proposed classroom locations have been strategically placed in order to take advantage of existing circulation, cores spaces and classrooms with the intent being to maintain a compact and safe plan.

DESCRIPTION OF INSTRUCTIONAL ACTIVITIES

Academic classrooms will be used to teach English, mathematics, business, social studies, world languages and other subjects. The changing technology used to teach in the various programs indicates that the subjects taught in these rooms will use a wide variety of media and technology. There must be flexibility to utilize a variety of equipment yet maintain the teacher's ability to rearrange the room for a variety of instruction situations.

Each classroom should have a teacher station that can accommodate a computer and peripherals, a video overhead projector, and network connections to other computer stations in the room and to the school audio/video computer network. These rooms should have computer stations to accommodate individual study for remediation, acceleration and group work. It is important that the teacher be able to interact with these computer stations from his/her station.

Academic classrooms will also serve as a base for students and should be electronically connected with other key areas of the building to facilitate the flow of communication. Wireless Access Points shall be provided at each classroom.

SPECIAL FEATURES REQUIRED

All classrooms should be provided with the following:

- One multimedia computer and ceiling mounted projector
- One 5-foot markerboard at headwall of classroom
- Two tackboard / bulletin board surface for display purposes
- Shielded twisted pair or wireless connection and sufficient electrical power for multiple computers and a printers (networked)
- Storage cabinet with lock
- Teacher's Wardrobe with lock
- Student desk shall be either individual desks or student tables
- Computer work stations for student use
- Teacher desk and four-drawer file cabinet and teacher chair with wheels
- In addition to wiring for technology, two duplex 110-volt receptacles should be provided on each wall
- Clock, bell, paging and telephone with message light
- Blinds on the windows to control light
- Vinyl (or sheet) floor covering
- Wireless access point

SMALL GROUP INSTRUCTION | New & Renovated Spaces

Number of Occupants:	8
Number of Instructors:	1 teacher and 1 aide
Approximate Square Feet:	330 to 480
Number of SGI Rooms:	4 rooms (2 from Addition; 2 from Renovations)
Spatial Relationship:	Integrated through each classroom wing – in close proximity to special education rooms to minimize distant transfer of students for tutoring and other individual education programs.

DESCRIPTION OF INSTRUCTIONAL ACTIVITIES

These small group areas provide space for students who need additional or remedial assistance and who usually have individual education programs (IEP) that govern their instruction. Subject matter ranges across all academic subject areas. Activities run the full range as described under academic classrooms.

SPECIAL FEATURES REQUIRED

All classrooms should be provided with the following:

- Two whiteboards on teaching wall
- Two tackboard / bulletin board surfaces for display purposes
- Wireless connectivity and sufficient electrical power for multiple computers and a printer (networked)
- Multiple tables with cubbies underneath and chairs for 12 students
- Two round student work tables, 30"
- One storage cabinet with lock
- Bookcases with adjustable shelves against wall
- Teacher desk and four-drawer file cabinet and teacher chair with wheels
- In addition to wiring for technology, two duplex 110-volt receptacles should be provided on each wall
- Clock, bell, paging, and telephone with message light
- Bulletin boards for display purposes
- Blinds on the windows to control light
- Teacher wardrobe one-half shelves and one-half for coat
- Vinyl floor covering and resilient floor covering in pre-K SGI's
- Wireless access point

SATELLITE CAFETERIA

Number of Occupants:	Accommodate an additional 250 - 300 students
Number of Instructors:	-
Approximate Square Feet:	5,300 sf
Number of Similar Spaces:	1
Spatial Relationship:	The Satellite Cafeteria area should be located adjacent to the existing cafeteria in order to maximize efficiency of food service and circulation. Direct access to outdoor seating areas where possible is preferred.

DESCRIPTION OF INSTRUCTIONAL ACTIVITIES

The dining area is one of those spaces most easily adapted for multipurpose functions. In today's school, the dining area must be recognized as a center for student and public social activities as well as an eating place. It should be easily accessible from all areas of the school with ample circulation. Even as a place to eat, however, human values are being attached to the type of environment that is provided. These demands require consideration relative to the space allocation and architectural design.

The Satellite Cafeteria should be sufficient in size to accommodate 250 – 300 students in addition to the existing Cafeteria Space.

Provisions for exterior court access for reception activities for co-curricula and public use should be included.

The primary function will be luncheon seating in three (3) feedings for the student population.

SPECIAL FEATURES REQUIRED

Architectural

- Provide seating for dining in various size tables for flexibility.
- Flooring should be durable and easily cleaned.
- Provide minimum ceiling height of 12'-0".
- Provision should be made for vending machines.
- Locate lavatories near cafeteria

Electronic/Electrical

- Dimmable but high level lighting for various functions.
- Separate sound system within cafeteria.
- Should be connected to main cafeteria with ample daylighting and access to outdoor space.

Equipment

- Tables & chairs
- Serving carts

Specialized Equipment

- Tables and chairs, which can be folded and appropriately stored, should be provided.
- Appropriate size storage area for tables and chairs should be provided.
- Acoustical treatment of walls and ceiling essential to lower noise levels during lunch and program presentations.
- Slip resistant tile flooring.
- Controlled heating, lighting and ventilation.
- Public address system.
- Sufficient number of duplex outlets for electrical apparatus and equipment, mounted with interchangeable controls on the wall.
- Wall mounted clock connected to the master clock system.
- Window coverage to permit the use of audio visual projections.
- Vending machines accessible in each cafeteria.

CHILD STUDY SUITE | New Construction

Number of Occupants:	Up to 6
Number of Instructors:	6
Approximate Square Feet:	1,400
Number of Work Stations:	6
Spatial Relationship:	Suite to include a separate conference room and shall be in direct proximity to main suite but separate from it. Ample office space required within suite.

DESCRIPTION OF INSTRUCTIONAL ACTIVITIES

To meet and confer with parents; test students; meet with colleagues to evaluate students; store non-confidential information; meet and confer with teachers and prepare reports.

SPECIAL FEATURES REQUIRED

Offices

- One whiteboard
- One tackboard / bulletin board for display purposes
- Individual offices –private and soundproof
- Space for desk and chairs
- Teacher computer workstation (LAN/WAN) with printer.
- Intercom/communication capabilities.
- Secured, fireproof filing cabinets.
- Wireless access points

Conference Room / Test Room

- One whiteboard
- One tackboard / bulleting board for display purposes
- 6 seat conference table
- Credenza for file storage
- Individual offices –private and soundproof
- Intercom/communication capabilities.
- Sufficient electrical power for computers and printer
- Storage for testing materials.

General Space

- Waiting area with comfortable furniture and water cooler
- Dedicated restroom within suite

MAIN OFFICE

Number of Occupants:	Up to 8 visitors
Number of Instructors:	NA
Approximate Square Feet:	2,300
Number of Similar Spaces:	1
Spatial Relationship:	The Main Office should have access from the main corridor, close to main entrance and easy to find. Main office should be proximate to the Child Study Suite, but physically separated.

DESCRIPTION OF INSTRUCTIONAL ACTIVITIES

The complex includes Main Office, Reception Area, Principal's Office, Vice Principal's Office, Conference Room, four Administrator Offices, Kitchenette and dedicated Restroom. The suite shall include open work space which houses administrator secretaries, reception, filing storage copy equipment and storage closets. The entire complex should be aesthetically pleasing, comfortable and efficient. Air conditioning should be on a separate unit for summer operation. There should be telephones for each desk or workstation. Light should be a combination of natural, LED and task lighting. The area should also have a security access system. Six secretaries and a reception area to accommodate up to eight (8) visitors. This area is used to greet visitors; perform the daily secretarial/clerical duties; make announcements; visitor, parent, pupil, teacher waiting area; communication/information center for building. The Principal's office and conference room is for conferences with parents/students/teachers; to receive school visitors; preparation of reports, and general administrative duties. Teacher mail is received / distributed out of the existing Faculty Room.

SPECIAL FEATURES REQUIRED

- Waiting Area: Seating for 5 – 8 within adjoining corridor adjacent to new courtyard
- Six clerical stations with computers, desk, chairs and file storage and efficient electrical service and equipment
- Electrical outlets to accommodate all secretarial/clerical needs to be convenient to each station
- Space shall be carpeted
- Public address sound system to include recording capabilities.
- Master clock (self-adjusting, digital display).
- Adequate countertop / work surface with storage below
- Coat closet for visitors
- Principal's office shall be adjacent to Conference Room and secretarial pool in open work area
- Provide dedicated restroom for office area

- Provide kitchenette with wet area, sink, small refrigerator and storage

PRINCIPAL'S OFFICE / SUITE

Number of Occupants:	1
Number of Instructors:	N/A
Approximate Square Feet:	160
Number of Princ. Office:	1
Spatial Relationship:	Ground floor; adjacent to main office, conference room and secretary

DESCRIPTION OF INSTRUCTIONAL ACTIVITIES

Space will provide for daily administration of school functions. To facilitate small meetings within office.

SPECIAL FEATURES REQUIRED

Principal's Office should be provided with the following:

- Carpeted
- Adequate lighting
- Computer workstation
- Intercom, telephone
- Immediate access to conference room, secretary
- Principal's secretary to have a workstation on the general office area in the general proximity to the Principal's office. Shall include desk, computer and file storage.
- Principal's conference room (adjacent to office) shall have a conference table to seat 10, credenza for local file storage, 8' white board, tackboard and printer.
- All spaces shall contain wireless access point(s)

VICE PRINCIPAL'S OFFICE

Number of Occupants:	1
Number of Instructors:	N/A
Approximate Square Feet:	110
Number of Vice Princ. Office:	1
Spatial Relationship:	Ground floor; adjacent to general office area, conference room and secretary. Proximate to Principal.

DESCRIPTION OF INSTRUCTIONAL ACTIVITIES

Space will provide for daily administration of school functions. To facilitate small meetings within office.

SPECIAL FEATURES REQUIRED

Office should be provided with the following:

- Carpeted
- Adequate lighting
- Computer workstation
- Intercom, telephone
- Immediate access to Secretary and Resource Room for small conferences / meetings
- Vice Principal's secretary to have an adjacent office with desk, computer, chairs, tack board and file storage and waiting area. Size approximately 200 sf.
- All spaces shall contain wireless access point(s)

SATELLITE VICE PRINCIPAL'S OFFICE | New Construction

Number of Occupants:	1
Number of Instructors:	N/A
Approximate Square Feet:	200
Number of Vice Princ. Office:	1
Spatial Relationship:	Upper floor; remote from principal and main office integrated within classroom wing.

DESCRIPTION OF INSTRUCTIONAL ACTIVITIES

Space will provide for daily administration of school functions. To facilitate 4-person meetings within office.

SPECIAL FEATURES REQUIRED

Office should be provided with the following:

- Carpeted

- Adequate lighting
- Computer workstation
- Intercom, telephone
- Connected to secretaries office
- Vice Principal's secretary to have an adjacent office with desk, file cabinet, computer, chairs, tack board and file storage. Size approximately 140 sf.
- All spaces shall contain wireless access point(s)

Security Systems – fire, safe vestibule with security desk, remote entry doors, camera system, sprinkler system

Site Work

- a. Parking – Room for 191 in the reconfigured west lot, 82 in the new east lot and 91 in the existing north-east lot for a total of 364 parking spaces
- b. Bus and Van – staging and drop-off at west drive through which does not conflict with other traffic and parking during pick-up and drop-off times. Parent drop-off / pick-up drive and lot shall be completely separated from the bus and van drop-off and pick-up
- c. Existing multi-purpose physical education fields shall remain undisturbed.
- d. Disabled-accessible pedestrian walkways, roadways and parking areas on which people and vehicles access the building.