

# WASHINGTON ELEMENTARY SCHOOL

*Thomas O. Matthews, Principal*

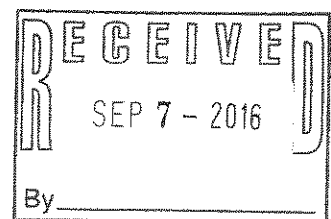
Mr. Brennan & Mr. Tatum:

It was necessary, here at Washington Elementary School, to repurpose a small copier room into a new ESL classroom. This space had never been used previously for instruction of any kind. Attached is an "Application for Change of Use of Educational Space" with accompanying documentation. Upon your review, and approval, the form must be signed by you and submitted for board approval. Once board approved the application should be forwarded to the New Jersey Department of Education, Union County Office. The proposed site for instruction will not be used until the application is county approved and then board approved. Please notify me when and if this application is set to be approved by the board and please contact me should you have any questions or require additional information. Thank you.

Respectfully yours,

A handwritten signature in black ink, appearing to read "Thomas Matthews", written over a horizontal line.

Thomas Matthews  
Principal



**Application for Change of Use of Educational Space**  
**2016-17 School Year**

District: Township of Union School/Building: Washington  
Address of School: 301 Washington Avenue, Union, NJ 07083  
Original Use: Room 219 - copy room  
Proposed Use: small group instruction for ESL  
Included in the Long-Range Facility Plan: Yes \_\_\_\_\_ No \_\_\_\_\_

**Submit the following with this application:**

1. A building floor plan showing the location of the space(s) to be changed.
2. An educational description of the new use.
3. A description of any work to be done.
4. A sketch of the room(s) on an 8 1/2" X 11" sheet of paper indicating:
  - location of air supply and exhaust
  - direction of door swing
  - listing of all fixed/moveable furniture/equipment and amount of floor space each occupies.
5. Fill in details for each item listed below
  - dimensions (length x width) 13.4 in. w. by 15.8 in. L.
  - ceiling height 8 ft. 5 in. Total gross area \_\_\_\_\_ sq. ft.
  - type of flooring VINYL
  - foot-candles of light \_\_\_\_\_
  - description of door hardware YALE STAINLESS STEEL
  - number of occupants: students 6 teacher and/or aides 1

Upon receipt of the above information, we will advise you as to whether your request can be approved by the County Office or if formal plans are to be submitted to the Office of School Facilities & Finance by a licensed architect or registered engineer.

The Board of Education approved the Change of Use application for the 2016-17 school year on \_\_\_\_\_ (Date)

**\*\*\*\* An Original Extract Must Be Attached \*\*\*\***

Certified by: \_\_\_\_\_ (Date)  
(Superintendent of Schools)  
\_\_\_\_\_  
(School Business Administrator) \_\_\_\_\_ (Date)

**For County Office Use Only**

Date of Inspection by County Office: \_\_\_\_\_ Inspected by: \_\_\_\_\_

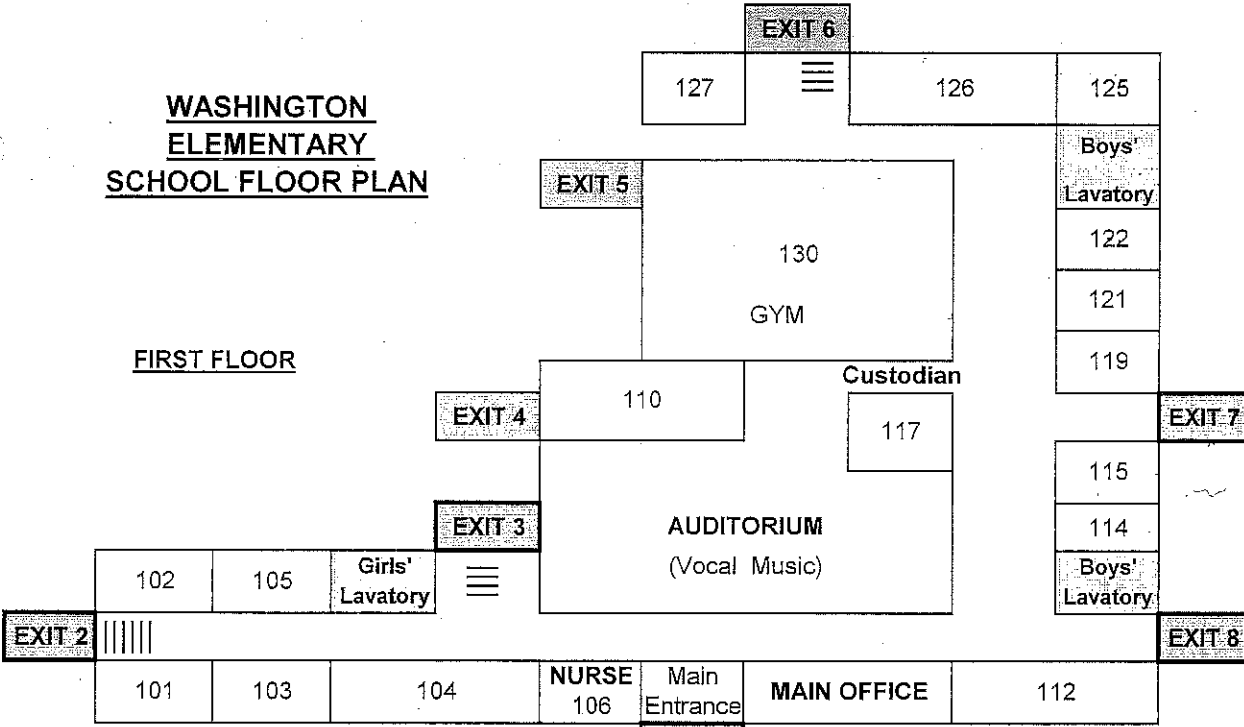
Approved as is: \_\_\_\_\_ Not approved: \_\_\_\_\_ Approved subject to the following conditions: \_\_\_\_\_

\_\_\_\_\_  
(Executive County Superintendent)

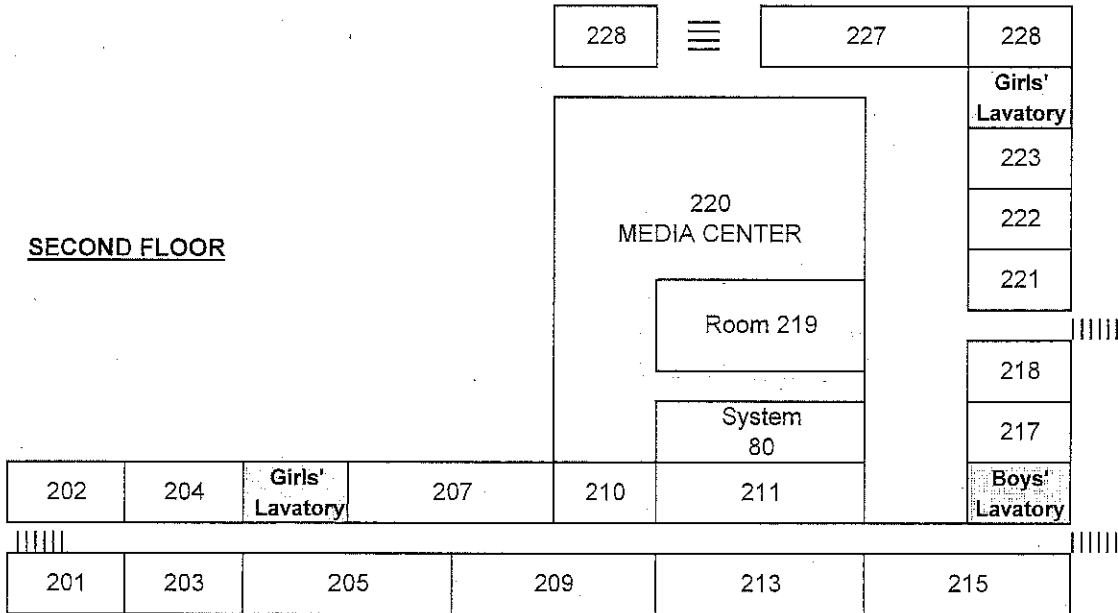
\_\_\_\_\_  
(Date)

**WASHINGTON  
ELEMENTARY  
SCHOOL FLOOR PLAN**

**FIRST FLOOR**



**SECOND FLOOR**



## **Educational Description of New Use:**

### **ESL K – 4**

This course is designed to aid the students in learning to use the English language correctly and effectively by participating in a variety of activities that foster the development of English language skills. In addition, an appreciation of various cultures and critical thinking are emphasized.

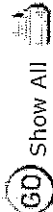
The ESL (English as a Second Language) program at the elementary level is a pull-out program. The ELL (English Language Learner) is pulled out of the regular classroom for special instruction in ESL for thirty (30) minutes daily. If possible, the newcomer, or port-of-entry student receives sixty (60) minutes of instruction daily.

The ESL program employs a diversity of teaching methods and techniques in varied learning contexts so that the needs of each student can be met. Each method used provides active participation by the student and significant interaction between the student and teacher. These varied methods and techniques empower ELL students with the tools to learn the English language.

### My Maint Requests

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Search for "



Show All



Search this results for:

1 - 10 of total 761 listed

#### Request Totals

- 11 New Request
- 75 Work In Progress
- 646 Complete
- 1 Closed Work Orders
- 2 Declined
- 6 Duplicate Request
- 10 Void
- 1 On Hold
- Waiting More Information

Previous 10 Next 10

Status	Location	Action Taken	Complete Date
W/OID	Description	Request Date	
Area		Type	
Work In Progress	Washington Elementary School	No Action Note	
11732	Dismount and remount smart board from room 207 to 219	9/1/2016	
Media Center (Elementary)		Carpentry	
Work In Progress	Washington Elementary School	No Action Note	
11731	Build shelves in teachers' lounge for ellison machine	8/31/2016	
Staff Lounge (Elementary)		Carpentry	
Staff Lounge room 106			
Work In Progress	Washington Elementary School	No Action Note	
11710	Remove shower heads from girls' locker room	8/31/2016	
Gym (Elementary)		Plumbing	
Girls' locker room			
Work In Progress	Washington Elementary School	No Action Note	
11709	Split AC Unit room 219 & 220	8/31/2016	
Media Center (Elementary)		Air Conditioning	
Room 219 & 220 Split AC Unit Room 219 & 220			
Work In Progress	Washington Elementary School	No Action Note	
11708	Install outlet for copier in room 220 - media center	8/31/2016	
Media Center (Elementary)		Electrical	
Media Center			
Work In Progress	Washington Elementary School	No Action Note	
11707	Install mail boxes on wall in the new teachers lounge - room 106	8/31/2016	
Staff Lounge (Elementary)		Carpentry	
Room 106			
Work In Progress	Washington Elementary School	No Action Note	

- air supply → work order issued
- Furniture → about 60% of floor space
  - kidney table
  - 5 kidsized chairs
  - 2 file cabinets
  - + 1 desk
  - 1 adult chair

