

## **Legacy Park at Jenkintown Elementary**

### **Project Charter**

#### **Background:**

The current Jenkintown playground structure, which was originally constructed in 2002 by community volunteers has reached the end of its life and must be replaced. In order to best meet the needs of the community, a steering committee was formed to evaluate the plans for the existing structure, and begin the process of planning for the future. It was determined that a community board would be tasked with gathering community input, generating design concepts and design options, and leading fundraising efforts. Given the large number of stakeholder groups, it is necessary to establish roles, responsibilities and ways of working to ensure everyone is aligned throughout this process.

#### **Key Planning Stakeholders and roles/responsibilities**

1. Park Steering Committee – provides general oversight for the project, membership includes community board, School district, Borough, School Board.
2. Legacy Park at Jenkintown Elementary Community Board (Community Board) – feasibility assessment - responsible for gathering community input, recommending design options and fundraising. The Community Board will generate design concepts for the current elementary open space and make recommendations and communicate progress on community input and fundraising efforts to the Park Steering Committee and the School Board.
3. Jenkintown School District – responsible for maintaining the school grounds and facilities, review and recommendation for board approval for any contracts or agreements for work to be done on school property. Oversight of any work done on school property.
4. Jenkintown School Board – Responsible for ownership and stewardship of JSD property, including the approval of any contracts, building plans, etc. The JSD superintendent is responsible for all communication with the School Board.
5. Jenkintown Borough – responsible for permits, inspections, advising on the process for zoning applications etc. The Borough Manager is responsible for communication with the Borough Council.
6. Jenkintown Education Foundation – responsible for grant writing, and housing funds obtained via fundraising efforts for the park project.

## **2. Ways of working**

- a. Communication – all communication from the Community Board should be reviewed and approved by JSD administration prior to release by the Steering committee (or its designees). Communication should be shared at least 5 days prior to planned distribution.
- b. Public meetings – any plans for town halls or public input meetings, other than such meetings scheduled by JSD for Borough, will be reviewed and approved by the steering committee. The local government entities (School Board, Borough Council and associated committees) will review and vote as appropriate any recommendations of the JSD or Borough at their scheduled public meetings.
- c. Fundraising efforts – all fundraising plans from the Community Board will be discussed and reviewed by the steering committee. Communications with potential donors or grant-making organizations will be discussed and aligned with the JEF and Steering Committee. Any fundraising efforts that would include naming rights or acknowledgments on JSD property must comply with applicable School District policies and must be reviewed and approved by JSD Board of School Directors.
- d. Contracts with consultants, vendors, contractors – any work done on school property must be reviewed and approved by the JSD and school board. No stakeholder or individual is permitted to enter into a contract on behalf of the JSD who is not authorized to do so. Donated professional services will need to be covered by the appropriate agreements. The JSD is obligated to follow all Board policies, state and local laws regarding the procurement of services and materials.

### **Meetings:**

The Steering committee will meet on a monthly basis to review the progress of the community board and to evaluate recommendations.

Community Board will meet on a biweekly basis, and will provide regular updates to the steering committee and School Board (via Superintendent)

Other ad-hoc meetings between stakeholders will be scheduled on an as needed basis, and the steering committee will be updated.

### **Project Scope:**

The proposed area for consideration for development includes the greenspace adjacent to the Jenkintown Elementary School, including the castle park, field and smaller play structures. The final project scope will depend on fundraising and final design plans and may be phased over several years.

All timing is projected and subject to change given fundraising, project scope and necessary approvals.

Phase I (3Q 2024- 2Q 2025)– community input and initial design phase – the Community Board will gather community input and propose design options to the School Board.

Phase II (3Q 2024 - ?)– fundraising efforts – grant writing, community-focused fundraising events – The Community Board will lead community fundraising events and will work with the JEF for grant writing.

Phase III (Anticipated Summer 2026)– Building phase – When a plan has been approved by the School Board, and funding has been secured, The JSD will oversee the building project.

Phase IV (Fall 2026 - ?) Ongoing maintenance and future park expansions (depends on fundraising and scope of project) – JSD will oversee ongoing maintenance, ongoing committee structures will be re-evaluated.

**Points of contact:**

JSD – Jill Takacs

Jenkintown Borough – George Locke

JEF – Nina Russakoff

Community Board – Kelly Hudson