

FACILITIES MASTER PLAN

The Board of Trustees recognizes the importance of long-range planning for school facilities in order to address changes in student enrollment and in the District's educational program needs. The Superintendent or designee shall develop, for Board approval, a master plan for District facilities which describes the District's anticipated short- and long-term facilities needs and priorities.

~~(cf. 0000—Vision)~~

~~(cf. 7000—Concepts and Roles)~~

~~(cf. 7131—Relations with Local Agencies)~~

~~(cf. 7160—Charter School Facilities)~~

~~(cf. 7210—Facilities Financing)~~

Plan Development

The District's facilities master plan shall be based on an assessment of the condition and adequacy of existing facilities, a projection of future enrollments, and alignment of facilities with the District's vision for the instructional program.

~~(cf. 7111—Evaluating Existing Buildings)~~

To solicit broad input into the planning process, the Superintendent or designee may establish a facilities advisory committee consisting of staff, parents/guardians, and business, local government, and other community representatives. ~~He/she also~~ The Superintendent or designee shall ensure that the public is informed of the need for construction and modernization of facilities and of the District's plans for facilities.

~~(cf. 1220—Citizen Advisory Committees)~~

At least 45 days prior to completion of any facilities plan that relates to the potential expansion of existing school sites or the necessity to acquire additional school sites, the Superintendent or designee shall notify and provide copies of the plan or any relevant and available information to the planning commission or agency of the city or county with land use jurisdiction within the District. (Government Code 65352.2)

~~(cf. 7131—Relations with Local Agencies)~~

If the city or county commission or agency requests a meeting, the Superintendent or designee shall meet with the commission or agency within 15 days following the notification. Items that the parties may discuss at the meeting include, but are not limited to, methods of coordinating planning with proposed revitalization efforts and recreation and park programs, options for new school sites, methods of maximizing the safety of persons traveling to and from the site, and opportunities for financial assistance. (Government Code 65352.2)

The master plan shall be regularly reviewed and updated as necessary to reflect changes in the educational program, existing facilities, finances, or demographic data.

FACILITIES MASTER PLAN (continued)

Plan Components

The facilities master plan shall include:

1. A statement of purpose, including District goals, philosophy, and related policies
2. A description of the planning process
3. Demographics of the community, such as economic trends, migration patterns, employment base, residential base, socioeconomic makeup, historical school enrollments, and inventory of physical resources and needs
4. A description of the educational program, such as grade-level organization, class size, staffing patterns, technology plans, special programs and support services, and other educational specifications
5. Analysis of the safety, adequacy, and equity of existing facilities and potential for expansion, including the adequacy of classrooms, school cafeterias and food preparation areas, physical activity areas, playgrounds, parking areas, and other school grounds

~~(cf. 3514 Environmental Safety)~~

~~(cf. 3517 Facilities Inspection)~~

~~(cf. 3550 Food Service/Child Nutrition Program)~~

~~(cf. 5030 Student Wellness)~~

~~(cf. 5141.7 Sun Safety)~~

~~(cf. 5142 Safety)~~

~~(cf. 6142.7 Physical Education and Activity)~~

6. Site selection criteria and process
7. Development of a capital planning budget and identification of potential funding sources
8. Policy for reviewing and updating the plan

Planning shall ensure that school facilities meet the following minimum standards: (5 CCR 14001)

1. Are aligned with the District's educational goals and objectives

~~(cf. 0000 Vision)~~

2. Provide for maximum site enrollment at school facilities

FACILITIES MASTER PLAN (continued)

3. Are located on a site that meets California Department of Education standards as specified in 5 CCR 14010

(cf. 7150—Site Selection and Development)

4. Are designed for the environmental comfort and work efficiency of the occupants
5. Are designed to require a practical minimum of maintenance
6. Are designed to meet federal, state, and local statutory requirements for structure, fire, and public safety
7. Are designed and engineered with flexibility to accommodate future needs

Plans for the design and construction of new school facilities ~~also~~ shall also meet the standards described in 5 CCR 14030, ~~green building standards pursuant to~~ the California Green Building Standards Code, Title 24 CCR 101 et seq., Part 11 of the California Code of Regulations (“CALGreen”), the Americans with Disabilities Act (ADA) pursuant to 42 USC 12101-12213, and any other requirements applicable to the funding source and type of project.

However, plans for residential housing, which includes any building used or intended to be used by the District as a personal residence by a teacher or employee of the District, is not considered to be a “school building” and does not require approval by the Department of General Services regarding earthquake safety and/or the ADA. (Education Code 17283.5; Government Code 4454.5)

(cf. 0410—Nondiscrimination in District Programs and Activities)

(cf. 3510—Green School Operations)

To facilitate the efficient use of public resources when planning for new construction or modernization of school facilities, the District may consider designs that facilitate joint use of the facility with a local governmental agency, public postsecondary institution, or nonprofit organization.

(cf. 1330.1—Joint Use Agreements)

Legal Reference: (see next page)

FACILITIES MASTER PLAN (continued)

Legal Reference:

EDUCATION CODE

16011 *Long range comprehensive master plan*
 16322 *California Department of Education services*
 17017.5 *Approval of applications for projects*
 17070.10-17079.30 *Leroy F. Greene School Facilities Act*
 17251 *Powers and duties of California Department of Education*
 17260-17268 *Plans and specifications for school facilities*
 17280-17317 *Field Act*
 17365-17374 *Fitness for occupancy*
 17405 *Relocatable structures; lease requirements*
 35275 *New school planning; cooperation with recreation and park authorities*

GOVERNMENT CODE

53090-53097.5 *Regulation of local agencies by counties and cities*
 65352.2 *Communicating and coordinating of school sites*
 65995.6 *School facilities needs analysis*

CODE OF REGULATIONS, TITLE 2

1859-1859.199 *Leroy F. Greene School Facilities Act*

CODE OF REGULATIONS, TITLE 5

14001 *Minimum standards*
 14010 *Site selection standards*
 14030-14036 *Standards, planning, and approval of school facilities*

CODE OF REGULATIONS, TITLE 24

101 *et seq.* *Green building standards code*

UNITED STATES CODE, TITLE 42

12101-12213 *Americans with Disabilities Act*
CODE OF FEDERAL REGULATIONS, TITLE 28
 35.101-35.190 *Americans with Disabilities Act*

Management Resources:

CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, September 2009
Facilities Master Planning, Fact Sheet, November 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Schools of the Future Report, September 2011
Educational Specifications: Linking Design of School Facilities to Educational Program, 1997
Guide for the Development of a Long Range Facilities Plan, 1986

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

An Overview of the State School Facility Programs, rev. October 2011
School Facility Program Handbook, 2008

STATE ALLOCATION BOARD PUBLICATIONS

Public School Construction Cost Reduction Guidelines, 2000

WEB SITES

CSBA: <http://www.esba.org>
 Office of Public School Construction: <http://www.opsc.dgs.ca.gov>
 California Department of Education: <http://www.ede.ca.gov/lfs/fa>

FACILITIES MASTER PLAN (continued)**Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

<u>State</u>	<u>Description</u>
<u>2 CCR 1859-1859.199</u>	<u>Leroy F. Greene School Facilities Act</u>
<u>24 CCR 101</u>	<u>California Building Standards Code</u>
<u>5 CCR 14001</u>	<u>Minimum standards for school facilities</u>
<u>5 CCR 14010</u>	<u>Procedure for site acquisition</u>
<u>5 CCR 14030-14036</u>	<u>Standards, planning, and approval of school facilities</u>
<u>Ed. Code 16011</u>	<u>Long-range comprehensive master plan</u>
<u>Ed. Code 16322</u>	<u>California Department of Education services</u>
<u>Ed. Code 17017.5</u>	<u>Approval of applications for projects</u>
<u>Ed. Code 17070.10-17079.30</u>	<u>Leroy F. Greene School Facilities Act</u>
<u>Ed. Code 17251-17256</u>	<u>Powers concerning buildings and building sites</u>
<u>Ed. Code 17260-17268</u>	<u>Plans and specifications for school facilities</u>
<u>Ed. Code 17280-17317</u>	<u>Field Act; approval of plans and supervision of construction</u>
<u>Ed. Code 17283.5</u>	<u>School building does not include residential housing</u>
<u>Ed. Code 17365-17374</u>	<u>Field Act; fitness for occupancy; liability of board members</u>
<u>Ed. Code 17405</u>	<u>Relocatable structures; lease requirements</u>
<u>Ed. Code 35275</u>	<u>New school planning; cooperation with recreation and park authorities</u>
<u>Gov. Code 4454.5</u>	<u>Approval of plans and specifications; exemption of residential housing</u>
<u>Gov. Code 53090-53097.5</u>	<u>Regulation of local agencies by counties and cities</u>
<u>Gov. Code 65352.2</u>	<u>Communicating and coordinating of school sites</u>
<u>Gov. Code 65995.6</u>	<u>School facilities needs analysis</u>
<u>H&S Code 53570-53574</u>	<u>Teacher Housing Act of 2016</u>
<u>Federal</u>	<u>Description</u>
<u>28 CFR 35.101-35.190</u>	<u>Americans with Disabilities Act</u>
<u>42 USC 12101-12213</u>	<u>Americans with Disabilities Act</u>
<u>Management Resources</u>	<u>Description</u>
<u>California Department of Education Publication</u>	<u>Educational Specifications: Linking Design of School Facilities to Educational Program, 1997</u>
<u>California Department of Education Publication</u>	<u>Guide for the Development of a Long-Range Facilities Plan, 1986</u>
<u>California Department of Education Publication</u>	<u>Schools of the Future Report, September 2011</u>
<u>CSBA Publication</u>	<u>Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, February 2010</u>

FACILITIES MASTER PLAN (continued)**Management Resources**CSBA PublicationOffice of Public School Construction
PublicationOffice of Public School Construction
PublicationState Allocation Board PublicationWebsiteWebsiteWebsite**Cross References****Code**0000020004000410041504600460122012201330.113401340328032803311.13311.13311.334703510351135113511.13511.13514351435173517-E(1)35503550**Description**Facilities Master Planning, Fact Sheet, November
2007School Facility Program Handbook, January 2019A Brief Overview of the School Facility Program,
May 2016Public School Construction Cost Reduction
Guidelines, 2000Department of General Services, Office of Public
School ConstructionCalifornia Department of EducationCSBA**Description**VisionGoals For The School DistrictComprehensive PlansNondiscrimination In District Programs And
ActivitiesEquityLocal Control And Accountability PlanLocal Control And Accountability PlanCitizen Advisory CommitteesCitizen Advisory CommitteesJoint Use AgreementsAccess To District RecordsAccess To District RecordsSale Or Lease Of District-Owned Real PropertySale Or Lease Of District-Owned Real PropertyUniform Public Construction Cost Accounting
ProceduresUniform Public Construction Cost Accounting
ProceduresDesign-Build ContractsDebt Issuance And ManagementGreen School OperationsEnergy And Water ManagementEnergy And Water ManagementIntegrated Waste ManagementIntegrated Waste ManagementEnvironmental SafetyEnvironmental SafetyFacilities InspectionFacilities InspectionFood Service/Child Nutrition ProgramFood Service/Child Nutrition Program

FACILITIES MASTER PLAN (continued)**Cross References**

<u>Code</u>	<u>Description</u>
<u>5030</u>	<u>Student Wellness</u>
<u>5141.7</u>	<u>Sun Safety</u>
<u>5142</u>	<u>Safety</u>
<u>5142</u>	<u>Safety</u>
<u>5142.2</u>	<u>Safe Routes To School Program</u>
<u>5142.2</u>	<u>Safe Routes To School Program</u>
<u>5142.3</u>	<u>Nondiscrimination/Harassment</u>
<u>5142.3</u>	<u>Nondiscrimination/Harassment</u>
<u>5148</u>	<u>Child Care And Development</u>
<u>5148</u>	<u>Child Care And Development</u>
<u>5148.3</u>	<u>Preschool/Early Childhood Education</u>
<u>5148.3</u>	<u>Preschool/Early Childhood Education</u>
<u>6117</u>	<u>Year-Round Schedules</u>
<u>6141</u>	<u>Curriculum Development And Evaluation</u>
<u>6141</u>	<u>Curriculum Development And Evaluation</u>
<u>6142.7</u>	<u>Physical Education And Activity</u>
<u>6142.7</u>	<u>Physical Education And Activity</u>
<u>6145.2</u>	<u>Athletic Competition</u>
<u>6145.2</u>	<u>Athletic Competition</u>
<u>6163.1</u>	<u>Library Media Centers</u>
<u>6178</u>	<u>Career Technical Education</u>
<u>6178</u>	<u>Career Technical Education</u>
<u>7000</u>	<u>Concepts And Roles</u>
<u>7111</u>	<u>Evaluating Existing Buildings</u>
<u>7131</u>	<u>Relations With Local Agencies</u>
<u>7140</u>	<u>Architectural And Engineering Services</u>
<u>7140</u>	<u>Architectural And Engineering Services</u>
<u>7150</u>	<u>Site Selection And Development</u>
<u>7150</u>	<u>Site Selection And Development</u>
<u>7160</u>	<u>Charter School Facilities</u>
<u>7160</u>	<u>Charter School Facilities</u>
<u>7210</u>	<u>Facilities Financing</u>
<u>7212</u>	<u>Mello-Roos Districts</u>
<u>7213</u>	<u>School Facilities Improvement Districts</u>
<u>7214</u>	<u>General Obligation Bonds</u>
<u>7214</u>	<u>General Obligation Bonds</u>
<u>9000</u>	<u>Role Of The Board</u>

ARCHITECTURAL AND ENGINEERING SERVICES

The Board of Trustees shall engage the services of a licensed architect(s) holding a valid certificate or engineer(s) holding a valid certificate for the preparation of plans, specifications or estimates for any construction project, through a signed contract. (Education Code 17302)

~~(cf. 3312—Contracts)~~

Contractors for any private architectural, landscape architectural, engineering, environmental, land surveying or construction project management services shall be selected, at fair and reasonable prices, on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. (Government Code 4526)

The Superintendent or designee shall ensure that the selection process for projects receiving state funding: (Government Code 4526)

1. Ensures that projects entail maximum participation by small business firms as defined pursuant to Government Code 14837
2. Prohibits practices which might result in unlawful activity such as rebates, kickbacks, or other unlawful consideration
3. Prohibits District employees from participating in the selection process when they have a relationship with a person or business entity seeking a contract which would subject the employee to the prohibition of Government Code 87100

~~(cf. 9270—Conflict of Interest)~~

The selection process may also include: (Government Code 4527)

1. Detailed evaluations of current statements of prospective contractors' qualifications and performance data
2. Discussion of alternative approaches for furnishing the services with at least three firms
3. Selection of at least three firms deemed to be the most highly qualified to provide the required services, in accordance with established criteria and recommended in order of preference
4. Consultants' willingness to enter into the District model contract as prepared by legal counsel

~~Contracts shall specify that all plans, specifications and estimates prepared by the contractor shall become the property of the District. (Education Code 17316)~~

ARCHITECTURAL AND ENGINEERING SERVICES (continued)

The District shall negotiate a contract with the best qualified firm at compensation determined by the District to be fair and reasonable. If the District is unable to negotiate a contract with the most qualified firm, the District shall negotiate a contract with the second most qualified firm and, if unsuccessful, with the third most qualified firm. If the District is unable to negotiate a satisfactory contract with any of the selected firms, the District shall select additional firms in order of their competence and qualification and continue negotiations until an agreement is reached. (Government Code 4528)

The above procedures shall not apply if the Superintendent or designee determines that the services needed are more of a technical nature and involve little professional judgment and that requiring bids would be in the public interest. (Government Code 4529)

Contracts shall specify that all plans, including, but not limited to, record drawings, specifications, and estimates prepared by the architect or structural engineer shall become the property of the District. for the purpose of repair, maintenance, renovation, modernization, or other purposes, but only as they relate to the project for which the architect or structural engineer was retained. The contract shall also specify terms and conditions for reuse within the District of any plans prepared by the architect or structural engineer. (Education Code 17316)

A design-build contract may be awarded to a single entity for both design and construction of any school facility if the contract is in excess of \$1,000,000, or an alternative design-build contract may be awarded if the contract is in excess of \$5,000,000, as specified in Administrative Regulation 3311.3 - Design-Build Contracts. (Education Code 17250.20), 17250.62)

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<u>24 CCR 101</u>	<u>California Building Standards Code</u>
<u>5 CCR 14001</u>	<u>Minimum standards for school facilities</u>
<u>5 CCR 14030-14036</u>	<u>Standards, planning, and approval of school facilities</u>
<u>Bus. Code 5500-5502</u>	<u>Architecture</u>
<u>Bus. Code 5550-5558</u>	<u>Architects; licensure</u>
<u>Bus. Code 6700-6706.3</u>	<u>Professional Engineers Act</u>
<u>Bus. Code 6750-6767</u>	<u>Engineers; licensure</u>
<u>CA Constitution Article 22</u>	<u>Architectural and engineering services</u>
<u>Ed. Code 17070.10-17079.30</u>	<u>Leroy F. Greene School Facilities Act</u>
<u>Ed. Code 17250.10-17250.55</u>	<u>Design-build contracts</u>
<u>Ed. Code 17250.60-17250.69</u>	<u>Alternative design-build contracts</u>
<u>Ed. Code 17251-17256</u>	<u>CDE powers concerning buildings and building sites</u>
<u>Ed. Code 17260-17268</u>	<u>Plans and specifications for school facilities</u>
<u>Ed. Code 17280-17317</u>	<u>Building approvals</u>
<u>Ed. Code 17371</u>	<u>Limitation on liability of governing board</u>

ARCHITECTURAL AND ENGINEERING SERVICES (continued)

<u>Gov. Code 14837</u>	<u>Definition of small business</u>
<u>Gov. Code 4525-4529.5</u>	<u>Contracts with private architects, engineering, land surveying, and construction project management firms</u>
<u>Gov. Code 87100</u>	<u>Public officials; financial interest</u>
<u>Pub. Cont. Code 20110-20118.44</u>	<u>School district contracts</u>

Management Resources

Description

<u>California Department of Education Publication</u>	<u>Plan Submission Requirements for Modernization Projects, Form SFPD 4.08</u> <u>(https://www.cde.ca.gov/ls/fa/sf/documents/rev408jul10.doc)</u>
<u>California Department of Education Publication</u>	<u>Plan Submission Requirements for New Construction, Form SFPD 4.07</u> <u>(https://www.cde.ca.gov/ls/fa/sf/documents/jan2015407.doc)</u>
<u>Office of Public School Construction Publication</u>	<u>School Facility Program Handbook, January 2019</u> <u>(https://www.dgs.ca.gov/OPSC/Resources/Page-Content/Office-of-Public-School-Construction-Resources-List-Folder/Handbooks-Guides-and-Brochures)</u>
<u>Website</u>	<u>CSBA District and County Office of Education Legal Services</u>
<u>Website</u>	<u>Department of General Services, Division of the State Architect</u>
<u>Website</u>	<u>American Institute of Architects California Council</u>
<u>Website</u>	<u>Department of General Services, Office of Public School Construction</u>
<u>Website</u>	<u>California Department of Education, School Facilities</u>

Cross References

Description

<u>Code</u>	<u>Description</u>
<u>1240</u>	<u>Volunteer Assistance</u>
<u>1240</u>	<u>Volunteer Assistance</u>
<u>3311</u>	<u>Bids</u>
<u>3311</u>	<u>Bids</u>
<u>3311.3</u>	<u>Design-Build Contracts</u>
<u>3312</u>	<u>Contracts</u>
<u>3515.6</u>	<u>Criminal Background Checks For Contractors</u>
<u>7000</u>	<u>Concepts And Roles</u>
<u>7110</u>	<u>Facilities Master Plan</u>
<u>7150</u>	<u>Site Selection And Development</u>
<u>7150</u>	<u>Site Selection And Development</u>
<u>9270</u>	<u>Conflict Of Interest</u>
<u>9270-E(1)</u>	<u>Conflict Of Interest</u>