

Novato USD

Board Policy

Facilities Master Plan

BP 7110

Facilities

The **Governing** Board ~~of Education~~ recognizes the importance of long-range planning for school facilities in order to ~~help meet the changing needs of district students and to help ensure that resources are allocated in an efficient and effective manner~~ **address changes in student enrollment and in the district's educational program needs.** ~~To that end, the Board directs~~ The Superintendent or designee ~~to~~ **shall** develop, ~~and maintain~~ for Board approval, a master plan for district facilities.

~~The plan shall~~ **which** describes the district's anticipated short- and long-term facilities needs and priorities. ~~and shall be aligned with the district's educational goals.~~

~~(cf. 0000 - Vision)~~

(cf. 7000 - Concepts and Roles)

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

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

(cf. 7160 - Charter School Facilities)

(cf. 7210 - Facilities Financing)

~~The Superintendent or designee shall ensure that staff, parents/guardians, students, and business and community representatives are kept informed of the need for construction and modernization of facilities and of the district's plans for facilities.~~ **To solicit broad input into the planning process,** the Superintendent or designee may ~~also~~ establish a facilities **advisory** committee ~~that shall meet at regular intervals in order to give community members opportunities to provide input into the planning process~~ **consisting of staff, parents/guardians, and business, local government, and other community representatives. He/she also shall ensure that the public is informed of the need for construction and modernization of facilities and of the district's plans for facilities.** ~~The committee may consult local governmental and state planning agencies in order to ensure compliance with local and state standards.~~

(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 ~~them~~ **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)

*****Note: The following optional paragraph may be revised to reflect district practice. In its Public School Construction Cost Reduction Guidelines, the SAB recommends that facilities master plans be reevaluated whenever a new construction project is initiated or at intervals not exceeding five years. *****

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

Plan Components

*****Note: The CDE's publication Educational Specifications: Linking Design of School Facilities to Educational Program (Appendix 1) recommends components that should be addressed in the facilities master plan. Items #1-8 below are optional and may be revised to reflect district practice. *****

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
- 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

*****Note: 5 CCR 14030 delineates detailed standards for developing plans for the design and construction of school facilities. All school districts must comply with these standards, whether a project is state funded or locally funded. Other legal requirements for facilities plans, including Education Code 16011, 16322, and 17251, vary depending on the funding source and type of project. *****

*****Note: Pursuant to the Americans with Disabilities Act (ADA) (42 USC 12101-12213) and 28 CFR 35.150 and 35.151, district facilities must be accessible to and usable by individuals with disabilities. In achieving compliance, a district need not make structural changes to existing facilities if other methods are effective and the district can demonstrate**

that the structural change would result in a fundamental alteration in the nature of the activity or an undue financial or administrative burden. However, starting March 15, 2012, all newly constructed facilities must comply with the 2010 ADA Standards for Accessible Designs pursuant to 28 CFR 35.151, as amended by 75 Fed. Reg. 178. CSBA's ADA Compliance Program offers a variety of accessibility services including, but not limited to, facilities inspections and planning to transition facilities into full ADA compliance. ***

***Note: 24 CCR 101 et seq. ("CalGreen") establishes both mandatory requirements and voluntary standards for "green" building which apply to all new construction and are applicable to K-12 schools. CalGreen addresses five major areas: (1) planning and design, (2) energy efficiency, (3) water efficiency, (4) material conservation and resource efficiency; and (5) indoor environmental quality. ***

Plans for the design and construction of new school facilities also shall meet the standards described in 5 CCR 14030, green building standards pursuant to 24 CCR 101 et seq., the Americans with Disabilities Act pursuant to 42 USC 12101-12213, and any other requirements applicable to the funding source and type of project.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3510 - Green School Operations)

***Note: Subject to the availability of funds, districts may apply pursuant to Education Code 17077.40-17077.45 to fund joint use projects which are part of (1) a qualifying new construction project that will either increase the size and/or create extra costs beyond that necessary for school use of the multipurpose room, gymnasium, child care facility, library, or teacher education facility; or (2) a modernization project or a stand-alone project to provide for a multipurpose room, gymnasium, child care facility, library, or teacher education facility at a school that does not have the type of facility needed or has an inadequate facility. ***

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:

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 CDE

17260-17268 Plans ~~of schoolhouses~~ **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.csba.org>

Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

CDE, ~~School Facilities Division~~: <http://www.cde.ca.gov/facilities> <http://www.cde.ca.gov/lis/fa>

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