

**FACILITIES MASTER PLAN**

The Board of Education 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, Chief Facilities Planning and Construction, or designee may 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. 7000 - Concepts and Roles)*

*(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, Chief Facilities Planning and Construction, or designee may establish a facilities advisory committee 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.

*(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 every 10 years or 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
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)*

**FACILITIES MASTER PLAN (continued)**

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 to include: Structural, Fire Life Safety and Americans with Disabilities Act.
7. Are designed and engineered with flexibility to accommodate future needs

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)*

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 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

**FACILITIES MASTER PLAN (continued)**

*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>*

*California Department of Education: <http://www.cde.ca.gov/lr/fa>*