

**CLOVIS UNIFIED
SCHOOL DISTRICT**

FACILITIES

Planning

FACILITY PLANNING

PURPOSE: To outline steps to be utilized in facilities planning.

A. Roles in Facility Planning

Providing proper educational facilities is a major responsibility of the Board and the District Administration. The design of facilities shall provide for adequacy of space, as well as flexibility of use in order to enhance the instructional program.

Because District facilities become a permanent part of the community to be used by large numbers of people, great care must be taken to make certain that the facilities will fully support the intended educational and community programs, that they may be altered conveniently and inexpensively to meet future educational needs, and that they provide a healthful environment.

The Board shall determine the facilities to be constructed (including additions and modifications to existing facilities), select and purchase sites, and approve architects and consultants as necessary.

The Superintendent or designee shall supervise the development of the District's building program in accordance with state law and regulations, direct the planning of all educational features of new buildings or alterations of existing buildings, including the preparation of plans and specifications, maintain overall responsibility for the adequate implementation of the building program in accord with the educational needs of the District, act as the authorized agent of the District in all official governmental interactions related to the building program, and oversee the preparation of bids, award of contracts, construction, and inspection of all building projects.

B. Facilities Master Plan

The Superintendent or designee shall maintain a five-year facilities master plan, which shall reflect the short- and long-term educational program needs of the students based on the educational goals of the District and include a capital improvement plan (CIP).

The master plan shall incorporate population and enrollment projections based on a review of residential housing growth patterns and student yield factors.

The master plan shall be updated annually and shall meet all applicable requirements, including those of the California Department of Education and the State Allocation Board.

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The CIP shall identify the capital projects, along with associated costs and funding alternatives, which are projected to be required during the upcoming five years. The CIP shall include new school facility requirements, modernization requirements for existing facilities deferred maintenance requirements, and site improvement requirements.

The Superintendent or designee shall prepare and present for review and approval by the Board a five-year master plan and annual updates thereto.

C. Facility Design

The Superintendent or designee shall be responsible for the development of educational specifications for all capital facility projects, including new construction, modernization of existing facilities, and site improvements. Educational specifications for all types of capital facility projects shall reflect the goals and objectives of the District's instructional program, as well as the safety and welfare of users of District facilities.

The Superintendent or designee shall draw upon all necessary resources to assure that proposed capital facility projects meet the educational needs of the students and conform to all planning requirements imposed by state and local governmental agencies. These resources shall include District staff, community members, educational consultants, architectural and engineering firms, utility companies, local governmental and planning agencies, the California Department of Education, the Office of Public School Construction, and the Division of the State Architect.

Procedures shall be maintained that ensure members of the school community, including staff, parents, and community representatives, are given the opportunity to provide input into the planning process. Consultants and other appropriate resource personnel from state and local agencies shall be initiated into the planning process in accordance with state law and in those instances where such consultation will benefit an effective planning process. When necessary, the Superintendent or designee is authorized, with Board approval, to utilize private consulting firms to augment District staff resources.

Preliminary plans and specifications for new schools and new building structures that exceed 1000 square feet, excluding relocatable/portable buildings, along with cost estimates and a description of the project, shall be presented to the Board for approval. All plans and specifications shall adhere to applicable building standards and Board-approved educational specifications. Upon approval, the Superintendent or designee is authorized to submit said plans and specifications to the appropriate state and/or local agencies for approval. Upon approval of final plans and specifications by applicable state and/or local agencies, the Superintendent or designee is authorized to call for bids or contract for construction and related services as authorized by applicable laws and Board policies.

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as BP 7110)

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

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