

FACILITIES MASTER PLAN

The Governing Board 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. 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 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 as necessary to reflect changes in the educational program, existing facilities, finances, or demographic data.

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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)

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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

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: (see next page)

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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.csba.org>

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

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

Policy
adopted: April 14, 1997
revised: July 10, 2012

VISALIA UNIFIED SCHOOL DISTRICT
Visalia, California

FACILITIES MASTER PLAN

The Superintendent or designee shall prepare educational specifications for school design to support the educational program as determined by district goals, objectives, policies and community input. These specifications shall define: (Code of Regulations, Title 5, Section 14030)

1. The enrollment of the school and its grade level configuration
2. The emphasis in curriculum content or teaching methodology that influences the school design
3. The type, number, size, function, special characteristics of each space, and spatial relationships of the instructional area that are consistent with the educational program
4. Community functions that may affect the school design

Facilities plans shall conform with state standards as specified in the Code of Regulations, Title 5, Section 14030. These standards are briefly and partially summarized below:

1. Sites shall be arranged so that parent drop off, bus loading areas and staff parking are separated to allow students to enter and exit the school grounds safely.
2. Playgrounds and field areas shall be adequate to accommodate physical education requirements for the planned student enrollments.
3. Delivery and service areas shall be located so as to provide vehicle access without jeopardizing the safety of students and staff.
4. Site layouts shall have capability for expansion without substantial alterations to existing structures or playgrounds.
5. The placement of buildings shall be compatible with their functions and with the functions of other buildings.
6. Unless otherwise justified, classrooms at new school sites shall be not less than 960 square feet or shall provide not less than 30 square feet per student, with conduit/cabbling and outlets related to planned and potential educational functions.
7. Specialized classrooms shall be designed to reflect the function planned for that portion of the educational program, such as small-group instruction, kindergarten, and special education.

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8. Laboratories shall be designed for the planned curriculum, allowing for storage, ventilation, teacher preparation areas, proper outlets and power sources, safety equipment, proper hazardous materials management, and room to move around fixed learning stations.
9. Gymnasiums and shower/locker areas shall be designed to accommodate multiple use activities in accordance with the planned enrollment, with the gymnasium secured from other parts of the campus for evening, weekend and public use purposes.
10. Auxiliary areas such as multipurpose cafeterias, administrative offices and library/media centers shall be adequately sized, allow adaptation for changing technology and communication systems, and provide security for technology and media equipment.
11. Lighting shall be designed to provide comfortable and adequate levels of illumination in each educational space.
12. Hearing conditions shall complement the educational functions by good sound control.
13. Restrooms shall be sufficient to accommodate the maximum planned enrollment and located on campus to allow for supervision.
14. Schools planned for multitrack year-round operation shall have additional space for associated storage, supplies and planning.

Plans shall also comply with the Americans with Disabilities Act and its implementing regulations which require that facilities be designed and constructed so that they are readily accessible to and usable by individuals with disabilities. (42 USC 12131 et seq., 28 CFR 35)

Plans shall also comply with state requirements for appropriate space to accommodate before-and after-school child care programs. (Code of Regulations, Title 5, Section 14030)

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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)

Regulation
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Visalia, California