

PIEDMONT UNIFIED SCHOOL DISTRICT
BOARD POLICIES & ADMINISTRATIVE REGULATIONS

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SECTION 7000
Facilities

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Revised 11-16-17

Piedmont Unified SD

Board Policy

BP 7000

Facilities

Concepts And Roles

The Board of Education recognizes that one of its major responsibilities is to provide healthful, safe and adequate facilities that enhance the instructional program. The Board shall endeavor to make the provision of adequate school facilities a priority in the district. Because the schools serve as a focal point for the community, the Board shall also strive to ensure that district facilities fit harmoniously and attractively into their neighborhoods and have flexibility of design to meet future educational and community needs.

(cf. 9000 - Role of the Board)

The Board shall:

1. Approve additions or major alterations to existing buildings

(cf. 7111 - Evaluating Existing Buildings)

2. Determine what new buildings shall be built, when.

3. Determine the method of financing that will be used

(cf. 7210 - Facilities Financing)

4. Select and purchase school sites for future expansion, if warranted.

(cf. 7150 - Site Selection and Development)

5. Approve the selection of architects

(cf. 7140 - Architectural and Engineering Services)

6. Award contracts for design and construction

7. Name schools and individual buildings or other facilities

(cf. 7310 - Naming of Facility)

8. Advocate school facility needs to the community

(cf. 7110 - Facilities Master Plan)
(cf. 7131 - Relations with Local Agencies)

The Superintendent or designee shall:

1. Assess the district's short- and long-term facility needs
2. Oversee the preparation of bids and award of contracts

(cf. 3311 - Bids)

3. Supervise the implementation of the district's building program in accordance with Board policy, and state and local requirements, including collaboration with the architect and contractor on the construction of new facilities and modernization of existing facilities
4. Represent the district in official governmental interactions related to the building program

Legal Reference:

EDUCATION CODE

17210--17224 General provisions (school sites)

17260-17268 Plans of schoolhouses

17280-17317 Approval of plans and supervision of construction

17340-17343 Building of schoolhouses

17350-17360 Factory-built school buildings

17365-17374 Fitness of buildings for occupancy; liability of board members

17400-17429 Leasing of school buildings

CODE OF REGULATIONS, TITLE 5

14000 Policy declaration

14001 Minimum standards

14010 Procedure for site acquisition

14030 Preliminary procedure, planning and approval of school facilities

14031-14032 Submissions to bureau of school facilities planning; approval

Policy PIEDMONT UNIFIED SCHOOL DISTRICT

adopted: February 14, 2001 Piedmont, California

Piedmont Unified SD

Administrative Regulation

AR 7111
Facilities

Evaluating Existing Buildings

The Board shall establish a system of priorities for the repair, reconstruction or replacement of unsafe school buildings. (Education Code 17367) The Superintendent or designee shall periodically evaluate the adequacy and design of existing district facilities to determine whether they meet the needs of the instructional program and shall make recommendations as necessary for Board action.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3511 - Energy and Water Conservation)
(cf. 3514 - Environmental Safety)
(cf. 7110 - Facilities Master Plan)

Legal Reference:

EDUCATION CODE

17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998 especially:

17071.10-17071.40 Existing school building capacity

17280-17316 Building approvals

17365-17374 Fitness for occupancy

17650-17653 Retrofitting school facilities for energy conservation

GOVERNMENT CODE

53097 Compliance with city or county ordinances

53097.5 Inspection of schools by city or county

CODE OF REGULATIONS, TITLE 2

1859-1859.106 Regulations relating to the Leroy F. Greene School Facilities Act of 1998

Management Resources:

WEB SITES

Department of General Services, Office of Public School Construction:

<http://www.dgs.ca.gov./opsc/>

Regulation **PIEDMONT UNIFIED SCHOOL DISTRICT**
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Piedmont Unified SD

Board Policy

BP 7131
Facilities

Relations With Local Agencies

The Board of Education recognizes the importance of two-way communication with other local agencies in order to provide the best possible school facilities and make the best use of school construction funds. The Board shall consult and coordinate with local agencies as required by law and whenever the expertise of these agencies can assist the district in the planning, design and construction of facilities.

(cf. 7150 - Site Selection and Development)

Legal Reference:

EDUCATION CODE

17280-17317 Approval of plans and supervision of construction

35275 New school planning; cooperation with recreation and park authorities

GOVERNMENT CODE

53090-53097.5 Compliance with city or county regulations

65300-65307 Authority for and scope of general plans

65850-65863.9 Adoption of regulations, especially

65860 Consistency of zoning ordinances with general plan

65970-65981 School facilities, especially:

65995-65997 Developer fees

PUBLIC RESOURCES CODE

21000-21177 California Environmental Quality Act of 1970

CODE OF REGULATIONS, TITLE 5

14010 Procedure for site acquisition

CODE OF REGULATIONS, TITLE 14

15000-15282 Implementation of California Environmental Quality Act of 1970

Policy PIEDMONT UNIFIED SCHOOL DISTRICT
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Piedmont Unified SD

Board Policy

BP 7140
Facilities

Architectural And Engineering Services

In order to ensure safe construction and protect the investment of public funds, the Board of Education requires that a licensed architect or licensed structural engineer be employed to design and supervise the construction of district schools and other facilities.

The Superintendent or designee shall devise a competitive process for the selection of architects and structural engineers that is based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. For each project, he/she shall recommend specific architectural and engineering firms to the Board. The Board shall pay fair and reasonable amounts warranted by the provider's qualifications and competence. The Board need not select the lowest proposal.

(cf. 3311 - Bids)

Legal Reference:

EDUCATION CODE

17070.50 Conditions for apportionment

17280-17316 Approvals, especially:

17302 Persons qualified to prepare plans, specifications and estimates and supervise construction

17316 Contract provision re school district property

17371 Limitation on liability of Board of Education

GOVERNMENT CODE

4525-4529.5 Contracts with private architects, engineering, land surveying, and construction project management firms

14837 Definition of small business

87100 Public officials; financial interest

PUBLIC CONTRACT CODE

20111 School district contracts

Policy PIEDMONT UNIFIED SCHOOL DISTRICT
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Piedmont Unified SD

Administrative Regulation

AR 7140
Facilities

Architectural And Engineering Services

The Board of Education shall engage the services of a licensed architect(s) holding a valid license 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 architectural, or engineering 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 is in accord with Government Code 4526.

District employees are prohibited 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.

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

Regulation **PIEDMONT UNIFIED SCHOOL DISTRICT**
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Piedmont Unified SD

Board Policy

BP 7210
Facilities

Facilities Financing

When it is determined that school facilities must be built or expanded to accommodate an increased or projected increased enrollment, the Board of Education shall consider appropriate methods of financing for the purchase of school sites and the construction of buildings. In addition, financing may be needed when safety considerations and educational program improvements require the replacement, reconstruction or modernization of existing facilities.

The Superintendent or designee shall research funding alternatives and recommend to the Board the method that would best serve district needs.

These funding alternatives may include, but not be limited to:

1. Levying developer fees pursuant to Education Code 17620 and Government Code 65995-65998

(cf. 7211- Developer Fees)

2. Forming a community facilities district pursuant to Government Code 53311-53368.3, the Mello-Roos Community Facilities Act

(cf. 7212 - Mello-Roos Districts)

3. Forming a school facilities improvement district pursuant to Education Code 15300-15425

(cf. 7213 - School Facilities Improvement Districts)

4. Issuing voter-approved general obligation bonds

5. Imposing a qualified parcel tax pursuant to Government Code 50079

6. Using lease revenues for capital outlay purposes from surplus school property

Legal Reference:
EDUCATION CODE

15100-17059.2 School bonds, especially:
15122.5 Ballot statement
15300-15425 School facilities improvement districts
17000-17059.2 State School Building Lease-Purchase Law of 1976
17060-17066 Joint venture school facilities construction projects
17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998
17085-17095 State Relocatable Classroom Law of 1979
17582 District deferred maintenance fund
17620-17626 Levies against development projects by school districts especially:
17621 Procedures for levying fees
GOVERNMENT CODE
6061 One time notice
6066 Two weeks' notice
50075-50077 Voter-approved special taxes
50079 School districts; qualified special taxes
53175-53187 Integrated Financing District Act
53311-53368.3 Mello-Roos Community Facilities Act of 1982
53753 Assessment notice and hearing requirements
53753.5 Exemptions
54954.1 Mailed notice to property owners
54954.6 New or increased tax or assessment; public meetings and hearings; notice
65864-65867 Development agreements
65970-65980.1 School facilities development project
65995-65998 Payment of fees against a development project
66000-66008 Fees for development projects
66016-66018.5 Development project fees
66020-66025 Protests and audits
HEALTH AND SAFETY CODE
33445.5 Overcrowding of schools resulting from redevelopment
33446 School construction by redevelopment agency
CALIFORNIA CONSTITUTION
Article 13D, Sections 1-6 Assessment and property related fee reform
UNCODIFIED STATUTES
17696-17696.98 Greene-Hughes School Building Lease-Purchase Bond Law of 1986
CODE OF REGULATIONS, TITLE 2
1859-1859.106 School facility program

Management Resources:

WEB SITES

Department of General Services, Office of Public School Construction:

<http://www.dgs.ca.gov/opsc/>

Policy PIEDMONT UNIFIED SCHOOL DISTRICT
adopted: February 14, 2001 Piedmont, California

**PIEDMONT UNIFIED SCHOOL DISTRICT
Board Policy**

Facilities

BP 7300

HOURS OF OPERATION

The Board of Education is committed to providing a safe working environment for all employees. To accomplish this goal, the Board adopts the following policy to insure that District employees are not working alone on any school campus unless they have specific authorization to occupy a classroom or other work station during hours when the building is closed:

Work conducted outside the employee's regular workday shall only occur during times when a custodian or appropriate supervisor is present. Employees who wish to work alone in any District building must have written permission from their supervisor. The District discourages supervisors from granting permission for such activities out of concern for employees who are not trained and authorized to work alone at a site (such as a custodian).

LEGAL REFERENCES:

Education Code section 32228 et seq. School Safety and Violence Prevention Act

Education Code 32280 et seq. Comprehensive School Safety Plans

Adopted: September 9, 2009

Piedmont Unified SD

Board Policy

BP 7310

Facilities

Naming of Buildings and Facilities

The Governing Board shall name District schools and other district-owned or leased buildings, grounds, and facilities. The Board may name or rename any District building or facility in recognition of:

1. Individuals, living or deceased, and entities that have made outstanding contributions, including financial contributions, to the school community.
2. Individuals, living or deceased, who have made contributions of local, statewide, or national significance.
3. The geographic area in which the school or building is located.

The naming of buildings and facilities must be consistent with the District's vision and mission. The Board shall consider the role that names of buildings and facilities play in contributing to the District's sense of identity as well as in assisting staff, students, and visitors to orient themselves within school campuses.

When naming or renaming a building or facility for an individual, the Board shall obtain the consent of the individual (or his or her representative or estate), and the Board shall specify the duration for which the name shall be in effect (if the duration is anything shorter than the life of the building or facility).

Community Involvement

The Board encourages community participation in the process of naming District buildings and facilities. A citizen advisory committee may be appointed to review name suggestions and submit recommendations for the Board's consideration. Before adopting any proposed name, the Board shall hold a public meeting at which members of the public will be given an opportunity to provide input.

Memorials

Upon request, the Board may consider planting commemorative trees, installing benches, creating monuments or signs, or dedicating buildings, parts of buildings, athletic fields, classrooms, gymnasiums, gardens, theaters, or other district facilities or spaces in

memory of deceased students, staff members, community members, and benefactors of the District.

Legacy Gifts: Naming Buildings or Facilities in Recognition of the Gift

The Board has the sole discretion to determine whether to accept conditional gifts that are conditioned on the naming of a building or facility for the donor or for an individual identified by the donor (an honoree). Before accepting this type of legacy gift, the Board shall consider and make written findings regarding the benefits to the District of accepting the gift.

The Board shall retain the right to rename the building or facility if the Board determines that the honoree has been convicted of a felony, acts of moral turpitude, or other conduct which is contrary to the District's educational mission. The Board shall retain the right to rename the building or facility if the donor fails to fulfill the financial obligations relating to the pledged gift. In either case of renaming, the District shall have no obligation to return to the donor any portion of the gift.

The District may partner with community organizations to solicit donations and gifts, including legacy gifts.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

Adopted: November 8, 2017