

**Policy 7110 Facilities Master Plan**

**Status: ADOPTED**

**Original Adopted Date:** 02/1986

**Last Revised Date:** 05/15/2024

The Governing Board recognizes the importance of long-range planning for school facilities in order to address changes in student enrollment and the district's educational program. 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.

**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.

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. *The Superintendent or designee* shall ensure that the public is informed of the need for construction and modernization of facilities and of the district's plans for facilities.

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)

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.

**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
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
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
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 need

Plans for the design and construction of new school facilities shall also meet the standards described in 5 CCR 14030, the California Green Building Standards Code, Title 24, Part 11 of the California Code of Regulations ("CALGreen"), the Americans with Disabilities Act (ADA) pursuant to 42 USC 12101-12213, and any other requirements applicable to the funding source and type of project.

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.

02/86  
02/96  
11/01  
9/11/02  
07/12

**Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State**

**Description**

2 CCR 1859-1859.199	<a href="#">Leroy F. Greene School Facilities Act</a>
24 CCR 101	California Building Standards Code
5 CCR 14001	Minimum standards for school facilities
5 CCR 14010	Procedure for site acquisition
5 CCR 14030-14036	Standards, planning, and approval of school facilities
Ed. Code 16011	<a href="#">Long-range comprehensive master plan</a>
Ed. Code 16322	<a href="#">California Department of Education services</a>
Ed. Code 17017.5	<a href="#">Approval of applications for projects</a>
Ed. Code 17070.10-17079.30	<a href="#">Leroy F. Greene School Facilities Act</a>
Ed. Code 17251-17256	<a href="#">CDE powers concerning buildings and building sites</a>
Ed. Code 17260-17268	<a href="#">Plans and specifications for school facilities</a>
Ed. Code 17280-17317	<a href="#">Field Act; approval of plans and supervision of construction</a>
Ed. Code 17283.5	<a href="#">School building does not include residential housing</a>
Ed. Code 17365-17374	<a href="#">Field Act; fitness for occupancy; liability of board members</a>
Ed. Code 17405	<a href="#">Relocatable structures; lease requirements</a>
Ed. Code 35275	<a href="#">New school planning; cooperation with recreation and park authorities</a>
Ed. Code 4454.5	Approval of plans and specifications; exemption of residential housing
Gov. Code 53090-53097.5	<a href="#">Regulation of local agencies by counties and cities</a>
Gov. Code 65352.2	<a href="#">Communicating and coordinating of school sites</a>
Gov. Code 65995.6	<a href="#">School facilities needs analysis</a>
H&S Code 53570-53574	<a href="#">Teacher Housing Act of 2016</a>
Federal	Description
28 CFR 35.101-35.190	Americans with Disabilities Act
42 USC 12101-12213	Americans with Disabilities Act
Management Resources	Description
California Department of Education Publication	Educational Specifications: Linking Design of School Facilities to Educational Program, 1997
California Department of Education Publication	Guide for the Development of a Long-Range Facilities Plan, 1986
California Department of Education Publication	Schools of the Future Report, September 2011
CSBA Publication	<a href="#">Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010</a>

CSBA Publication  
 Office of Public School Construction  
 Publication  
 Office of Public School Construction  
 Publication  
 State Allocation Board Publication  
 Website  
 Website  
  
 Website  
 Website

Facilities Master Planning, Fact Sheet, November 2007  
[School Facility Program Handbook, January 2019](#)  
 A Brief Overview of the School Facility Program, May 2016  
 Public School Construction Cost Reduction Guidelines, 2000  
[CSBA District and County Office of Education Legal Services  
 Department of General Services, Office of Public School  
 Construction  
 California Department of Education  
 CSBA](#)

**Cross References**

**Code**

0000  
 0200  
 0400  
 0410  
 0415  
 0460  
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 1220  
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 1330.1  
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**Description**

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[Nondiscrimination/Harassment](#)  
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5148.3	<a href="#"><u>Preschool/Early Childhood Education</u></a>
6117	<a href="#"><u>Year-Round Schedules</u></a>
6141	<a href="#"><u>Curriculum Development And Evaluation</u></a>
6141	<a href="#"><u>Curriculum Development And Evaluation</u></a>
6142.7	<a href="#"><u>Physical Education And Activity</u></a>
6142.7	<a href="#"><u>Physical Education And Activity</u></a>
6145.2	<a href="#"><u>Athletic Competition</u></a>
6145.2	<a href="#"><u>Athletic Competition</u></a>
6163.1	<a href="#"><u>Library Media Centers</u></a>
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7150	<a href="#"><u>Site Selection And Development</u></a>
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7210	<a href="#"><u>Facilities Financing</u></a>
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9000	<a href="#"><u>Role Of The Board</u></a>