

1.3 School Safety—Plan for Protection of People and Property

Professional Standards

The district should be able to demonstrate that a plan of security has been developed, which includes adequate measures of safety and protection of people and property. [EC 32020, 32211, 35294-35294.9]

Progress on Recommendations and Improvement Plan

1. The district has implemented the use of a school entry form that requires any party wanting to use the facilities to have prior approval. No keys will be issued to outside parties.
2. The Maintenance Department is providing an aggressive training program for all maintenance and operations staff on various topics including personal protection.

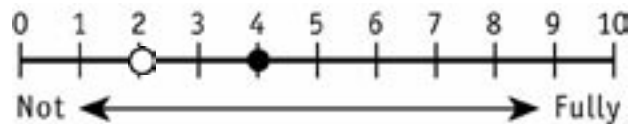
Standard Implemented: Partially

July 2003 Rating: 2

January 2004 Self-Rating: 4

January 2004 New Rating: 4

Implementation Scale:



1.4 School Safety— School Safety—Restrictions on Flammable and Toxic Materials

Professional Standards

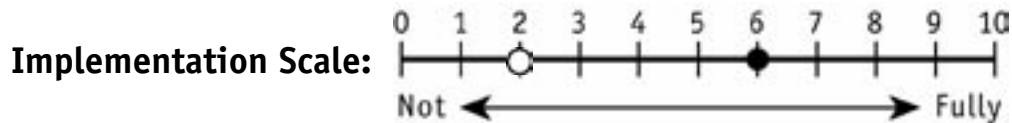
The district should ensure that the custodial and maintenance staffs are regularly informed of restrictions pertaining to the storage and disposal of flammable or toxic materials. [EC 49341, 49401.5, 49411, F&AC 12981, H&SC 25163, 25500-25520, LC 6360-6363, CCR Title 8 §5194]

Progress on Recommendations and Improvement Plan

- 1.& 2. Board policies and associated regulations have not been developed or adopted.
3. On April 10, 2003, the district held mandatory in-service training for all custodial and maintenance staff on the proper handling of hazardous materials including all cleaning materials used in the daily upkeep of the schools.
4. The Director of Maintenance and Operations visited sites to review the HAZMAT/MSDS manuals for currency.

Standard Implemented: Partially

July 2003 Rating: 2
January 2004 Self-Rating: 6
January 2004 New Rating: 6



1.6 School Safety—Monitoring of Bus Loading/Unloading Areas for Safety

Professional Standards

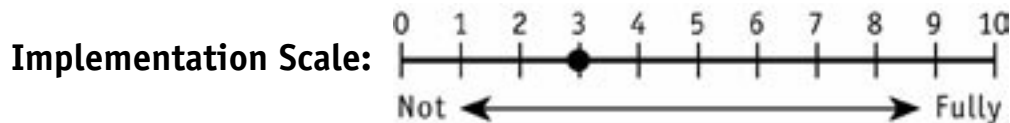
Bus loading and unloading areas, delivery areas, and parking and parent loading/unloading areas are monitored on a regular basis to ensure the safety of the students, staff, and community. Students, employees, and the public should feel safe at all times on school premises.

Progress on Recommendations and Improvement Plan

1. Of the sites observed during the review team's visits in October, 2003, there were no improved parental supervision measures implemented. Students were still being delivered across the street from schools and allowed to cross the street unescorted by parents or guardians. An observer was still able to wander some of the campuses without contact with an adult, and unescorted students were in the halls.
2. In most cases, adults supervised students during the school day, but students on site for before- and after-hour activities had little adult supervision.
3. The district has increased safety training for employees and should continue to emphasize the need to focus on students away from the classroom.

Standard Implemented: Partially

July 2003 Rating: 3
January 2004 Self-Rating: 3
January 2004 NewRating: 3



1.21 School Safety—Compliance with Federal AHERA Laws

Professional Standard

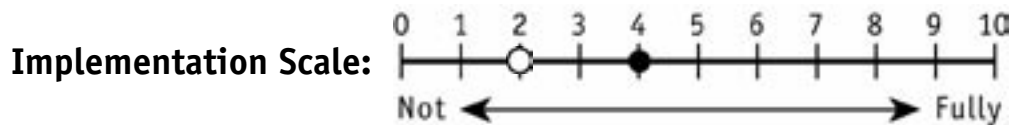
All asbestos inspection and asbestos work completed in the US is performed by Asbestos Hazard Emergency Response Act (AHERA) accredited individuals. [EC 49410.5, 40 CFR Part 763]

Progress on Recommendations and Improvement Plan

1. No board policies have been adopted for the AHERA program
2. All sites have a copy of the plan. However, finding the copies of the report at the school sites was not easy. In most cases, the staff could not find them. The Director of Maintenance and Operations will be visiting the sites to locate the plan and mark it for clear recognition.
3. & 4. The Director of Maintenance and Operations is scheduling training for all the staff on the proper handling of asbestos-containing materials.

Standard Implemented: Partially

July 2003 Rating: 2
January 2004 Self-Rating: 5
January 2004 New Rating: 4



1.23 School Safety— Safety of Boilers and Fired Pressure Vessels

Professional Standards

Safe work practices exist with regards to boiler and fired pressure vessels. [CCR Title 8 §782]

Progress on Recommendations and Improvement Plan

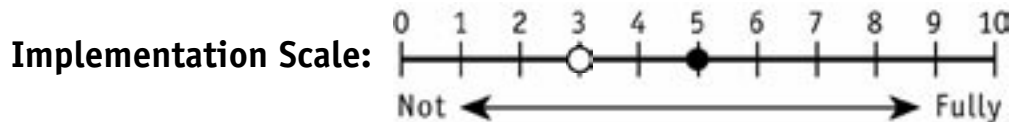
1. The district held a two-day training session for the ten maintenance staff responsible for the boilers. This was mandatory training for all staff.
2. The maintenance staff has attempted to keep the boiler rooms clear of storage materials. However, support for this safety measure has not been uniform districtwide. The staff continues to find boiler rooms being used for storage regardless of the number of times the rooms are cleared and staff members are cautioned about the safety hazard.

Standard Implemented: Partially

July 2003 Rating: 3

January 2004 Self-Rating: 5

January 2004 New Rating: 5



1.25 School Safety— Maintenance of a Comprehensive Employee Safety Program

Professional Standards

The district maintains a comprehensive employee safety program. Employees should be aware of the district safety program, and the district provides in-service training to employees on the requirements of the safety program

Progress on Recommendations and Improvement Plan

1. No updated board policy was available.
2. The district is developing a safety committee to oversee the safety program.
3. The Maintenance Department performed a major sweep of the sites to address safety hazards during the summer. The department provided a long list of the safety hazards cleared at each school site.
4. The district made great strides in providing in-service training for the staff. Over the past nine months, the Director of Maintenance and Operations has provided 11 training sessions for the staff. These sessions covered topics ranging from proper use of power tools to sexual harassment to proper first-aid practices.

Standard Implemented: Partially

July 2003 Rating: 0
January 2004 Self-Rating: 5
January 2004 New Rating: 5



2.1 Facility Planning— Maintenance of a Long-Range Facilities Master Plan

Professional Standards

The district should have a long-range school facilities master plan.

Progress on Recommendations and Improvement Plan

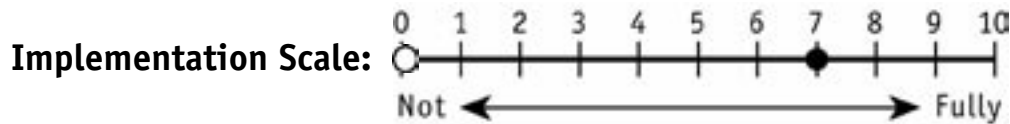
1. The district maintains a detailed and comprehensive long-range school facilities master plan for all projects that is updated annually by the Director of Facilities. The only projects not included in the master plan relate to nonschool facility needs. These needs relate to the transportation yard, administration housing, and school sites that cannot house students safely. All these topics continue to be discussed for possible inclusion in a future update of the master plan.

Standard Implemented: Partially

July 2003 Rating: 0

January 2004 Self-Rating: 7

January 2004 New Rating: 7



3.6 Facilities Improvement and Modernization—Maintenance of a System for Tracking Project Progress

Professional Standards

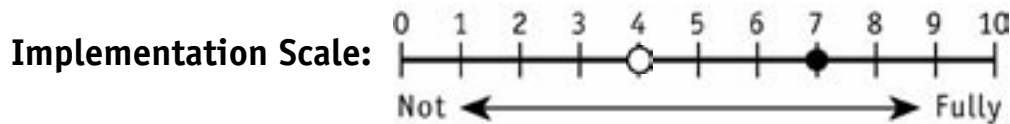
The district has established and maintains a system for tracking the progress of individual projects.

Progress on Recommendations and Improvement Plan

1. The district holds weekly progress meetings with all responsible parties. These meetings are supplemented with additional meetings as necessary to focus on specific projects.
- 2.&3. The department's understaffing has been addressed by hiring additional project managers to track each project's progress while the Director Facilities provides monthly financial updates on the individual projects and the combined costs. Each project budget reflects the amounts budgeted, any changes to the budgets, the amounts spent to date, and the available balances. The director also provides detailed updates on the status of each project from preconstruction to completion with only punch list items pending.

Standard Implemented: Partially

July 2003 Rating: 4
January 2004 Self-Rating: 7
January 2004 New Rating: 7



4.3 Construction of Projects—Appropriate Project Records and Drawing are Maintained

Professional Standards

The district maintains appropriate project records and drawings.

Progress on Recommendations and Improvement Plan

1. The district has made some progress in this area. The district has centralized all drawings and records in the Facilities Department. The district has yet to develop and implement a system for the storage of the records and drawings. Included in the future system will be a check-in/check-out system for all records.

Standard Implemented: Partially

July 2003 Rating: 0
January 2004 Self-Rating: 2
January 2004 New Rating: 2



5.3 Compliance with Public Contracting Laws and Procedures—Conflict of Interest Statements and Compliance

Professional Standards

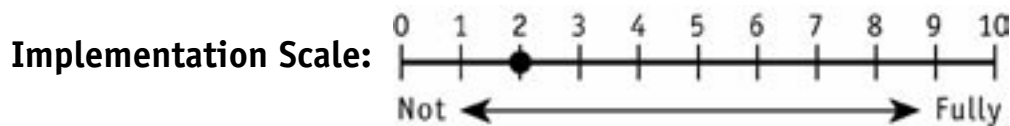
The district maintains files of conflict-of-interest statements and complies with legal requirements. Conflict of interest statements should be collected annually by the Superintendent and kept on file in the superintendent's office.

Progress on Recommendations and Improvement Plan

1. The district has not made any progress on implementing this standard.

Standard Implemented: Partially

July 2003 Rating: 2
January 2004 Self-Rating: None provided
January 2004 New Rating: 2



6.1 Special Education Facilities—Compliance with CDE Regulations

Professional Standards

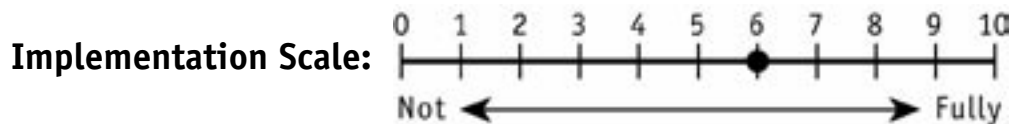
The district complies with California Department of Education (CDE) requirements relative to the provision of special education facilities.

Progress on Recommendations and Improvement Plan

1. The district continues to incorporate the CDE requirements in modernization and new construction programs where possible. All drawings using state funding are submitted to CDE for the plan check, which includes special education requirements. No additional progress has been made to implement this standard.

Standard Implemented: Partially

July 2003 Rating: 6
January 2004 Self-Rating: 6
January 2004 New Rating: 6



6.2 Special Education Facilities—Equity with Other Facilities, Appropriate to Educational Program

Professional Standards

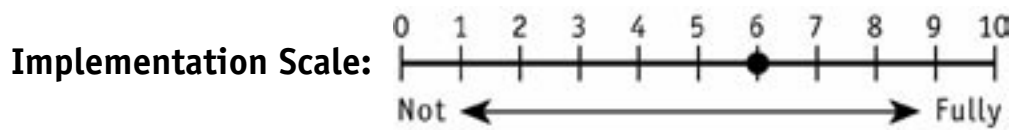
The district provides facilities for its special education programs that ensure equity with other educational programs within the district and provides appropriate learning environments in relation to educational program needs.

Progress on Recommendations and Improvement Plan

1. There has been no change in the district's practice of providing facilities for special education programs since the initial site visits and interviews. No plan has been developed to ensure equity for special education and regular education facilities.

Standard Implemented: Partially

July 2003 Rating: 6
January 2004 Self-Rating: 6
January 2004 New Rating: 6



6.3 Special Education Facilities—Adequacy for Instructional Program Needs

Professional Standards

The district provides facilities for its special education programs that provide appropriate learning environments in relation to educational program needs.

Progress on Recommendations and Improvement Plan

1. There has been no change in the district's practice of providing appropriate learning environments for special education programs since the initial site visits and interviews. No plan has been developed to ensure equity for special education and regular education facilities.

Standard Implemented: Partially

July 2003 Rating: 5
January 2004 Self-Rating: 5
January 2004 New Rating: 5



8.1 Facilities Maintenance and Custodial—Energy Conservation Policy

Professional Standard

An Energy Conservation Policy should be approved by the board of education and implemented throughout the district

Progress on Recommendations and Improvement Plan

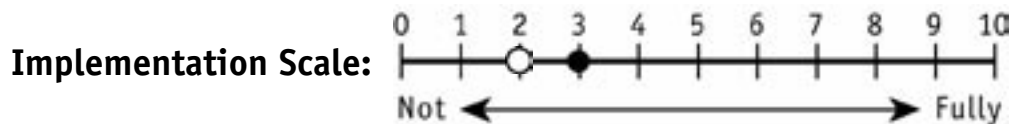
1. There is no board policy regarding energy conservation so no implementation has been made. However, the district has begun working with outside consultants to develop an energy conservation program including energy tracking. It is anticipated that the district will have begun the development of an energy plan when the next site visit is scheduled.

Standard Implemented: Partially

July 2003 Rating: 2

January 2004 Self-Rating: 3

January 2004 New Rating: 3



8.2 Facilities Maintenance and Custodial—Energy Accounting System

Professional Standard

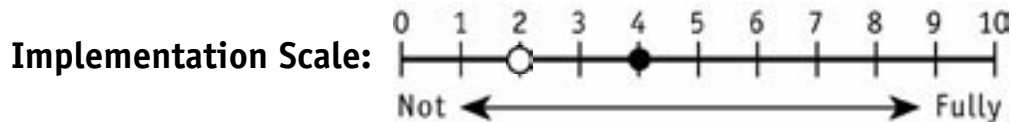
The district should create and maintain a system to track utility costs and consumption and to report on the success of the district's energy program.

Progress on Recommendations and Improvement Plan

1. The district is working with a company from Connecticut to develop an energy tracking system that will identify all utility costs by site. This will allow the Director of Maintenance and Operations to monitor usage by site annually to determine if additional energy savings work needs to be performed.

Standard Implemented: Partially

July 2003 Rating: 2
January 2004 Self-Rating: 4
January 2004 New Rating: 4



8.3 Facilities Maintenance and Custodial—Completion of Energy Analysis

Professional Standard

An energy analysis should be completed for each site.

Progress on Recommendations and Improvement Plan

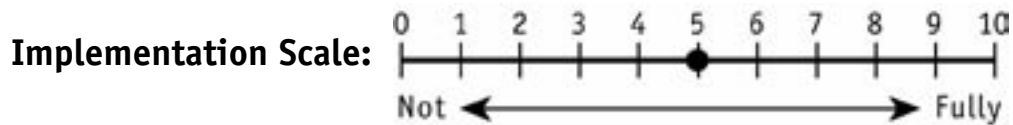
1. There has been no change in this area since the initial review.

Standard Implemented: Partially

July 2003 Rating: 5

January 2004 Self-Rating: 5

January 2004 New Rating: 5



8.6 Facilities Maintenance and Custodial— Procedures for Evaluation of Maintenance and Operations Staff

Professional Standard

Procedures are in place for evaluating the work quality of maintenance and operations staff. The quality of the work performed by the maintenance and operations staff should be evaluated on a regular basis using a board-adopted procedure that delineates the areas of evaluation and the types of work to be evaluated.

Progress on Recommendations and Improvement Plan

1. The Director of Maintenance and Operations is evaluating all supervisory employees regularly. The supervisory staff is evaluating all classified staff regularly. The only remaining obstacles are the two evaluation forms, which do not provide the evaluators with sufficient categories to show progress in specific areas of performance. A revised evaluation form that is negotiated with the bargaining units would provide evaluators and employees with a clearer picture of the employee's performance.

Standard Implemented: Partially

July 2003 Rating: 4
January 2004 Self-Rating: 5
January 2004 New Rating: 5



8.11 Facilities Maintenance and Custodial—Implementation of a Planned Program Maintenance System

Professional Standards

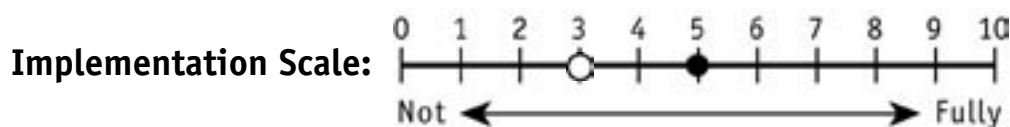
The district has implemented a planned program maintenance system. The district should have a written planned program maintenance system that includes an inventory of all facilities and equipment that will require maintenance and replacement. This program should include purchase prices, anticipated life expectancies, anticipated replacement time lines, and budgetary resources necessary to maintain the facilities.

Progress on Recommendations and Improvement Plan:

1. & 2. There is no board policy developed or adopted regarding Planned Program Maintenance.
3. The district has established as one of the priorities the regularly scheduled replacement of floor coverings, interior and exterior painting on a 12-13 year cycle.
- 4.-9. Other components of the planned program maintenance system have not been scheduled. The main missing component is the board policy establishing the components of the maintenance system. No funding stream has been established because the level of need has not been determined.

Standard Implemented: Partially

July 2003 Rating: 3
January 2004 Self-Rating: 5
January 2004 New Rating: 5



10.3 Community Use of Facilities—Maintenance of Records and Cash Controls on Civic Center Funds

Professional Standards

The district should maintain comprehensive records and controls on civic center implementation and cash management.

Progress on Recommendations and Improvement Plan:

- 1.- 4. The maintenance office still invoices and collects fees for facilities use. The invoice is generated when the permit is properly authorized and submitted to the maintenance office. The majority of the fees collected are sent immediately to the business office once the maintenance office has issued a numbered receipt and logged the payment.
5. Prenumbered forms and logs are being kept per the newly adopted board policy and the associated administrative regulations.
6. Advance payments are now required for facility use. When deposits are required, they are held in the Maintenance Department until the activity is over. If the deposit is not needed to cover the cost of damage or additional cleaning, the original check is returned to the payee.

Standard Implemented: Partially

July 2003 Rating: 0
January 2004 Self-Rating: 4
January 2004 New Rating: 4

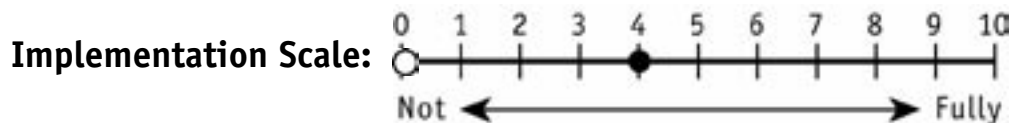


Chart of Facilities Management Standards



Progress Ratings Toward Implementation of the Improvement Plan

Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	Focus for July 2004
1.1	All school administrators should be thoroughly familiar with the California Department of Education, Civil Defense and Disaster Planning Guide for School Officials, 1972. [EC 32000-32004, 32040, 35295-35297, 38132, 46390-46392, 49505, GC 3100, 8607, CCR Title 5 §550, 560, Title 19 §2400]	2	NR	
1.2	The district includes the appropriate security devices in the design of new buildings as well as in modernized buildings. [EC 32020, 32211, 35294-35294.9, 39670-39675]	6	NR	
1.3	The district should be able to demonstrate that a plan of security has been developed, which includes adequate measures of safety and protection of people and property. [EC 32020, 32211, 35294-35294.9]	2	4	
1.4	The district should ensure that the custodial and maintenance staffs are regularly informed of restrictions pertaining to the storage and disposal of flammable or toxic materials. [EC 49341, 49401.5, 49411, F&AC 12981, H&SC 25163, 25500-25520, LC 6360-6363, CCR Title 8 §5194]	2	6	<input type="checkbox"/>
1.5	The district has a documented process for issuing of master and sub-master keys. A districtwide standardized process for the issuance of keys to employees must be followed by all district administrators.	4	NR	<input type="checkbox"/>
1.6	Bus loading and unloading areas, delivery areas, and parking and parent loading/unloading areas are monitored on a regular basis to ensure the safety of the students, staff and community. Students, employees and the public should feel safe at all times on school premises.	3	3	
1.7	Outside lighting is properly placed and monitored on a regular basis to ensure the operability/adequacy of such lighting and to ensure safety while activities are in progress in the evening hours. Outside lighting should provide sufficient illumination to allow for the safe passage of students and the public during after-hours activities. Lighting should also provide security personnel with sufficient illumination to observe any illegal activities on campus.	4	NR	<input type="checkbox"/>

Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	Focus for July 2004
1.8	The district has a graffiti and vandalism abatement plan. The district should have a written graffiti and abatement plan that is followed by all district employees. The district provides district employees with sufficient resources to meet the requirements of the abatement plan.	5	NR	
1.9	Each public agency is required to have on file written plans describing procedures to be employed in case of emergency. [EC 32000-32004, 32040, 35295-35297, 38132, 46390-46392, 49505, GC 3100, 8607] [CCR Title 8, §3220]	2	NR	
1.10	Each elementary and intermediate school at least once a month, and in each secondary school not less than twice every school year, shall conduct a fire drill. [EC 32000-32004, 32040, CCR Title 5 §550]	3	NR	
1.11	Maintenance/custodial personnel have knowledge of chemical compounds used in school programs that include the potential hazards and shelf life. [EC 49341, 49401.5, 49411, F&AC 12981, H&SC 25163, 25500-25520, LC 6360-6363, CCR Title 8 §5194]	2	NR	<input type="checkbox"/>
1.12	Building examinations are performed, and required actions are taken by the Governing Board upon report of unsafe conditions. [EC 17367]	6	NR	
1.13	Each school which is entirely enclosed by a fence or partial buildings must have a gate of sufficient size to permit the entrance of ambulances, police and fire fighting equipment. Locking devices shall be designed to permit ready entrance.	10	NR	
1.14	Sanitary, neat and clean conditions of the school premises exist and the premises are free from conditions that would create a fire hazard. [CCR Title 5 §633]	3	NR	<input type="checkbox"/>
1.15	The Injury and Illness Prevention Program (IIPP) requires periodic inspections of facilities to identify conditions. [CCR Title 8 §3203]	2	NR	<input type="checkbox"/>
1.16	Appropriate fire extinguishers exist in each building and current inspection information is available. [CCR Title 8 §1922(a)]	3	NR	

Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	Focus for July 2004
1.17	All exits are free of obstructions. [CCR Title 8 §3219]	9	NR	
1.18	A comprehensive school safety plan exists for the prevention of campus crime and violence. [EC 35294-35294.9]	3	NR	
1.19	Each public agency is required to have on file written plans describing procedures to be employed in case of emergency. [EC 32000-32004, 32040, 35295-35297, 38132, 46390-46392, 49505, GC 3100, 8607] [CCR Title 8, §3220]	3	NR	
1.20	Requirements are followed pertaining to underground storage tanks. [H&SC 25292, CCR Title 26 §477, Title 23 § 2610]	10	NR	
1.21	All asbestos inspection and asbestos work completed in the US is performed by Asbestos Hazard Emergency Response Act (AHERA) accredited individuals. [EC 49410.5, 40 CFR Part 763]	2	4	
1.22	All playground equipment meets safety code regulations and is inspected in a timely fashion as to ensure the safety of the students. [EC 44807, GC 810-996.6, H&SC 24450 Chapter 4.5, 115725-115750, PRC 5411, CCR Title 5 §5552]	10	NR	
1.23	Safe work practices exist with regard to boiler and fired pressure vessels. [CCR Title 8 §782]	3	5	
1.24	Materials Safety Data Sheets are maintained. [EC 49341, 49401.5, 49411, F&AC 12981, LC 6360-6363, CCR Title 8 §5194]	2	NR	<input type="checkbox"/>
1.25	The district maintains a comprehensive employee safety program. Employees are made aware of the district safety program and the district provides in-service training to employees on the requirements of the safety program.	0	5	

Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	Focus for July 2004
1.26	The district conducts periodic safety training for employees. District employees should receive periodic training on the safety procedures of the district.	0	NR	
1.27	The district should conduct periodic first aid training for employees assigned to school sites.	0	NR	
2.1	The district should have a long-range school facilities master plan.	0	7	<input type="checkbox"/>
2.2	The district should possess a California State Department of Education Facilities Planning and Construction Guide (dated 1991).	10	NR	
2.3	The district should seek state and local funds.	5	NR	
2.4	The district is in the process of finalizing a Citizens Oversight Committee to ensure the appropriateness of expenditures related to the recent passage of the district's local school bond measure (Measure M). In essence, this committee will function as an advisory/facility planning type of committee.	9	NR	
2.5	The district should have a properly staffed and funded facility planning department.	5	NR	
2.6	The district should develop and implement an annual capital planning budget.	10	NR	
2.7	The district should have standards for real property acquisition and disposal. [EC 39006, 17230-17233]	5	NR	
2.8	The district seeks and obtains waivers from the State Allocation Board for continued use of its nonconforming facilities. [EC 17284, 17285]	2	NR	
2.9	The district has established and utilizes a selection process for the selection of licensed architectural/engineering services. [GC 17302]	9	NR	
2.10	The district should assess its local bonding capacity. [EC 15100]	10	NR	

Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	Focus for July 2004
2.11	The district should develop a process to determine debt capacity.	10	NR	
2.12	The district should be aware of and monitor the assessed valuation of taxable property within its boundaries.	10	NR	
2.13	The district should monitor its legal bonding limits. [EC 15100, 15330]	10	NR	
2.14	The district should collect statutory school fees. [EC 17620, GC 65995, 66000]	0	NR	
2.15	The district should consider developing an asset management plan.	2	NR	
2.16	The district has pursued state funding for joint-use projects through the filing of applications through the Office of Public School Construction and the State Allocation Board.	7	NR	
2.17	The district has established and utilizes an organized methodology of prioritizing and scheduling projects.	8	NR	
2.18	The district complies with California Department of Education (CDE) recommendations relative to school site sizing.	0	NR	
2.19	The district should distribute facility funding in an equitable manner to all communities served and to all school levels.	10	NR	
3.1	The district has a restricted deferred maintenance fund and those funds are expended for maintenance purposes only. The deferred maintenance fund should be a stand-alone fund reflecting the revenues and expenses for the major maintenance projects accomplished during the year.	7	NR	
3.2	The district has pursued state funding for deferred maintenance - critical hardship needs by filing an application(s) through the Office of Public School Construction and the State Allocation Board. [State Allocation Board Regulation §1866]	0	NR	

Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	Focus for July 2004
3.3	The district applies to the State Allocation Board for facilities funding for all applicable projects.	8	NR	
3.4	The district consistently reviews and monitors its eligibility for state funding so as to capitalize upon maximal funding opportunities.	7	NR	
3.5	The district establishes and implements interim housing plans for use during the construction phase of modernization projects and/or additions to existing facilities.	8	NR	
3.6	The district has established and maintains a system for tracking the progress of individual projects.	4	7	
3.7	Furniture and equipment items are routinely included within the scope of modernization projects.	8	NR	
3.8	The district obtains approval of plans and specifications from the Division of the State Architect and the Office of Public School Construction (when required) prior to the award of a contract to the lowest responsible bidder. [EC 17263, 17267]	8	NR	
3.9	All relocatables in use throughout the district meet statutory requirements. [EC 17292]	2	NR	
3.10	The district maintains a plan for the maintenance and modernization of its facilities. [EC 17366]	8	NR	
3.11	The annual deferred maintenance contribution is made correctly. The district should annually transfer the maximum amount that the district would be eligible for in matching funds from the state.	10	NR	
3.12	The district actively manages the deferred maintenance projects. The district should review the five-year deferred maintenance plan annually to remove any completed projects and include any newly eligible projects. The district should also verify that the expenses performed during the year were included in the state approved five-year deferred maintenance plan.	10	NR	

Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	Focus for July 2004
3.13	The staff within the district is knowledgeable of procedures within the Office of Public School Construction (OPSC).	8	NR	
3.14	The staff within the district is knowledgeable of procedures within the Division of the State Architect (DSA).	8	NR	
4.1	The district maintains an appropriate structure for the effective management of its construction projects.	7	NR	
4.2	Change orders are processed and receive prior approval from required parties before being implemented within respective construction projects.	8	NR	
4.3	The district maintains appropriate project records and drawings.	0	2	
4.4	Each Inspector of Record (IOR) assignment is properly approved.	9	NR	
5.1	The district complies with formal bidding procedures. [GC 54202, 54204, PCC 20111]	7	NR	
5.2	The district has a procedure for requests for quotes/proposals. [GC 54202, 54204, PCC 20111]	7	NR	
5.3	The district maintains files of conflict-of-interest statements and complies with legal requirements. Conflict of interest statements should be collected annually and kept on file.	2	2	
5.4	The district ensures that biddable plans and specifications are developed through its licensed architects/engineers for respective construction projects.	6	NR	
5.5	The district ensures that requests for progress payments are carefully evaluated.	7	NR	
5.6	The district maintains contract award/appeal processes. [GC 54202, 54204, PCC 20111]	8	NR	
5.7	The district maintains internal control, security, and confidentiality over the bid submission and award processes. [GC 54202, 54204, PCC 20111]	7	NR	

NR - Not Reviewed

☐ - Targeted for Review

Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	Focus for July 2004
6.1	The district complies with California Department of Education (CDE) requirements relative to the provision of Special Education facilities.	6	6	
6.2	The district provides facilities for its special education programs that ensure equity with other educational programs within the district and provide appropriate learning environments in relation to educational program needs.	6	6	
6.3	The district provides facilities for its special education programs that provide appropriate learning environments in relation to educational program needs.	5	5	
7.1	The district applies for state funding for class size reduction facilities. The district should apply for class size reduction (CSR) facilities funding annually.	10	NR	
7.2	The district has provided adequate facilities for the additional classes resulting from the implementation of class size reduction.	10	NR	
7.3	The district has complied with CDE suggested space requirements relative to the provision of educational environments for the implementation of class size reduction.	10	NR	
7.4	The district has developed a plan for the provision of permanent facilities in which to house its CSR programs.	6	NR	
8.1	An energy conservation policy should be approved by the board of education and implemented throughout the district.	2	3	<input type="checkbox"/>
8.2	The district should create and maintain a system to track utility costs and consumption and to report on the success of the district's energy program.	2	4	<input type="checkbox"/>
8.3	An energy analysis should be completed for each site.	5	5	
8.4	Cost-effective, energy-efficient design should be a top priority for all district construction projects.	10	NR	
8.4a	The district should be in discussion and working as a team with agencies that can provide professional assistance and funding.	10	NR	

Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	Focus for July 2004
8.4b	The district should act toward improving the energy efficiency of all sites, including those not included in the local bond.	8	NR	
8.4c	The district should analyze the possibility of using alternative energy sources as a means to reducing the financial impact of utilities on the district.	0	NR	
8.5	Adequate maintenance records and reports are kept, including a complete inventory of supplies, materials, tools and equipment. All employees required to perform maintenance on school sites should be provided with adequate supplies, equipment and training to perform maintenance tasks in a timely and professional manner. Included in the training is how to inventory supplies and equipment and when to order or replenish them.	7	NR	
8.6	Procedures are in place for evaluating the work quality of maintenance and operations staff. The quality of the work performed by the maintenance and operations staff should be evaluated on a regular basis using a board-adopted procedure that delineates the areas of evaluation and the types of work to be evaluated.	4	5	
8.7	Major areas of custodial and maintenance responsibilities and specific jobs to be performed have been identified. Custodial and maintenance personnel should have written job descriptions that delineate the major areas of responsibilities that they will be expected to perform and will be evaluated on.	5	NR	<input type="checkbox"/>
8.8	Necessary staff, supplies, tools and equipment for the proper care and cleaning of the school(s) are available. In order to meet expectations, schools must be adequately staffed and staff must be provided with the necessary supplies, tools and equipment as well as the training associated with the proper use of such.	5	NR	<input type="checkbox"/>

Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	Focus for July 2004
8.9	The district has an effective preventive maintenance program. The district should have a written preventive maintenance program that is scheduled and followed by the maintenance staff. This program should include verification of the completion of work by the supervisor of the maintenance staff.	7	NR	
8.10	Toilet facilities are adequate and maintained. All buildings and grounds are maintained. [CCR Title 5 § 631]	5	NR	<input type="checkbox"/>
8.11	The district has implemented a planned program maintenance system. The district should have a written planned program maintenance system that includes an inventory of all facilities and equipment that will require maintenance and replacement. This program should include purchase prices, anticipated life expectancies, anticipated replacement timelines and budgetary resources necessary to maintain the facilities.	3	5	
8.12	The district has a documented process for assigning routine repair work orders on a priority basis.	6	NR	
9.1	The district has developed a plan for attractively landscaped facilities.	6	NR	<input type="checkbox"/>
9.2	The goals and objectives of the technology plan should be clearly defined. The plan should include both the administrative and instructional technology systems. There should be a summary of the costs of each objective and a financing plan should be in place.	7	NR	<input type="checkbox"/>
9.3	The Governing Board shall provide a warm, healthful place in which children who bring their own lunches to school may eat their lunch. [EC 17573, CCR Title 5 §14030]	7	NR	
9.4	The Governing Board of every school district shall provide clean and operable flush toilets for the use of pupils. [EC 17576, CCR Title 5 §14030]	5	NR	
9.5	The district has plans for the provision of extended day programs within its respective school sites. [EC 17264]	5	NR	

Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	Focus for July 2004
9.6	The district has developed and maintains a plan to ensure equality and equity of its facilities throughout the district. [EC 35293]	6	NR	
9.7	All schools shall have adequate heating and ventilation.	8	NR	
9.8	All schools shall have adequate lighting and electrical service.	8	NR	
9.9	Classrooms are free of noise and other barriers to instruction. [EC 32212]	9	NR	
9.10	The learning environments provided within respective school sites within the district are conducive to high quality teaching and learning.	7	NR	
9.11	Facilities within the district reflect the standards and expectations established by the community.	7	NR	
10.1	The district should have a plan to promote community involvement in schools.	6	NR	<input type="checkbox"/>
10.2	Education Code section 38130 establishes terms and conditions of school facility use by community organizations, in the process requiring establishment of both "direct cost" and "fair market" rental rates, specifying what groups have which priorities and fee schedules. "	6	NR	<input type="checkbox"/>
10.3	Districts should maintain comprehensive records and controls on civic center implementation and cash management.	0	4	<input type="checkbox"/>
11.1	The district's public information office should coordinate a full appraisal to students, staff and community of the condition of the district's facilities.	8	NR	
11.2	The district should apprise students, staff and community of efforts to rectify any substandard conditions.	8	NR	
11.3	The district should provide clear and comprehensive communication to staff of its standards and plans.	8	NR	