



# **Berkeley Unified School District**

Facilities Management

Comprehensive  
Review

July 2005

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**Superintendent of Schools**

Chief Executive Officer  
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## **FACILITIES MANAGEMENT**

This fourth and last six-month progress report for the Berkeley Unified School District summarizes the overall progress the district has made in the area of facilities management.

The Berkeley Unified School District has made progress in the area of maintenance and operations in each of the reporting periods. Measure BB funds continue to help the district keep up with the schools's maintenance needs. The additional maintenance staff provided by the measure has allowed the district to make progress in abating graffiti, providing safety notifications to employees, and keeping records on important safety issues, including fire drills and fire extinguishers. Overall, the district has made good progress in the area of facilities management.

Some barriers still exist. The absence of regular updates to board policy and administrative regulations, as well as the absence of departmental procedures, remains a concern. The district has made ongoing efforts to update both policies and administrative regulations, but the absence of current directives has existed without correction for many years and hinders the execution of sound operational practices. An action plan to update all policies was initiated in response to the community relations and governance standards included in previous progress reports. These efforts must be sustained, as there can be no greater failing of governance than the absence of policy.

The absence of a safety committee is also an issue, as is the lack of attention provided to maintenance of grounds. The district should establish a rigorous self-inspection or community-based inspection program.

### **Safety Concerns**

In site visits conducted for its January 2005 progress report, FCMAT observed several unsafe conditions while watching parents drop off their children for school. Some parents dropped off students at the curb, some across the street from the school, and some in the middle of the street. In two cases, parents opened their child's door toward traffic while the parents stayed in the car. During FCMAT's most recent visits, many of these problems were corrected. Adults were present at gates and bus loading zones. However, in a few case parents, parked in places that could be dangerous for children.

Previous progress reports noted that adult supervision of students during the main school day was adequate, but that students on site for before- and after-hour activities had little adult supervision. These issues were corrected during the most recent visits.

Previous progress reports indicated that the board had not adopted any policies providing employees with periodic safety and first-aid training. The Director of Maintenance and the Risk Manager are reportedly working together to develop a safety committee, however, there was little evidence of progress in this area.

The district has made significant progress in many areas related to school site safety, fire and chemical safety, and graffiti abatement. A supportive relationship has developed between the school site staff and members of the maintenance and operations staff. Most of the progress made in this area can be attributed to the efforts of the Director of Maintenance and Operations.

## **Operations**

The Governing Board has not drafted a policy regarding the proper handling of graffiti and vandalism at schools. However, no graffiti was observed at any of the sites. Site personnel indicated that the district's weekly painting program has been effective in controlling graffiti.

All sites are conducting fire drills as evidenced by fire drill logs maintained in the school offices. The Director of Maintenance and Operations has established an effective reporting procedure to report fire drill compliance to the central office. No fire hazards that required the attention of site administration were observed. Previous progress reports noted that containers were piled in front of electrical panels and obstructions were placed in front of some exits, but these have been corrected. All the buildings visited had appropriate fire extinguishers, and appropriate signage had been added in most areas. This will assist employees and the public in locating fire extinguishers during an emergency.

## **Facilities**

The district's facilities plans detail facilities improvements expected to be accomplished through local bonds. These plans cover a 5-10 year time frame, but they lack some important elements that would be included in a true and complete master plan. The district has an imbalance of facilities between the north and south areas of the district. The district's master plan needs to consider various factors, including changing demographics. A true master plan would deal with present needs, but also anticipate future needs.

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

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### Legal Standard

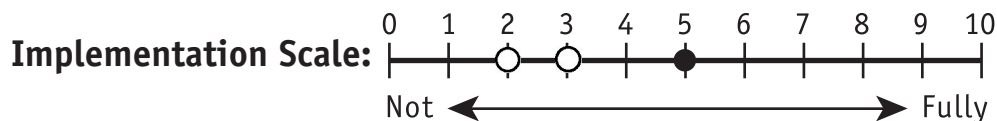
The district should ensure that the custodial and maintenance staff is regularly informed of restrictions pertaining to the storage and disposal of flammable or toxic materials. [EC 49341, 49401.5, 49411, F&AC 12981, H&SC 25163, 25500-25520, LC 6360-6363, CCR Title 8 §5194]

### Progress on Recommendations and Improvement Plan

1. Board policy 3514.1(a) and associated administrative regulations address the distribution of material safety data sheets (MSDS).
2. Board policy 3514.1(a) also addresses the purchasing, storing, and handling of hazardous materials.
3. Ongoing training is provided by the operations supervisors upon hiring of staff, and annual training is also scheduled.
4. A list of hazardous substances was available for inspection at each of the sites visited. Creation of new MSDS binders has been completed. The binder is adequate to meet this standard. New binders were being distributed. All sites were scheduled to receive the binders within a few days of FCMAT's visit.
6. No outside contractors were at the sites visited to confirm whether they had been notified of the hazardous materials existing on the sites.

### Standard Implemented: Partially

July 2003 Rating:	2
January 2004 Rating:	Not reviewed
July 2004 Rating:	2
January 2005 Rating:	3
July 2005 New Rating:	5



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

### Professional Standard

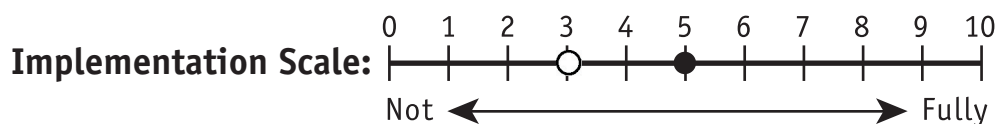
Bus loading and unloading areas, delivery areas, and parking and parent loading/unloading areas are monitored on a regular basis to ensure the safety of the students, staff, and community. Students, employees, and the public should feel safe at all times on school premises.

### Progress on Recommendations and Improvement Plan

1. Improvements have been made in the area of supervision. During FCMAT's visit, adults were present and supervising the bus loading zones and parent drop-off areas. However, some parents stopped across the street from some schools, and students were allowed to cross the street unescorted by the staff, parents, or guardians.
2. In all cases during FCMAT's visit, adults were supervising students on or near the campus during the main school day. An after-school program was dismissing students at one school, and adequate adult supervision was provided.
3. FCMAT observed that some gates were open and provided easy access to the campus, however, adults were stationed near all open gates. It was unclear whether the gates are usually left open. Most other gates were chained, but not securely locked.
4. The district has increased safety training for employees and should continue to emphasize the need to focus on the safety of students away from the classroom.
5. The fencing around the sites visited was adequate.

### Standard Implemented: Partially

July 2003 Rating:	3
January 2004 Rating:	3
July 2004 Rating:	Not reviewed
January 2005 Rating:	3
July 2005 New Rating:	5



## 1.8 School Safety—Graffiti and Vandalism Abatement Plan

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### Professional Standard

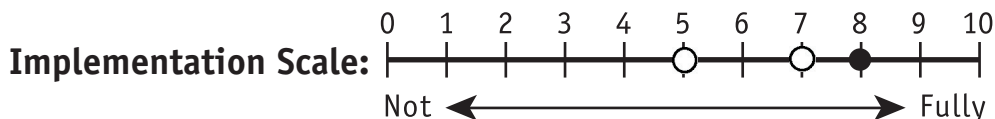
The district has a graffiti and vandalism abatement plan. The district should have a written graffiti and abatement plan that is followed by all district employees. The district provides district employees with sufficient resources to meet the requirements of the abatement plan.

### Progress on Recommendations and Improvement Plan

1. The Governing Board has not created a board policy regarding the proper handling of graffiti and vandalism at the schools.
2. The district continues to work closely with local law enforcement on graffiti and vandalism problems.
3. There was no evidence of unabated graffiti at the sites FCMAT visited. All the sites had some areas that had been recently painted over to cover graffiti. All the site personnel interviewed indicated that they were removing graffiti effectively and that the district's weekly painting program was operating well.
4. At one site, vandals had broken a window a few days before FCMAT's visit, and the window had already been repaired. The Principal reported that vandalism is usually repaired within 48-72 hours, and that this goal had been met in the case of the broken window.
5. Site personnel had adequate equipment and supplies to handle the minor graffiti incidents and reported that they receive support from the district when major incidents occur. A district employee was painting over graffiti at the high school, and it was reported that this employee accomplishes this task every night.

### Standard Implemented: Fully - Substantially

July 2003 Rating:	5
January 2004 Rating:	Not reviewed
July 2004 Rating:	Not reviewed
January 2005 Rating:	7
July 2005 New Rating:	8



## 1.9 School Safety—School Site Emergency Procedures Plan

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### Legal Standard

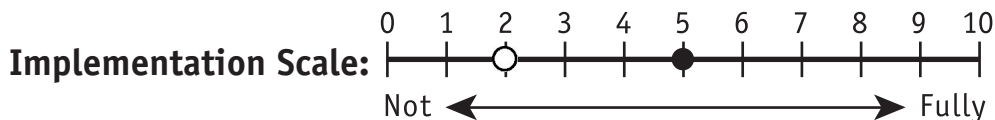
Each public agency is required to have on file written plans describing procedures to be employed in case of emergency. [EC 32000-32004, 32040, 35295-35297, 38132, 46390-46392, 49505, GC 3100, 8607, CCR Title 8, §3220]

### Progress on Recommendations and Improvement Plan

1. FCMAT was provided with board policy 3516, Emergency and Disaster Preparedness Plan, dated May 21, 2003. The policies are in the process of being updated. The district should establish procedures to annually update emergency procedures.
2. Emergency procedures documentation was available at each of the school sites visited and is available on the district Web site. Some site personnel had difficulty finding the plans or had to ask others where they were located. In an emergency, it is important that all site personnel know the location of the plans. The district should adopt board policies and administrative regulations regarding emergency procedures. The district also should establish procedures to ensure that all staff members are trained for emergencies.
3. Fire drill and disaster drill logs were available at most sites.
4. Fire drills and disaster drills are now consistently reported to the district office on a monthly property report form. The forms at the district office were consistent with the reports at school sites.
5. It was reported that fire department personnel are sometimes on site when fire drills occur.

### Standard Implemented: Partially

July 2003 Rating:	2
January 2004 Rating:	Not reviewed
July 2004 Rating:	Not reviewed
January 2005 Rating:	Not reviewed
July 2005 New Rating:	5



## 1.10 School Safety—Conduct of Required Fire Drills

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### Professional Standard

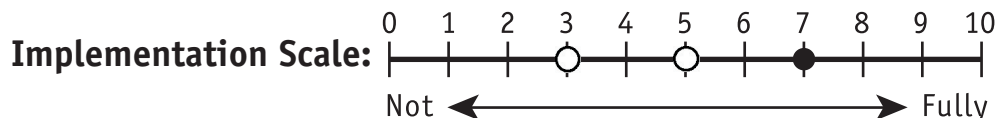
Each elementary and intermediate school at least once a month, and in each secondary school not less than twice every school year, shall conduct a fire drill. [EC 32000-32004, 32040, CCR Title 5 §550]

### Progress on Recommendations and Improvement Plan

1. On May 21, 2003, the Governing Board adopted board policy 3516, directing the Superintendent or a designee to develop and maintain a disaster preparedness plan to address certain emergencies, including procedures to follow in case of a fire.
2. Procedures had been adopted to implement the board policy. All sites visited were performing fire drills and had logs or records to demonstrate that requirements had been met. This was verified by reviewing the fire drill logs maintained in the school offices and the monthly property reports in the district maintenance office.
3. Procedures had been developed to verify that fire drills were being reported to the central office. Additionally, the Maintenance and Operations Director had provided all sites with exit plans. The exit plans also include the locations for shut-off valves for utility service. Those markings are important to site- and fire-department personnel during a natural disaster.
4. The required fire drills are reported, and the Director of Maintenance and Operations follows up on them.
5. All sites visited had some type of first-aid kit or emergency kit in each classroom, as well as emergency bags in the school office.

### Standard Implemented: Partially

July 2003 Rating:	3
January 2004 Rating:	Not reviewed
July 2004 Rating:	Not reviewed
January 2005 Rating:	5
July 2005 New Rating:	7





## 1.14 School Safety—Sanitation is Maintained and Fire Hazards are Corrected

### Legal Standard

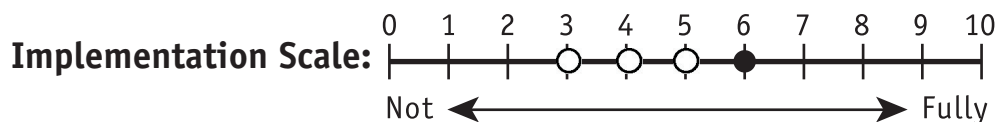
Sanitary, neat, and clean conditions of the school premises exist and the premises are free from conditions that would create a fire hazard. [CCR Title 5 §633]

### Progress on Recommendations and Improvement Plan

1. No Governing Board policies had been adopted relating to sanitation hazards and the need to correct them.
2. Despite the lack of board policies, the Director of Maintenance provides annual training on site safety and cleanliness based on industry standards.
3. The annual training also focuses on ensuring the staff is aware of proper cleaning standards. No fire hazards or obvious sanitation deficiencies were observed.
4. The campuses generally appeared safe and clean, but their conditions were inconsistent from site to site, particularly regarding the appearance of the grounds. At some sites, it was apparent that the grass had not been mowed and the weeds had not been removed for a considerable amount of time. All the schools were adequately maintained inside, but the outside appearance of most schools needed improvement.
5. In the January 2005 progress report, hazards were noted and brought to the attention of the Principal or Vice Principal. These hazards consisted primarily of containers piled in front of electrical panels and obstructions placed in front of some exits. These hazards had been corrected at the time of FCMAT's most recent visit.

### Standard Implemented: Partially

July 2003 Rating:	3
January 2004 Rating:	Not reviewed
July 2004 Rating:	4
January 2005 Rating:	5
July 2005 New Rating:	6



## 1.16 School Safety—Fire Extinguishers and Inspection Information Available

### Legal Standard

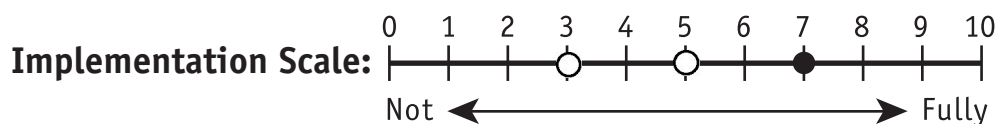
Appropriate fire extinguishers exist in each building and current inspection information is available. [CCR Title 8 §1922(a)]

### Progress on Recommendations and Improvement Plan

1. Previous follow-up reports noted deficiencies regarding fire extinguisher placement, access, and maintenance. However, all the buildings inspected had appropriate fire extinguishers during FCMAT's most recent visit. All the fire extinguishers had recent inspection tags indicating they were in satisfactory condition. Many extinguishers were tagged for May 2005, and none were tagged before June 2004. This indicates that all the fire extinguishers had been checked and were not in need of testing and possible recharging.
2. Although all of the schools had appropriate fire extinguishers installed, appropriate signage was missing in several cases. This could cause employees or the public to have trouble locating the extinguishers during an emergency.
3. The district has implemented the back-up extinguisher program.

### Standard Implemented: Partially

July 2003 Rating:	3
January 2004 Rating:	Not reviewed
July 2004 Rating:	Not reviewed
January 2005 Rating:	5
July 2005 New Rating:	7



## 1.19 School Safety—An Emergency Action Plan Exists

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### Legal Standard

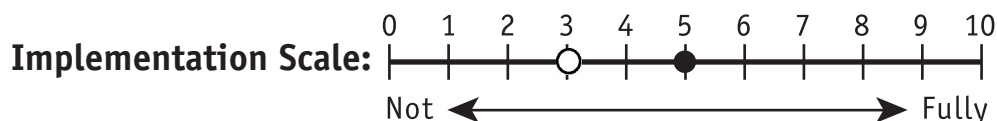
Each public agency is required to have on file written plans describing procedures to be employed in case of emergency. [EC 32000-32004, 32040, 35295-35297, 38132, 46390-46392, 49505, GC 3100, 8607] [CCR Title 8, §3220]

### Progress on Recommendations and Improvement Plan

1. On May 21, 2003, the Governing Board adopted board policy 3516, directing the Superintendent or designee to develop and maintain a disaster preparedness plan to address certain emergencies, including procedures to follow in case of a fire.
2. Each school visited had emergency procedures posted in classrooms. This appeared to be a standard procedure developed by the district and implemented by the schools.
3. The centrally prepared disaster preparedness plan was dated July 1998 and was reported to be under revision at the time of FCMAT's visit.
4. Most schools visited had a copy of the emergency plan, but some had difficulty locating it. The district plan should be customized or contain a site-specific component, but this had not occurred for any of the plans reviewed. The district indicated that this continues to be a work in progress.

### Standard Implemented: Partially

July 2003 Rating:	3
January 2004 Rating:	Not reviewed
July 2004 Rating:	Not reviewed
January 2005 Rating:	5
July 2005 New Rating:	5



## 1.21 School Safety—Compliance with Federal AHERA Laws

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### Legal Standard

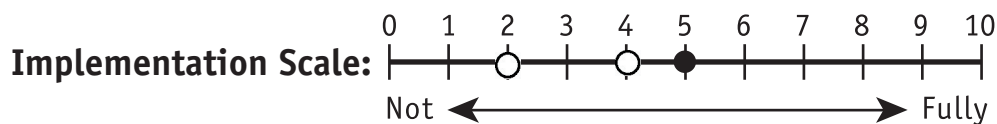
All asbestos inspection and asbestos work completed in the US is performed by Asbestos Hazard Emergency Response Act (AHERA) accredited individuals. [EC 49410.5, 40 CFR Part 763]

### Progress on Recommendations and Improvement Plan

1. None of the board policies had been adopted for the AHERA program at the time of FCMAT's review, although the staff indicated they were being revised.
2. All sites have been given a copy of the old asbestos-management plan. However, it was difficult to locate copies of the plan or report during follow-up visits. Many schools have experienced some level of modernization, requiring that the AHERA report be updated to reflect the abatement or encapsulation of any remaining asbestos.
3. The Director of Maintenance and Operations is preparing to distribute a revised and updated asbestos-management plan to each school site. Revised and updated "Right to Know" materials were dated October 2004 and distributed shortly after FCMAT's last six-month progress report.
4. The Director of Maintenance and Operations has scheduled and conducted training for all of her staff on the proper handling of asbestos-containing materials.

### Standard Implemented: Partially

July 2003 Rating:	2
January 2004 Rating:	4
July 2004 Rating:	Not reviewed
January 2004 Rating:	4
July 2005 New Rating:	5



## 1.23 School Safety— Safety of Boilers and Fired Pressure Vessels

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### Legal Standard

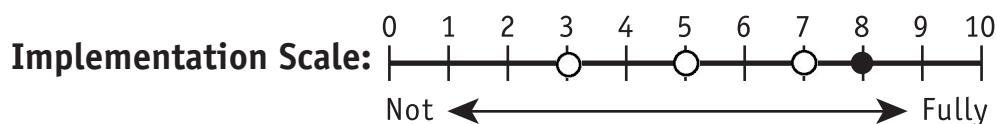
Safe work practices exist with regards to boiler and fired pressure vessels. [CCR Title 8 §782]

### Progress on Recommendations and Improvement Plan

1. Wall boilers had logs detailing the maintenance performed on them and were in good working condition. Some logs contained more detail than others, but all had notes of the dates maintenance was performed.
2. The Director of Maintenance each month emphasizes the importance of keeping the boiler rooms free of obstructions. The maintenance staff has attempted to keep the boiler rooms clear of storage materials. None of the schools visited had obstructions blocking access to the boiler room or limiting access to the boiler. One site stored tools and equipment in the boiler room, but this was not unsafe. The remaining schools were either free of all materials or were temporarily storing a small amount of material in the boiler area.
3. The district has prepared an RFP for annual boiler repair and service. The contract was in process at the time of FCMAT's visit.

### Standard Implemented: Fully - Substantially

July 2003 Rating:	3
January 2004 Rating:	5
July 2004 Rating:	Not reviewed
January 2005 Rating:	7
July 2005 New Rating:	8



## 1.24 School Safety—Maintenance of Material Safety Data Sheets

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### Legal Standard

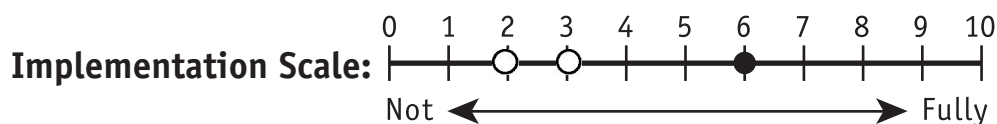
Maintenance of Materials Safety Data Sheets. [EC 49341, 49401.5, 49411, F&AC 12981, LC 6360-6363, CCR Title 8 §5194]

### Progress on Recommendations and Improvement Plan

1. Board policy 3514.1(a) regarding the MSDS was dated May 21, 2003 and has been adopted .
2. MSDS are requested from the supplier if they are not received with the initial delivery of the product. A binder with all sheets is maintained in the district office.
3. Binders containing all MSDS have been prepared and are to be provided to all affected employees. Distribution of the binders was scheduled to occur a few days after FCMAT's visit. Some schools visited had a complete binder of all hazardous materials and chemicals for their school site. Some binders were new, and some were older, but the new binders should correct this problem.
4. The maintenance director and her staff review all MSDS to determine whether new and significant information needs to be distributed to employees. The new binders are loose leaf in form to facilitate dissemination to employees and the maintenance of updating the MSDS binders at sites.
5. The district has converted to a computerized MSDS system. The new binders are being prepared from the computerized system.
6. The Director of Maintenance performs ongoing training on many areas of custodial and maintenance practices, including chemical handling and proper storage and use of chemicals. The new binders form a basis for part of this training.

### Standard Implemented: Partially

July 2003 Rating:	2
January 2004 Rating:	Not reviewed
July 2004 Rating:	2
January 2005 Rating:	3
July 2005 New Rating:	6



## 1.26 School Safety—Conduct of Periodic Safety Training for Employees

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### Professional Standard

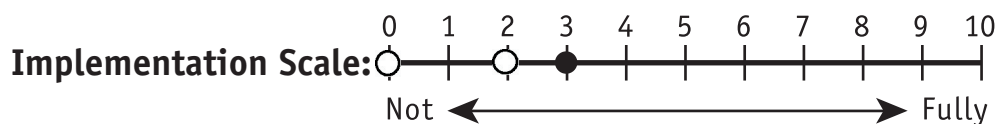
The district conducts periodic safety training for employees. District employees should receive periodic training on the safety procedures of the district.

### Progress on Recommendations and Improvement Plan

1. No board policies have been adopted regarding the periodic safety training of employees.
2. The Director of Maintenance and the Risk Manager reportedly are working together to develop a safety committee, but the safety committee is not yet in place.
3. No periodic safety newsletter is being distributed. The Director of Maintenance should implement this recommendation, which also has been made in past progress reports.
4. The Director of Maintenance and the Risk Manager are working together to determine the circumstances that require immediate attention. Preparation of a needs assessment has been discussed. This would be a good first step, but it should have occurred some time ago.
5. The district has not designated an administrator to be responsible for meeting board policy requirements. The Director of Maintenance and Operations has performed this function and is willing to continue.
6. The Director of Maintenance also has assumed responsibility for coordinating the training of staff in safe work practices and is acting as the District Safety Manager. However, no district employee has been designated as the coordinator of safety committee meetings.

### Standard Implemented: Partially

July 2003 Rating: 0  
January 2004 Rating: Not reviewed  
July 2004 Rating: Not reviewed  
January 2005 Rating: 2  
July 2005 New Rating: 3



## 1.27 School Safety—Conduct of First Aid Training for School Site Personnel

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### Professional Standard

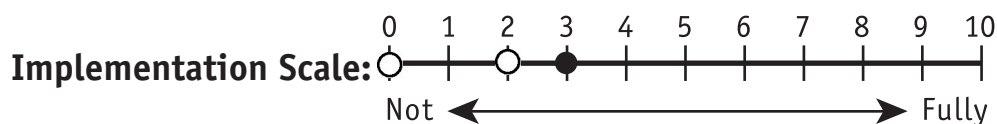
The district should conduct periodic first aid training for employees assigned to school sites.

### Progress on Recommendations and Improvement Plan

1. No board policies have been adopted regarding periodic first aid training for school site employees.
2. The Director of Maintenance and the Risk Manager reportedly are working together to determine the circumstances that require immediate attention and are developing an initial risk assessment. This a good initial step, but there appears to be no urgency to complete it.
3. The district has not determined the district administrator who will be responsible for meeting the board policy requirements when adopted.
4. The Director of Maintenance has assumed responsibility for coordinating the training of staff in safe work practices. However, no district employee has actually been designated as the coordinator of first aid training.

### Standard Implemented: Partially

July 2003 Rating:	0
January 2004 Rating:	Not reviewed
July 2004 Rating:	Not reviewed
January 2005 Rating:	2
July 2005 New Rating:	3





## 2.14 Facility Planning—Collection of Statutory Developer Fees

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### Legal Standard

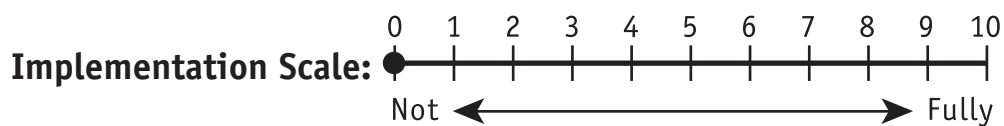
The district should collect statutory school fees. [EC 17620, GC 65995, 66000]

### Progress on Recommendations and Improvement Plan

1. The district reviewed its financial needs for new construction and modernization and determined that no developer fees would be collected since housing was already being affected by the tax associated with the district's general obligation bonds.
2. The district has ongoing discussions with the city of Berkeley regarding growth.
3. The district does not plan to collect either residential or commercial/industrial school fees.
4. The position the district has taken on collection of developer fees is reasonable and acceptable given the district's circumstances. The district has elected to forego what it believes is a small sum of money from developer fees to collect more considerable resources from parcel taxes and school bonds. The rating of “0” is based upon the premise that districts should collect developer fees when allowed by law.

### Standard Implemented: Not Implemented

July 2003 Rating: 0  
January 2004 Rating: Not reviewed  
July 2004 Rating: Not reviewed  
January 2005 Rating: 0  
July 2005 New Rating: 0



## 8.4c Facilities Maintenance and Custodial—Generation and Purchase of Utilities

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### Professional Standard

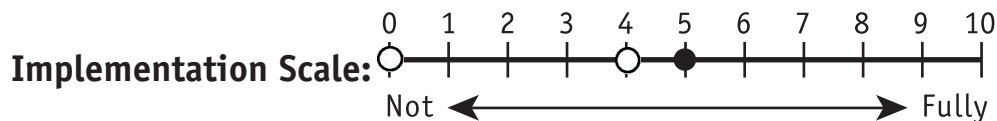
The district should analyze the possibility of using alternative energy sources as a means to reducing the financial impact of utilities on the district.

### Progress on Recommendations and Improvement Plan

1. The district contracted with an energy company to determine the feasibility of alternative energy sources. It was determined that solar panels could work at the high school, but the \$1 million cost was unreasonable. The district is continuing to work with the local energy company to determine whether the energy company may be willing to provide the installation costs and allow the district to pay off the debt over time. The district should continue evaluating the evolving opportunities.
2. The district has now entered into a third-party program for purchasing natural gas on a long-term basis through the School Project for Utility Rate Reduction (SPURR) program. This is a positive effort.
3. The district has investigated the possibility of forming a JPA for purchasing opportunities at lower rates, but has been unable to make significant progress. Using the SPURR JPA may be the only viable option for a district of this size and in this geographic location.

### Standard Implemented: Partially

July 2003 Rating:	0
January 2004 Rating:	Not reviewed
July 2004 Rating:	Not reviewed
January 2005 Rating:	4
July 2005 New Rating:	5



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

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### Professional Standard

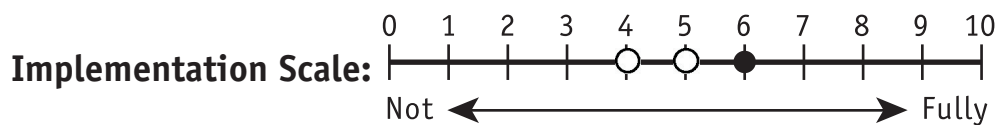
Procedures are in place for evaluating the work quality of maintenance and operations staff. The quality of the work performed by the maintenance and operations staff should be evaluated on a regular basis using a board-adopted procedure that delineates the areas of evaluation and the types of work to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

### Progress on Recommendations and Improvement Plan

1. The maintenance and operations supervisors continue to evaluate all the staff annually, reviewing both positive and negative changes in job performance.
2. Completeness of maintenance records continues to be a part of the maintenance supervisor's evaluation of the workers.
3. The Director of Maintenance provides annual in-service training for the maintenance supervisors to ensure they are aware of personnel standards and are adhering to them.
4. After review by the Director of Maintenance, the Human Resources Department reviews evaluations for form, policy standards, and legal requirements.
5. Supplies are available to the maintenance crew in adequate quantities. It was not readily determined whether records were accurate regarding inventory levels.

### Standard Implemented: Partially

July 2003 Rating:	4
January 2004 Rating:	5
July 2004 Rating:	Not reviewed
January 2005 Rating:	6
July 2005 New Rating:	6



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

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### Professional Standard

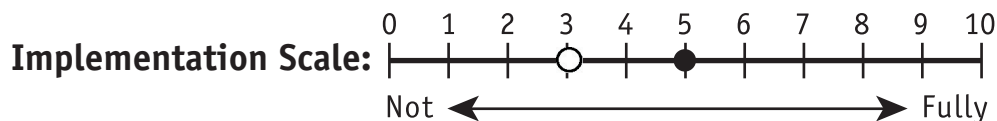
The district has implemented a planned program maintenance system. The district should have a written planned program maintenance system that includes an inventory of all facilities and equipment that will require maintenance and replacement. This program should include purchase prices, anticipated life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

### Progress on Recommendations and Improvement Plan

1. No board policy has been developed or adopted regarding planned program maintenance.
2. The district has established as one of its priorities the regularly scheduled replacement of floor coverings and interior and exterior painting every 12 or 13 years. Initial steps have been taken to include the boilers and pressure-fired vessels in a planned program maintenance cycle.
3. Other components of the planned program maintenance system have not been formally scheduled. There is no board policy establishing what the system components should be. Aside from Measure BB revenues, no funding stream has been established due to the uncertainty of need.
4. The district has emphasized preventative maintenance as an introduction to planned program maintenance, but has not yet addressed cyclical repair or replacement.

### Standard Implemented: Partially

July 2003 Rating:	3
January 2004 Rating:	5
July 2004 Rating:	Not reviewed
January 2005 Rating:	5
July 2005 New Rating:	5



## 9.2 Instructional Program Issues—Districtwide Technology Plan to Benefit all Sites

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### Professional Standard

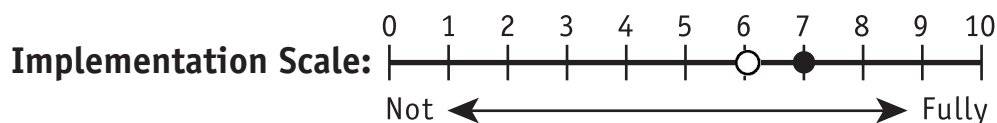
The goals and objectives of the technology plan should be clearly defined. The plan should include both the administrative and instructional technology systems. There should be a summary of the costs of each objective and a financing plan should be in place.

### Progress on Recommendations and Improvement Plan

1. The 62-page technology plan for 2003-06 is posted on the district's Web site. While a great deal of information and details are included, critical portions are still missing, including information on ongoing funding for implementing and maintaining the plan.
2. Some resources noted in the plan to pay for implementation are no longer available due to federal and state budget cuts and should be removed from the plan. The district needs to determine whether the loss of these funds will result in other district funds being diverted from other programs for technology.
3. It could not be determined whether any policies concerning technology had been approved. No Governing Board policies regarding technology were available on the district's Web site
4. Progress has been made in implementation of instructional technology. Local funds provide approximately \$23 per student to schools for local use in instructional technology. The technology plan is unfunded at the district level. Much progress has been made at the middle schools, including new labs, administrative support systems, and integration of technology with instructional programs.
5. In addition, an online attendance system and an auto-dialer system for parent calls has been implemented.

### Standard Implemented: Partially

July 2003 Rating:	7
January 2004 Rating:	Not reviewed
July 2004 Rating:	7
January 2005 Rating:	6
July 2005 New Rating:	7



## 10.2 Community Use of Facilities—Compliance with Civic Center Act for Community Use

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### Legal Standard

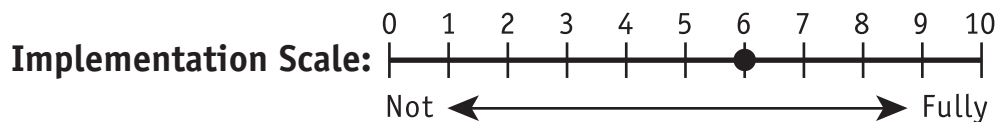
Education Code section 38130 establishes terms and conditions of school facility use by community organizations, in the process requiring establishment of both “direct cost” and “fair market” rental rates, specifying what groups have which priorities and fee schedules.

### Progress on Recommendations and Improvement Plan

1. In previous progress reports, FCMAT has made numerous attempts to determine which district administrator is responsible for this standard. The district indicated that the current plan is to transfer this function to the Director of Maintenance and Operations, but the change has not yet occurred. Board policy 1330, which is dated May 21, 2003, and is available on the district’s Web site, directs the administration to determine the fair rental value to be charged to certain parties that use the facilities. A review of rate sheets indicated that the policy has been implemented. A review of payment procedures indicates progress has been made in handling receipts and controlling permits. The administrative regulations supporting board policy 1330 are sufficient to meet the requirements of the Civic Center Act.

### Standard Implemented: Partially

July 2003 Rating:	6
January 2004 Rating:	Not reviewed
July 2004 Rating:	6
January 2005 Rating:	6
July 2005 New Rating:	6





# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	July 2005 rating
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	NR	NR	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	NR	NR	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	NR	NR	NR
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	NR	2	3	5
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	4	NR	NR
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	NR	3	5
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	5	NR	NR



# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	July 2005 rating
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	NR	7	8
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	NR	NR	5
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	NR	5	7
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	2	NR	NR
1.12	Building examinations are performed, and required actions are taken by the Governing Board upon report of unsafe conditions. [EC 17367]	6	NR	NR	NR	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	NR	NR	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	4	5	6
1.15	The Injury and Illness Prevention Program (IIPP) requires periodic inspections of facilities to identify conditions. [CCR Title 8 §3203]	2	NR	2	NR	NR
1.16	Appropriate fire extinguishers exist in each building and current inspection information is available. [CCR Title 8 §1922(a)]	3	NR	NR	5	7
1.17	All exits are free of obstructions. [CCR Title 8 §3219]	9	NR	NR	NR	NR

Facilities Management						
Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	July 2005 rating
1.18	A comprehensive school safety plan exists for the prevention of campus crime and violence. [EC 35294-35294.9]	3	NR	NR	NR	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	NR	5	5
1.20	Requirements are followed pertaining to underground storage tanks. [H&SC 25292, CCR Title 26 §477, Title 23 § 2610]	10	NR	NR	NR	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	NR	4	5
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	NR	NR	NR
1.23	Safe work practices exist with regard to boiler and fired pressure vessels. [CCR Title 8 §782]	3	5	NR	7	8
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	2	3	6
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	NR	NR	NR
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	NR	2	3
1.27	The district should conduct periodic first aid training for employees assigned to school sites.	0	NR	NR	2	3
2.1	The district should have a long-range school facilities master plan.	0	7	7	NR	NR
2.2	The district should possess a California State Department of Education Facilities Planning and Construction Guide (dated 1991).	10	NR	NR	NR	NR
2.3	The district should seek state and local funds.	5	NR	NR	NR	NR

# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	July 2005 rating
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	NR	NR	NR
2.5	The district should have a properly staffed and funded facility planning department.	5	NR	NR	NR	NR
2.6	The district should develop and implement an annual capital planning budget.	10	NR	NR	NR	NR
2.7	The district should have standards for real property acquisition and disposal. [EC 39006, 17230-17233]	5	NR	NR	NR	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	NR	NR	NR
2.9	The district has established and utilizes a selection process for the selection of licensed architectural/engineering services. [GC 17302]	9	NR	NR	NR	NR
2.10	The district should assess its local bonding capacity. [EC 15100]	10	NR	NR	NR	NR
2.11	The district should develop a process to determine debt capacity.	10	NR	NR	NR	NR
2.12	The district should be aware of and monitor the assessed valuation of taxable property within its boundaries.	10	NR	NR	NR	NR
2.13	The district should monitor its legal bonding limits. [EC 15100, 15330]	10	NR	NR	NR	NR
2.14	The district should collect statutory school fees. [EC 17620, GC 65995, 66000]	0	NR	NR	0	0
2.15	The district should consider developing an asset management plan.	2	NR	NR	NR	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	NR	NR	NR
2.17	The district has established and utilizes an organized methodology of prioritizing and scheduling projects.	8	NR	NR	NR	NR

Facilities Management						
Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	July 2005 rating
2.18	The district complies with California Department of Education (CDE) recommendations relative to school site sizing.	0	NR	NR	NR	NR
2.19	The district should distribute facility funding in an equitable manner to all communities served and to all school levels.	10	NR	NR	NR	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	NR	NR	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	NR	NR	NR
3.3	The district applies to the State Allocation Board for facilities funding for all applicable projects.	8	NR	NR	NR	NR
3.4	The district consistently reviews and monitors its eligibility for state funding so as to capitalize upon maximal funding opportunities.	7	NR	NR	NR	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	NR	NR	NR
3.6	The district has established and maintains a system for tracking the progress of individual projects.	4	7	NR	NR	NR
3.7	Furniture and equipment items are routinely included within the scope of modernization projects.	8	NR	NR	NR	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	NR	NR	NR
3.9	All relocatables in use throughout the district meet statutory requirements. [EC 17292]	2	NR	NR	NR	NR

# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	July 2005 rating
3.10	The district maintains a plan for the maintenance and modernization of its facilities. [EC 17366]	8	NR	NR	NR	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	NR	NR	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	NR	NR	NR
3.13	The staff within the district is knowledgeable of procedures within the Office of Public School Construction (OPSC).	8	NR	NR	NR	NR
3.14	The staff within the district is knowledgeable of procedures within the Division of the State Architect (DSA).	8	NR	NR	NR	NR
4.1	The district maintains an appropriate structure for the effective management of its construction projects.	7	NR	NR	NR	NR
4.2	Change orders are processed and receive prior approval from required parties before being implemented within respective construction projects.	8	NR	NR	NR	NR
4.3	The district maintains appropriate project records and drawings.	0	2	NR	NR	NR
4.4	Each Inspector of Record (IOR) assignment is properly approved.	9	NR	NR	NR	NR
5.1	The district complies with formal bidding procedures. [GC 54202, 54204, PCC 20111]	7	NR	NR	NR	NR
5.2	The district has a procedure for requests for quotes/proposals. [GC 54202, 54204, PCC 20111]	7	NR	NR	NR	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	NR	NR	NR

Facilities Management						
Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	July 2005 rating
5.4	The district ensures that biddable plans and specifications are developed through its licensed architects/engineers for respective construction projects.	6	NR	NR	NR	NR
5.5	The district ensures that requests for progress payments are carefully evaluated.	7	NR	NR	NR	NR
5.6	The district maintains contract award/appeal processes. [GC 54202, 54204, PCC 2011]	8	NR	NR	NR	NR
5.7	The district maintains internal control, security, and confidentiality over the bid submission and award processes. [GC 54202, 54204, PCC 2011]	7	NR	NR	NR	NR
6.1	The district complies with California Department of Education (CDE) requirements relative to the provision of Special Education facilities.	6	6	NR	NR	NR
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	NR	NR	NR
6.3	The district provides facilities for its special education programs that provide appropriate learning environments in relation to educational program needs.	5	5	NR	NR	NR
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	NR	NR	NR
7.2	The district has provided adequate facilities for the additional classes resulting from the implementation of class size reduction.	10	NR	NR	NR	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	NR	NR	NR
7.4	The district has developed a plan for the provision of permanent facilities in which to house its CSR programs.	6	NR	NR	NR	NR
8.1	An energy conservation policy should be approved by the board of education and implemented throughout the district.	2	3	2	NR	NR

# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	July 2005 rating
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	6	NR	NR
8.3	An energy analysis should be completed for each site.	5	5	NR	NR	NR
8.4	Cost-effective, energy-efficient design should be a top priority for all district construction projects.	10	NR	NR	NR	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	NR	NR	NR
8.4b	The district should act toward improving the energy efficiency of all sites, including those not included in the local bond.	8	NR	NR	NR	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	NR	4	5
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	NR	NR	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	NR	6	6
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	6	NR	NR

Facilities Management						
Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	July 2005 rating
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	6	NR	NR
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	NR	NR	NR
8.10	Toilet facilities are adequate and maintained. All buildings and grounds are maintained. [CCR Title 5 § 631]	5	NR	5	NR	NR
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	NR	5	5
8.12	The district has a documented process for assigning routine repair work orders on a priority basis.	6	NR	NR	NR	NR
9.1	The district has developed a plan for attractively landscaped facilities.	6	NR	6	NR	NR
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	7	6	7
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	NR	NR	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	NR	NR	NR



# Facilities Management

Standard to be addressed		July 2003 rating	January 2004 rating	July 2004 rating	January 2005 rating	July 2005 rating
9.5	The district has plans for the provision of extended day programs within its respective school sites. [EC 17264]	5	NR	NR	NR	NR
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	NR	NR	NR
9.7	All schools shall have adequate heating and ventilation.	8	NR	NR	NR	NR
9.8	All schools shall have adequate lighting and electrical service.	8	NR	NR	NR	NR
9.9	Classrooms are free of noise and other barriers to instruction. [EC 32212]	9	NR	NR	NR	NR
9.10	The learning environments provided within respective school sites within the district are conducive to high quality teaching and learning.	7	NR	NR	NR	NR
9.11	Facilities within the district reflect the standards and expectations established by the community.	7	NR	NR	NR	NR
10.1	The district should have a plan to promote community involvement in schools.	6	NR	6	NR	NR
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	6	6	6
10.3	Districts should maintain comprehensive records and controls on civic center implementation and cash management.	0	4	3	NR	NR
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	NR	NR	NR
11.2	The district should apprise students, staff and community of efforts to rectify any substandard conditions.	8	NR	NR	NR	NR
11.3	The district should provide clear and comprehensive communication to staff of its standards and plans.	8	NR	NR	NR	NR
11.4	All stakeholder groups should be directly involved in a meaningful manner regarding the district's facilities.	8	NR	NR	NR	NR