



West Park School District

Board Policy Manual

Board Policy Manual

7000. Facilities

Policy 7000: Concepts And Roles	3
Policy 7110: Facilities Master Plan	5
Regulation 7111: Evaluating Existing Buildings	9
Policy 7131: Relations With Local Agencies	11
Policy 7140: Architectural And Engineering Services	13
Regulation 7140: Architectural And Engineering Services	15
Policy 7150: Site Selection And Development	17
Regulation 7150: Site Selection And Development	20
Policy 7160: Charter School Facilities	23
Regulation 7160: Charter School Facilities	25
Policy 7210: Facilities Financing	31
Policy 7211: Developer Fees	34
Regulation 7211: Developer Fees	38
Policy 7214: General Obligation Bonds	41
Regulation 7214: General Obligation Bonds	47
Policy 7310: Naming Of Facility	51

Policy 7000: Concepts And Roles

Status: ADOPTED

Original Adopted Date: 08/14/2017 | **Last Revised Date:** 09/11/2023 | **Last Reviewed Date:** 09/11/2023

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

The Board shall strive to have a school facilities master plan in place and regularly reviewed in light of the district's educational goals. In accordance with this plan, the Board shall:

1. Approve additions or major alterations to existing buildings
2. Determine what new buildings shall be built, when and where, and what equipment shall be purchased for them
3. Determine the method of financing that will be used
4. Select and purchase school sites for future expansion
5. Approve the selection of architects and structural engineers
6. Award contracts for design and construction
7. Name the school and individual buildings
8. Advocate school facility needs to the community

The Superintendent or designee shall:

1. Assess the district's short- and long-term facility needs
2. Direct the preparation and updating of the facilities master plan
3. Oversee the preparation of bids and award of contracts
4. Supervise the implementation of the district's building program in accordance with the master plan, Board policy, and state and local requirements, including collaboration with the architect and contractor on the construction of new facilities and modernization of existing facilities
5. Represent the district in official governmental interactions related to the building program

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

State References

5 CCR 14001
5 CCR 14010
5 CCR 14030
5 CCR 14031-14032
Ed. Code 17210-17224
Ed. Code 17260-17268
Ed. Code 17280-17317
Ed. Code 17340-17343

Description

[Minimum standards for school facilities](#)
[Procedure for site acquisition](#)
[Preliminary procedure, planning and approval of school facilities](#)
[Submissions to bureau of school facilities planning; approval](#)
[School Sites; general provisions](#)
[Plans and specifications for school facilities](#)
[Field Act; approval of plans and supervision of construction](#)
[Building of schoolhouses](#)

Ed. Code 17350-17360

[Factory-built school buildings](#)

Ed. Code 17365-17374

[Field Act; fitness for occupancy; liability of board members](#)

Ed. Code 17400-17429

[Leasing of school buildings](#)

Management Resources References

Description

Website

[CSBA District and County Office of Education Legal Services](#)

Cross References

Description

0440

[District Technology Plan](#)

0440

[District Technology Plan](#)

1330.1

[Joint Use Agreements](#)

3311

[Bids](#)

3311

[Bids](#)

3311.1

[Uniform Public Construction Cost Accounting Procedures](#)

3311.1

[Uniform Public Construction Cost Accounting Procedures](#)

3311.2

[Lease-Leaseback Contracts](#)

3311.3

[Design-Build Contracts](#)

3470

[Debt Issuance And Management](#)

7110

[Facilities Master Plan](#)

7111

[Evaluating Existing Buildings](#)

7131

[Relations With Local Agencies](#)

7140

[Architectural And Engineering Services](#)

7140

[Architectural And Engineering Services](#)

7150

[Site Selection And Development](#)

7150

[Site Selection And Development](#)

7210

[Facilities Financing](#)

7310

[Naming Of Facility](#)

9000

[Role Of The Board](#)

Policy 7110: Facilities Master Plan

Status: ADOPTED

Original Adopted Date: 08/14/2017 | **Last Revised Date:** 09/11/2023 | **Last Reviewed Date:** 09/11/2023

The Governing Board recognizes the importance of long-range planning for school facilities in order to address changes in student enrollment, teacher housing needs, and the district's educational program. The Superintendent or designee shall develop, for Board approval, a master plan for district facilities which describes the district's anticipated short- and long-term facilities needs and priorities.

Plan Development

The district's facilities master plan shall be based on an assessment of the condition and adequacy of existing facilities, a projection of future enrollments, and alignment of facilities with the district's vision for the instructional program.

To solicit broad input into the planning process, the Superintendent or designee may establish a facilities advisory committee consisting of staff, parents/guardians, and business, local government, and other community representatives. The Superintendent or designee shall ensure that the public is informed of the need for construction and modernization of facilities and of the district's plans for facilities.

At least 45 days prior to completion of any facilities plan that relates to the potential expansion of existing school sites or the necessity to acquire additional school sites, the Superintendent or designee shall notify and provide copies of the plan or any relevant and available information to the planning commission or agency of the city or county with land use jurisdiction within the district. (Government Code 65352.2)

If the city or county commission or agency requests a meeting, the Superintendent or designee shall meet with the commission or agency within 15 days following the notification. Items that the parties may discuss at the meeting include, but are not limited to, methods of coordinating planning with proposed revitalization efforts and recreation and park programs, options for new school sites, methods of maximizing the safety of persons traveling to and from the site, and opportunities for financial assistance. (Government Code 65352.2)

The master plan shall be regularly reviewed and updated as necessary to reflect changes in the educational program, existing facilities, finances, or demographic data.

Plan Components

The facilities master plan shall include:

1. A statement of purpose, including district goals, philosophy, and related policies
2. A description of the planning process
3. Demographics of the community, such as economic trends, migration patterns, employment base, residential base, socioeconomic makeup, historical school enrollments, and inventory of physical resources and needs
4. A description of the educational program, such as grade-level organization, class size, staffing patterns, technology plans, special programs and support services, and other educational specifications
5. Analysis of the safety, adequacy, and equity of existing facilities and potential for expansion, including the adequacy of classrooms, school cafeterias and food preparation areas, physical activity areas, playgrounds, parking areas, and other school grounds
6. Site selection criteria and process
7. Development of a capital planning budget and identification of potential funding sources
8. Policy for reviewing and updating the plan

Planning shall ensure that school facilities meet the following minimum standards: (5 CCR 14001)

1. Are aligned with the district's educational goals and objectives

2. Provide for maximum site enrollment at school facilities
3. Are located on a site that meets California Department of Education standards as specified in 5 CCR 14010
4. Are designed for the environmental comfort and work efficiency of the occupants
5. Are designed to require a practical minimum of maintenance
6. Are designed to meet federal, state, and local statutory requirements for structure, fire, and public safety
7. Are designed and engineered with flexibility to accommodate future need

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

However, plans for residential housing, which includes any building used or intended to be used by the district as a personal residence by a teacher or employee of the district, is not considered to be a "school building" and does not require approval by the Department of General Services regarding earthquake safety and/or the ADA. (Education Code 17283.5; Government Code 4454.5)

To facilitate the efficient use of public resources when planning for new construction or modernization of school facilities, the district may consider designs that facilitate joint use of the facility with a local governmental agency, public postsecondary institution, or nonprofit organization.

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State References	Description
2 CCR 1859-1859.199	Leroy F. Greene School Facilities Act
24 CCR 101	California Building Standards Code
5 CCR 14001	Minimum standards for school facilities
5 CCR 14010	Procedure for site acquisition
5 CCR 14030-14036	Standards, planning, and approval of school facilities
Ed. Code 16011	Long-range comprehensive master plan
Ed. Code 16322	California Department of Education services
Ed. Code 17017.5	Approval of applications for projects
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act
Ed. Code 17251-17256	CDE powers concerning buildings and building sites
Ed. Code 17260-17268	Plans and specifications for school facilities
Ed. Code 17280-17317	Field Act; approval of plans and supervision of construction
Ed. Code 17283.5	School building does not include residential housing
Ed. Code 17365-17374	Field Act; fitness for occupancy; liability of board members
Ed. Code 17405	Relocatable structures; lease requirements
Ed. Code 35275	New school planning; cooperation with recreation and park authorities
Ed. Code 4454.5	Approval of plans and specifications; exemption of residential housing
Gov. Code 53090-53097.5	Regulation of local agencies by counties and cities
Gov. Code 65352.2	Communicating and coordinating of school sites
Gov. Code 65995.6	School facilities needs analysis
H&S Code 53570-53574	Teacher Housing Act of 2016

Federal References

28 CFR 35.101-35.190

42 USC 12101-12213

Description

[Americans with Disabilities Act](#)

[Americans with Disabilities Act](#)

Management Resources References

California Department of Education Publication

California Department of Education Publication

California Department of Education Publication

CSBA Publication

CSBA Publication

Office of Public School Construction Publication

Office of Public School Construction Publication

State Allocation Board Publication

Website

Website

Website

Website

Description

[Educational Specifications: Linking Design of School Facilities to Educational Program, 1997](#)

[Guide for the Development of a Long-Range Facilities Plan, 1986](#)

[Schools of the Future Report, September 2011](#)

[Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010](#)

[Facilities Master Planning, Fact Sheet, November 2007](#)

[School Facility Program Handbook, January 2019](#)

[A Brief Overview of the School Facility Program, May 2016](#)

[Public School Construction Cost Reduction Guidelines, 2000](#)

[CSBA District and County Office of Education Legal Services](#)

[Department of General Services, Office of Public School Construction](#)

[California Department of Education](#)

[CSBA](#)

Cross References

0000

0200

0400

0410

0415

0460

0460

1220

1220

1330.1

1340

1340

3311.1

3311.1

3311.3

3470

3514

3514

3517

3517-E(1)

3550

3550

Description

[Vision](#)

[Goals For The School District](#)

[Comprehensive Plans](#)

[Nondiscrimination In District Programs And Activities](#)

[Equity](#)

[Local Control And Accountability Plan](#)

[Local Control And Accountability Plan](#)

[Citizen Advisory Committees](#)

[Citizen Advisory Committees](#)

[Joint Use Agreements](#)

[Access To District Records](#)

[Access To District Records](#)

[Uniform Public Construction Cost Accounting Procedures](#)

[Uniform Public Construction Cost Accounting Procedures](#)

[Design-Build Contracts](#)

[Debt Issuance And Management](#)

[Environmental Safety](#)

[Environmental Safety](#)

[Facilities Inspection](#)

[Facilities Inspection](#)

[Food Service/Child Nutrition Program](#)

[Food Service/Child Nutrition Program](#)

5030	Student Wellness
5141.7	Sun Safety
5142	Safety
5142	Safety
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6117	Year-Round Schedules
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.7	Physical Education And Activity
6142.7	Physical Education And Activity
6145.2	Athletic Competition
6145.2	Athletic Competition
6163.1	Library Media Centers
6178	Career Technical Education
6178	Career Technical Education
7000	Concepts And Roles
7111	Evaluating Existing Buildings
7131	Relations With Local Agencies
7140	Architectural And Engineering Services
7140	Architectural And Engineering Services
7150	Site Selection And Development
7150	Site Selection And Development
7160	Charter School Facilities
7160	Charter School Facilities
7210	Facilities Financing
7214	General Obligation Bonds
7214	General Obligation Bonds
9000	Role Of The Board

Regulation 7111: Evaluating Existing Buildings

Status: ADOPTED

Original Adopted Date: 08/14/2017 | Last Revised Date: 09/11/2023 | Last Reviewed Date: 09/11/2023

The Superintendent or designee shall periodically evaluate the adequacy, design, and conditions of existing district facilities to determine whether they meet the needs of the instructional program and provide a healthful and pleasing environment for students and staff. He/she also shall determine whether district facilities fulfill legal requirements for safety and structural soundness, access for the disabled, and energy conservation.

In addition, the Superintendent or designee shall regularly calculate the capacity of existing school buildings to adequately house the district's current students and projected enrollments.

Any identified needs for repair, modernization, or construction shall be incorporated into the district's facilities planning process.

Structural Safety

In the event that the Department of General Services or any licensed structural engineer or licensed architect finds and reports to the Governing Board that a district building is unsafe for use, the Superintendent or designee shall immediately obtain an estimate of the cost of repairs or reconstruction necessary to bring the building up to legal standards for structural safety. The Board shall establish a system of priorities for the repair, reconstruction, or replacement of unsafe school buildings. (Education Code 17367)

A relocatable school building or structure shall meet the requirements of Education Code 17280-17317 and 17365-17374 pertaining to structural safety. (Education Code 17291)

Energy Efficiency

To the extent that services are available, the Superintendent or designee shall arrange for the energy audit of school buildings to identify the type and amount of work necessary to retrofit buildings and obtain an estimate of projected energy savings. The district may contract with qualified businesses capable of retrofitting these buildings and may borrow funds which do not exceed the amount of energy savings to be accumulated from the improvement of the buildings. (Education Code 17651-17653)

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State References

2 CCR 1859-1859.199

Ed. Code 17070.10-17077.10

Ed. Code 17071.10-17071.40

Ed. Code 17280-17317

Ed. Code 17365-17374

Ed. Code 17650-17653

Gov. Code 53097

Gov. Code 53097.5

Description

[Leroy F. Greene School Facilities Act](#)

[Leroy F. Greene School Facilities Act of 1998](#)

[Existing school building capacity](#)

[Building approvals](#)

[Field Act; fitness for occupancy; liability of board members](#)

[Retrofitting school facilities for energy conservation](#)

[Compliance with city or county ordinances](#)

[Inspection of schools by city or county](#)

Management Resources References

Website

Website

Website

Website

Website

Website

Description

[CSBA District and County Office of Education Legal Services](#)

[Department of General Services, Office of Public School Construction](#)

[California Energy Commission, Bright Schools Program](#)

[Coalition for Adequate School Housing](#)

[CSBA](#)

[California Department of Education, School Facilities](#)

Cross References

0410

3514

3514

3515

3515

3516

3516

3517

3517-E(1)

6151

7000

7110

7160

7160

Description[Nondiscrimination In District Programs And Activities](#)[Environmental Safety](#)[Environmental Safety](#)[Campus Security](#)[Campus Security](#)[Emergencies And Disaster Preparedness Plan](#)[Emergencies And Disaster Preparedness Plan](#)[Facilities Inspection](#)[Facilities Inspection](#)[Class Size](#)[Concepts And Roles](#)[Facilities Master Plan](#)[Charter School Facilities](#)[Charter School Facilities](#)

Policy 7131: Relations With Local Agencies

Status: ADOPTED

Original Adopted Date: 08/14/2017 | **Last Revised Date:** 09/11/2023 | **Last Reviewed Date:** 09/11/2023

The Governing Board recognizes the importance of collaborating and communicating with other local agencies in order to provide the best possible school facilities and to allocate facility resources in an effective and efficient manner. The Board and district staff shall consult and coordinate with local agencies as required by law and whenever the expertise and resources of these agencies can assist the district in the planning, design and construction of facilities.

Following notification by a city or county of proposed action to adopt or substantially revise a general plan, the Board may request a meeting with the local planning agency to discuss possible methods of coordinating planning, design and construction of new school facilities and school sites. (Government Code 65352.2)

The Superintendent or designee shall monitor land development proposals within district boundaries and shall ensure that an exchange of accurate information is maintained with city/county planning staff regarding the impact of land development on the district's educational programs and facility needs.

Recognizing that available funds may not suffice to eliminate overcrowding in the district school caused by new development, the Board urges the city/county to adopt in its general plan or other appropriate planning documents, to the extent permitted by law, a provision which ensures that adequate school facilities will be available.

Notifications to Other Local Agencies

The Board shall notify the city council or county board of supervisors whenever it finds, based on clear and convincing evidence: (Government Code 65971)

1. That conditions of overcrowding exist within the district school which will impair the normal functioning of the educational programs, and the reason for the existence of those conditions
2. That all reasonable methods of mitigating conditions of overcrowding have been evaluated and no feasible method for reducing those conditions exists

The above notice shall specify the mitigation measures considered by the district and shall include a completed application to the Office of Public School Construction for preliminary determination of eligibility for school construction under applicable state law. (Government Code 65971)

The Superintendent or designee shall notify the appropriate city or county planning agency of the adoption of a school facility needs analysis or facilities master plan, the acquisition of a school site, or other action regarding school facilities in accordance with law.

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State References

Description

14 CCR 15000-15285	Implementation of California Environmental Quality Act of 1970
5 CCR 14010	Procedure for site acquisition
Ed. Code 17280-17317	Building approvals
Ed. Code 35275	New school planning; cooperation with recreation and park authorities
Gov. Code 53090-53097.5	Regulation of local agencies by counties and cities
Gov. Code 65300-65303.4	Authority for and scope of general plans
Gov. Code 65352.2	Communicating and coordinating of school sites
Gov. Code 65850-65863.11	Adoption of regulations
Gov. Code 65970-65981	School facilities
Gov. Code 65995-65998	Developer fees

Pub. Res. Code 21000-21177

[California Environmental Quality Act of 1970](#)

Management Resources References

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[Department of General Services, Office of Public School Construction](#)

Website

[California Department of Education, School Facilities](#)

Cross References

1160

[Political Processes](#)

1330.1

[Joint Use Agreements](#)

7000

[Concepts And Roles](#)

7110

[Facilities Master Plan](#)

7150

[Site Selection And Development](#)

7150

[Site Selection And Development](#)

7210

[Facilities Financing](#)

7211

[Developer Fees](#)

7211

[Developer Fees](#)

9323.2

[Actions By The Board](#)

9323.2-E(1)

[Actions By The Board](#)

9323.2-E(2)

[Actions By The Board](#)

Policy 7140: Architectural And Engineering Services

Status: ADOPTED

Original Adopted Date: 08/14/2017 | **Last Revised Date:** 09/11/2023 | **Last Reviewed Date:** 09/11/2023

The Governing Board desires to provide school facilities that support the educational program and meet all applicable safety and design standards. When required by law, the Board shall employ or contract with a licensed and certified architect and/or structural engineer to design and supervise the construction of district schools and other facilities.

The architect and/or structural engineer shall be responsible for preparing all construction plans, specifications, and estimates and for the observation of the work of construction. (Education Code 17302)

To ensure compliance with state design and safety standards, preliminary and final plans for any state-funded school facility project, including Board-approved educational specifications for school design when necessary, shall be submitted to the California Department of Education and the Department of General Services, Division of the State Architect. (Education Code 17267; 5 CCR 14030-14032)

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

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

State References

Description

24 CCR 101	California Building Standards Code
5 CCR 14001	Minimum standards for school facilities
5 CCR 14030-14036	Standards, planning, and approval of school facilities
Bus. Code 5500-5502	Architecture
Bus. Code 5550-5558	Architects; licensure
Bus. Code 6700-6706.3	Professional Engineers Act
Bus. Code 6750-6767	Engineers; licensure
CA Constitution Article 22	Architectural and engineering services
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act
Ed. Code 17250.10-17250.55	Design-build contracts
Ed. Code 17250.60-17250.69	Alternative design-build contracts
Ed. Code 17251-17256	CDE powers concerning buildings and building sites
Ed. Code 17260-17268	Plans and specifications for school facilities
Ed. Code 17280-17317	Building approvals
Ed. Code 17371	Limitation on liability of governing board
Gov. Code 14837	Definition of small business
Gov. Code 4525-4529.5	Contracts with private architects, engineering, land surveying, and construction project management firms
Gov. Code 87100	Public officials; financial interest
Pub. Cont. Code 20110-20118.44	School district contracts

Management Resources References

Description

California Department of Education Publication	Plan Submission Requirements for Modernization Projects, Form SFPD 4.08
California Department of Education Publication	Plan Submission Requirements for New Construction, Form SFPD 4.07
Office of Public School Construction Publication	School Facility Program Handbook, January 2019
Website	CSBA District and County Office of Education Legal Services
Website	Department of General Services, Division of the State Architect
Website	American Institute of Architects California Council
Website	Department of General Services, Office of Public School Construction
Website	California Department of Education, School Facilities

Cross References

1240
1240
3311
3311
3311.3
3312
3515.6
7000
7110
7150
7150
9270
9270-E(1)

Description

[Volunteer Assistance](#)
[Volunteer Assistance](#)
[Bids](#)
[Bids](#)
[Design-Build Contracts](#)
[Contracts](#)
[Criminal Background Checks For Contractors](#)
[Concepts And Roles](#)
[Facilities Master Plan](#)
[Site Selection And Development](#)
[Site Selection And Development](#)
[Conflict Of Interest](#)
[Conflict Of Interest](#)

Regulation 7140: Architectural And Engineering Services

Status: ADOPTED

Original Adopted Date: 08/14/2017 | **Last Revised Date:** 09/11/2023 | **Last Reviewed Date:** 09/11/2023

Contractors for any architectural, landscape architectural, engineering, environmental, land surveying or construction project management services shall be selected, at fair and reasonable prices, on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. (Government Code 4526)

The Superintendent or designee shall ensure that the selection process for projects receiving state funding: (Government Code 4526)

1. Assures maximum participation by small business firms as defined pursuant to Government Code 14837
2. Prohibits practices which might result in unlawful activity such as rebates, kickbacks, or other unlawful consideration
3. Prohibits district employees from participating in the selection process when they have a relationship with a person or business entity seeking a contract which would subject the employee to the prohibition of Government Code 87100

The selection process may also include: (Government Code 4527)

1. Evaluation of current statements of qualifications and performance data on file with the district and evaluation of statements that may be submitted by other firms regarding the proposed project
2. Discussion with at least three firms regarding anticipated concepts and the relative utility of alternative approaches for furnishing the required services
3. Selection, in order of preference, of at least three firms deemed to be the most highly qualified to provide the required services in accordance with established district criteria

The district shall negotiate a contract with the best qualified firm at compensation determined by the district to be fair and reasonable. If the district is unable to negotiate a contract with the most qualified firm, the district shall negotiate a contract with the second most qualified firm and, if unsuccessful, with the third most qualified firm. If the district is unable to negotiate a satisfactory contract with any of the selected firms, the district shall select additional firms in order of their competence and qualification and continue negotiations until an agreement is reached. (Government Code 4528)

The above procedures shall not apply if the Superintendent or designee determines that the services needed are more of a technical nature and involve little professional judgment and that requiring bids would be in the public interest. (Government Code 4529)

Contracts shall specify that all plans, including, but not limited to, record drawings, specifications, and estimates prepared by the architect or structural engineer shall become the property of the district. The contract shall also specify terms and conditions for reuse within the district of any plans prepared by the architect or structural engineer. (Education Code 17316)

A contract may be awarded to a single entity for both design and construction of any school facility in excess of \$1,000,000 in accordance with AR 3311.3 - Design-Build Contracts. (Education Code 17250.20)

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State References

24 CCR 101

5 CCR 14001

5 CCR 14030-14036

Bus. Code 5500-5502

Description

[California Building Standards Code](#)

[Minimum standards for school facilities](#)

[Standards, planning, and approval of school facilities](#)

[Architecture](#)

Bus. Code 5550-5558	Architects; licensure
Bus. Code 6700-6706.3	Professional Engineers Act
Bus. Code 6750-6767	Engineers; licensure
CA Constitution Article 22	Architectural and engineering services
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act
Ed. Code 17250.10-17250.55	Design-build contracts
Ed. Code 17250.60-17250.69	Alternative design-build contracts
Ed. Code 17251-17256	CDE powers concerning buildings and building sites
Ed. Code 17260-17268	Plans and specifications for school facilities
Ed. Code 17280-17317	Building approvals
Ed. Code 17371	Limitation on liability of governing board
Gov. Code 14837	Definition of small business
Gov. Code 4525-4529.5	Contracts with private architects, engineering, land surveying, and construction project management firms
Gov. Code 87100	Public officials; financial interest
Pub. Cont. Code 20110-20118.44	School district contracts

Management Resources References

California Department of Education Publication	Plan Submission Requirements for Modernization Projects, Form SFPD 4.08
California Department of Education Publication	Plan Submission Requirements for New Construction, Form SFPD 4.07
Office of Public School Construction Publication	School Facility Program Handbook, January 2019
Website	CSBA District and County Office of Education Legal Services
Website	Department of General Services, Division of the State Architect
Website	American Institute of Architects California Council
Website	Department of General Services, Office of Public School Construction
Website	California Department of Education, School Facilities

Cross References

1240	Volunteer Assistance
1240	Volunteer Assistance
3311	Bids
3311	Bids
3311.3	Design-Build Contracts
3312	Contracts
3515.6	Criminal Background Checks For Contractors
7000	Concepts And Roles
7110	Facilities Master Plan
7150	Site Selection And Development
7150	Site Selection And Development
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest

Policy 7150: Site Selection And Development

Status: ADOPTED

Original Adopted Date: 08/14/2017 | **Last Revised Date:** 09/11/2023 | **Last Reviewed Date:** 09/11/2023

The Governing Board believes that a school site should serve the district's educational needs in accordance with the district's master plan, as well as show potential for contributing to other community needs.

The Board recognizes the importance of community input in the site selection process. To this end, the Board will solicit community input whenever a school site is to be selected and shall provide public notice and hold public hearings in accordance with law.

The Superintendent or designee shall establish a site selection process which complies with law and ensures that the best possible sites are acquired and developed in a cost-effective manner.

Before acquiring property for a new school or an addition to an existing school site, the Board, at a public hearing, shall either evaluate the property using state site selection standards specified in 5 CCR 14010 or, if a district advisory committee was appointed to evaluate the property, receive the committee's report of findings based on those standards. (Education Code 17211, 17251)

Environmental Impact Investigation for the Site Selection Process

The Superintendent or designee shall determine whether any proposed development project is subject to the requirements of the California Environmental Quality Act (CEQA) and shall ensure compliance with this Act, including any web site posting requirements. When evaluating district projects, the CEQA guidelines shall be used.

Environmental review documents, including a draft environmental impact report, environmental impact report, negative declaration or mitigated negative declaration, and public notice of the preparation and availability of such documents, shall be posted on the district's web site. (Public Resources Code 21082.1, 21092, 21092.2)

Agricultural Land

If the proposed site is in an area designated in a city, county, or city and county general plan for agricultural use and zoned for agricultural production, the Board shall determine all of the following: (Education Code 17215.5)

1. That the district has notified and consulted with the city, county, or city and county within which the prospective site is to be located
2. That the Board has evaluated the final site selection based on all factors affecting the public interest and not limited to selection on the basis of the cost of the land
3. That the district shall attempt to minimize any public health and safety issues resulting from the neighboring agricultural uses that may affect students and employees at the site

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

State References

14 CCR 15000-15285

5 CCR 14001-14036

Code of Civil Procedure 1263.710-1263.770

Ed. Code 17006

Ed. Code 17024

Ed. Code 17070.10-17077.10

Ed. Code 17210-17224

Description

[Implementation of California Environmental Quality Act of 1970](#)

[California Department of Education: school facilities construction](#)

[Remediation of hazardous substances on property to be acquired by school district](#)

[Definition of self-certifying district](#)

[Prior written approval of CDE for selection of school site or construction of building](#)

[Leroy F. Greene School Facilities Act of 1998](#)

[School Sites: general provisions](#)

Ed. Code 17240-17245	New Schools Relief Act
Ed. Code 17250.10-17250.55	Design-build contracts
Ed. Code 17251-17256	CDE powers concerning buildings and building sites
Ed. Code 17260-17268	Plans and specifications for school facilities
Ed. Code 17280-17317	Field Act; approval of plans and supervision of construction
Ed. Code 17565-17592.5	Board duties; management and control of school property
Ed. Code 35271	Power to acquire and construct on adjacent property
Ed. Code 35275	New school planning; cooperation with recreation and park authorities
Gov. Code 53094	Authority to render zoning ordinances inapplicable
Gov. Code 65402	Acquisition or disposition of property
Gov. Code 65995-65998	Developer fees
Gov. Code 66455.9	Written notices of proposed public school site within development; investigation and report; conditions for acquisition
H&S Code 44360	Risk assessment
Pub. Res. Code 21000-21177	California Environmental Quality Act of 1970

Management Resources References

Attorney General Opinion
Website
Website
Website
Website
Website
Website

Description

[82 Ops.Cal.Atty.Gen. 130 \(1999\)](#)
[Governor's Office of Planning and Research](#)
[Department of Toxic Substances Control](#)
[California Department of Education, School Site Selection and Approval Guide](#)
[CSBA District and County Office of Education Legal Services](#)
[Department of General Services, Office of Public School Construction](#)
[California Department of Education, School Facilities](#)

Cross References

1113
1113
1113-E(1)
1220
1220
1330.1
3311.2
3514
3514
7000
7110
7131
7140
7140
7210
9000

Description

[District And School Websites](#)
[District And School Websites](#)
[District And School Websites](#)
[Citizen Advisory Committees](#)
[Citizen Advisory Committees](#)
[Joint Use Agreements](#)
[Lease-Leaseback Contracts](#)
[Environmental Safety](#)
[Environmental Safety](#)
[Concepts And Roles](#)
[Facilities Master Plan](#)
[Relations With Local Agencies](#)
[Architectural And Engineering Services](#)
[Architectural And Engineering Services](#)
[Facilities Financing](#)
[Role Of The Board](#)

9320	Meetings And Notices
9323.2	Actions By The Board
9323.2-E(1)	Actions By The Board
9323.2-E(2)	Actions By The Board

Regulation 7150: Site Selection And Development

Status: ADOPTED

Original Adopted Date: 08/14/2017 | **Last Revised Date:** 09/11/2023 | **Last Reviewed Date:** 09/11/2023

As part of the district's site selection process, the Superintendent or designee shall:

1. Meet with appropriate local government recreation and park authorities to review all possible methods of coordinating the planning, design, and construction of new school facilities and school sites or major additions to existing school facilities and recreation and park facilities in the community. (Education Code 35275)
2. Notify the appropriate local planning agency in writing and request its report and recommendations regarding the proposed site or proposed addition's conformity with the adopted general plan. (Government Code 65402; Public Resources Code 21151.2)
3. Have the site investigated by competent personnel with regard to population trends, transportation, water supply, waste disposal facilities, utilities, traffic hazards, surface drainage conditions, and other factors affecting initial and operating costs. This investigation shall include geological and soil engineering studies to preclude locating the school on terrain that has the potential for earthquake or other geologic hazard damage as specified in Government Code 65302. (Education Code 17212-17212.5)
4. Make a written request for information necessary or useful to assess and determine the safety of a proposed school site, or an addition to an existing school site, from a person, corporation, public utility, locally publicly owned utility, or governmental agency regarding pipelines, electric transmission and distribution lines, railroads, and storage tanks in accordance with law. (Education Code 17212.2, 17251)
5. Ensure that the site meets state standards for school site selection as specified in 5 CCR 14010-14012.
6. Ensure compliance with the California Environmental Quality Act (CEQA) as required by law, including posting required notices to the district web site. (Public Resources Code 21000-21177)
7. Notify the California Department of Education in writing before acquiring title or leasing the site if the proposed site is within two miles of the air line of an airport runway or proposed runway. (Education Code 17215)
8. Conduct an air quality analysis pursuant to Health and Safety Code 44360 and Education Code 17213 if the proposed site is within 500 feet of the edge of the closest traffic lane of a freeway or other busy traffic corridor and determine that the air quality at the proposed site is such that neither short-term nor long-term exposure poses significant health risks to students. (Education Code 17213)

In the selection and development of projects funded pursuant to the School Facilities Program of 1998 (Proposition 1A) as contained in Education Code 17070.10-17077.10, the Superintendent or designee shall:

1. Determine whether the proposed site is free of toxic contamination by ensuring that a Phase I environmental assessment and/or preliminary endangerment assessment is conducted as required by law (Education Code 17213.1)

The Superintendent or designee shall ensure that the preliminary endangerment assessment is made available for public review and comment in accordance with Education Code 17213.1.

2. Submit an annual summary report of expenditures to the State Allocation Board in accordance with law (Education Code 17076.10)
3. Include in the plans a hard-wired connection to a public switched telephone network or utilization of wireless technology (Education Code 17077.10)
4. Establish a participation goal of at least three percent, per year, of the overall dollar amount expended each year by the district for disabled veteran business enterprises (Education Code 17076.11)

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State References

14 CCR 15000-15285

5 CCR 14001-14036

Code of Civil Procedure 1263.710-1263.770

Ed. Code 17006

Ed. Code 17024

Ed. Code 17070.10-17077.10

Ed. Code 17210-17224

Ed. Code 17240-17245

Ed. Code 17250.10-17250.55

Ed. Code 17251-17256

Ed. Code 17260-17268

Ed. Code 17280-17317

Ed. Code 17565-17592.5

Ed. Code 35271

Ed. Code 35275

Gov. Code 53094

Gov. Code 65402

Gov. Code 65995-65998

Gov. Code 66455.9

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Pub. Res. Code 21000-21177

Management Resources References

Attorney General Opinion

Website

Website

Website

Website

Website

Website

Cross References

1113

1113

1113-E(1)

1220

1220

1330.1

Description[Implementation of California Environmental Quality Act of 1970](#)[California Department of Education: school facilities construction](#)[Remediation of hazardous substances on property to be acquired by school district](#)[Definition of self-certifying district](#)[Prior written approval of CDE for selection of school site or construction of building](#)[Leroy F. Greene School Facilities Act of 1998](#)[School Sites; general provisions](#)[New Schools Relief Act](#)[Design-build contracts](#)[CDE powers concerning buildings and building sites](#)[Plans and specifications for school facilities](#)[Field Act; approval of plans and supervision of construction](#)[Board duties; management and control of school property](#)[Power to acquire and construct on adjacent property](#)[New school planning; cooperation with recreation and park authorities](#)[Authority to render zoning ordinances inapplicable](#)[Acquisition or disposition of property](#)[Developer fees](#)[Written notices of proposed public school site within development; investigation and report; conditions for acquisition](#)[Risk assessment](#)[California Environmental Quality Act of 1970](#)**Description**[82 Ops.Cal.Atty.Gen. 130 \(1999\)](#)[Governor's Office of Planning and Research](#)[Department of Toxic Substances Control](#)[California Department of Education, School Site Selection and Approval Guide](#)[CSBA District and County Office of Education Legal Services](#)[Department of General Services, Office of Public School Construction](#)[California Department of Education, School Facilities](#)**Description**[District And School Websites](#)[District And School Websites](#)[District And School Websites](#)[Citizen Advisory Committees](#)[Citizen Advisory Committees](#)[Joint Use Agreements](#)

3311.2	Lease-Leaseback Contracts
3514	Environmental Safety
3514	Environmental Safety
7000	Concepts And Roles
7110	Facilities Master Plan
7131	Relations With Local Agencies
7140	Architectural And Engineering Services
7140	Architectural And Engineering Services
7210	Facilities Financing
9000	Role Of The Board
9320	Meetings And Notices
9323.2	Actions By The Board
9323.2-E(1)	Actions By The Board
9323.2-E(2)	Actions By The Board

Policy 7160: Charter School Facilities

Status: ADOPTED

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The Governing Board believes that all students, including those attending charter schools, should have access to adequate facilities that are safe and support student learning.

Facilities to be used by a charter school shall be specified in the school's charter pursuant to Education Code 47605 and also may be addressed in a written memorandum of understanding between the district and charter school.

As applicable, charter school facilities shall comply with the California Building Standards Code adopted by the local building enforcement agency pursuant to 24 CCR 101 et seq. or the Field Act pursuant to Education Code 17280-17317 and 17365-17374. (Education Code 47610, 47610.5)

Upon request, the Board shall make facilities available to an eligible charter school operating in the district, as defined in law and administrative regulation. In accordance with law, such facilities shall be contiguous, furnished, equipped, and sufficient to accommodate all the charter school's in-district students in conditions reasonably equivalent to those in which the students would be accommodated if they were attending the district school. The Board shall make reasonable efforts to provide the charter school with facilities near where the charter school wishes to locate and shall not move the charter school unnecessarily. If the district's preliminary proposal or final notification of space does not accommodate the charter school at a single school site, the Board shall make a specific finding that the charter school could not be accommodated at a single site and shall adopt a written statement of reasons explaining the finding. (Education Code 47614; 5 CCR 11969.1-11969.10)

The district shall not be required to use unrestricted general fund revenues to rent, buy, or lease facilities for charter schools. (Education Code 47614)

The Superintendent or designee may assist eligible charter schools in applying for state facilities funding for new construction or rehabilitation of facilities pursuant to Education Code 17078.52-17078.66 and/or for rent and lease expenditures pursuant to Education Code 47614.5.

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

State References

2 CCR 1859.160-1859.172

2 CCR 1859.2

2 CCR 1859.31

5 CCR 11969.1-11969.10

Ed. Code 17070.10-17080

Ed. Code 17078.52-17078.66

Ed. Code 17280-17317

Ed. Code 47600-47616.5

Ed. Code 48204

Gov. Code 53094

Gov. Code 53097.3

Description

[Leroy F. Greene School Facilities Program, specifically; Charter school facilities program](#)

[Definitions](#)

[Classroom inventory](#)

[Charter school facilities](#)

[Leroy F. Greene School Facilities Act of 1998](#)

[Charter schools facility funding; state bond proceeds](#)

[Field Act; approval of plans and supervision of construction](#)

[Charter Schools Act](#)

[Residency requirements for school attendance](#)

[Authority to render zoning ordinances inapplicable](#)

[Charter school ordinances](#)

Management Resources References

Attorney General Opinion

Court Decision

Description

[80 Ops.Cal.Atty.Gen. 52 \(1997\)](#)

[Ridgecrest Charter School v. Sierra Sands Unified School District \(2005\) 130 Cal.App.4th 986](#)

Court Decision	Bullis Charter School v. Los Altos School District (2011) 200 Cal.App.4th 1022
Court Decision	Sequoia Union High School District v. Aurora Charter High School (2003) 112 Cal.App.4th 185
CSBA Publication	Charter School Facilities and Proposition 39: Legal Implications for School Districts, 2005
CSBA Publication	Charter Schools: A Guide for Governance Teams, rev. June 2021
CSBA Publication	The Role of the Charter School Authorizer, Online Course
Office of Public School Construction Publication	School Facility Program Handbook, May 2008
Website	CSBA District and County Office of Education Legal Services
Website	California Charter Schools Association
Website	California Department of Education, Charter Schools
Website	Coalition for Adequate School Housing
Website	Department of General Services, Office of Public School Construction
Website	CSBA

Cross References

0420.4
0420.4
0420.41
0420.41-E(1)
1330
1330
1330-E(1)
3100
3530
3530
5111.1
5111.1
5117
5117
7110
7111
9323.2
9323.2-E(1)
9323.2-E(2)

Description

[Charter School Authorization](#)
[Charter School Authorization](#)
[Charter School Oversight](#)
[Charter School Oversight](#)
[Use Of School Facilities](#)
[Use Of School Facilities](#)
[Use Of School Facilities](#)
[Budget](#)
[Risk Management/Insurance](#)
[Risk Management/Insurance](#)
[District Residency](#)
[District Residency](#)
[Interdistrict Attendance](#)
[Interdistrict Attendance](#)
[Facilities Master Plan](#)
[Evaluating Existing Buildings](#)
[Actions By The Board](#)
[Actions By The Board](#)
[Actions By The Board](#)

Regulation 7160: Charter School Facilities

Status: ADOPTED

Original Adopted Date: 08/14/2017 | **Last Revised Date:** 09/11/2023 | **Last Reviewed Date:** 09/11/2023

Definitions

Average daily classroom attendance (ADA) or classroom ADA is ADA for classroom-based apportionment as used in Education Code 47612.5. (5 CCR 11969.2)

In-district classroom ADA is classroom ADA attributable to in-district students. (5 CCR 11969.2)

In-district students are those charter school students who are entitled to attend the district school. Students eligible to attend the district school based on an interdistrict attendance agreement or parent/guardian employment shall be considered students of the district where they reside. (5 CCR 11969.2)

Operating in the district means the charter school is either currently providing public education to in-district students or has identified at least 80 in-district students who are meaningfully interested in enrolling in the charter school for the following year, regardless of whether the district is or is proposed to be the chartering entity and whether or not the charter school has a facility inside the district's boundaries. (Education Code 47614; 5 CCR 11969.2)

Reasonably equivalent facilities are facilities that are sufficient to accommodate charter school students in conditions reasonably equivalent to those in which the students would be accommodated if they were attending the district school. (5 CCR 11969.2, 11969.3)

Furnished and equipped means the facilities include reasonably equivalent furnishing necessary to conduct classroom instruction and to provide for student services that directly support classroom instruction as found in the district school and that the facilities have equipment that is reasonably equivalent to the district school. Equipment means property that does not lose its identity when removed from its location and is not changed materially or consumed immediately (e.g., within one year). Equipment has relatively permanent value and its purchase increases the total value of the district's physical properties. Examples include furniture, vehicles, machinery, motion picture film, videotape, furnishings that are not an integral part of the building or building system, and certain intangible assets such as major software programs. Furnishings and equipment acquired for a school site with nondistrict resources are excluded when determining reasonable equivalence. (5 CCR 11969.2)

Contiguous facilities are those facilities contained on the school site or immediately adjacent to the school site. If the in-district classroom ADA of the charter school cannot be accommodated on any single school site, contiguous facilities also include facilities located at more than one site, provided that the district minimizes the number of sites assigned and considers student safety. If the district-operated school has grade levels similar to the charter school, then a contiguous facility shall be an existing facility that is most consistent with the needs of students in the grade levels served at the charter school. (5 CCR 11969.2, 11969.3)

Conversion charter school is a charter school established through the conversion of an existing public school. (Education Code 47605)

Eligibility for District Facilities

A charter school shall be operating in the district, as defined above, before it submits a request for facilities. A new or proposed charter school operating in the district is eligible to request facilities for a particular fiscal year only if it submits its charter petition before November 1 of the fiscal year preceding the year for which facilities are requested. A new charter school is entitled to be allocated and/or provided access to facilities only if it receives approval of its charter petition before March 15 of the fiscal year preceding the year for which facilities are requested. (5 CCR 11969.9)

Submission and Review of Facilities Requests

The following procedures shall apply to a charter school's request for facilities:

1. On or before November 1, a charter school shall submit a written request for facilities to the Superintendent or designee for the next fiscal year. The request shall include: (Education Code 47614; 5 CCR 11969.2, 11969.9)
 - a. Reasonable projections of in-district and total ADA and in-district and total classroom ADA, based on ADA claimed for apportionment, if any, in the fiscal year prior to the fiscal year in which the facilities request is made, adjusted for expected changes in enrollment in the forthcoming fiscal year Projections

of in-district ADA, in-district classroom ADA, and the number of in-district students shall be broken down by grade level and by the district school that the students would otherwise attend.

Nonclassroom ADA may be included in the ADA calculation only to the extent of instructional time that students generating nonclassroom ADA are actually in the classroom under the direct supervision and control of a charter school employee, and only if the district and the charter school agree upon the time(s) that the facilities devoted to students generating nonclassroom-based ADA will be used.

- b. A description of the methodology for the projections
- c. If relevant (i.e., when a charter school is not yet open or to the extent an operating charter school projects a substantial increase in ADA), documentation of the number of in-district students meaningfully interested in attending the charter school that is sufficient for the district to determine the reasonableness of the projection, but that need not be verifiable for precise arithmetical accuracy
- d. The charter school's operational calendar
- e. Information regarding the district's school site and/or general geographic area in which the charter school wishes to locate
- f. Information on the charter school's educational program that is relevant to assignment of facilities, if any

In submitting a facilities request, the charter school shall use a form specified by the district. The charter school shall distribute a reasonable number of copies of the written request to parents/guardians, school staff, and/or other interested parties, or shall otherwise make the request available for review.

2. On or before December 1, the district shall review the charter school's projections of in-district and total ADA and in-district and total classroom ADA, express any objections in writing, and state the projections the district considers reasonable. If the district does not express any objections in writing and state its own projections by the deadline, the charter school's projections are no longer subject to challenge and the district shall base its offer of facilities on those projections. (5 CCR 11969.9)
3. On or before January 2, the charter school shall respond to any objections expressed by the district and to the district's attendance projections provided pursuant to item #2 above. The charter school shall reaffirm or modify its previous projections as necessary to respond to the information received from the district pursuant to item #2. If the charter school does not respond by January 2, the district's projections provided pursuant to item #2 are no longer subject to challenge and the district shall base its offer of facilities on those projections. (5 CCR 11969.9)
4. The district shall determine what facilities it will offer to the charter school, ensuring that the facilities are reasonably equivalent to other district facilities. (5 CCR 11969.3)

Reasonable equivalency shall be based on the following criteria as detailed in 5 CCR 11969.3: (5 CCR 11969.3)

- a. Capacity, including equivalency of the ratio of teaching stations (classrooms), specialized classroom space, and nonteaching space to ADA
- b. Condition of facilities, as determined by assessing such factors as age of facilities (from last modernization), quality of materials, and state of maintenance, including:
 - i. School site size
 - ii. Condition of interior and exterior surfaces
 - iii. Condition of mechanical, plumbing, electrical, and fire alarm systems, including conformity to applicable codes
 - iv. Availability and condition of technology infrastructure
 - v. Condition of the facility as a safe learning environment, including, but not limited to, the suitability of lighting, noise mitigation, and size for intended use

- vi. Condition of the facility's furnishing and equipment
 - vii. Condition of athletic fields and/or play area space
5. On or before February 1, the district shall prepare a written preliminary proposal regarding the space to be allocated to the charter school and/or to which the charter school is to be provided access. In evaluating and accommodating the charter school's request, the charter school's in-district students shall be given the same consideration as students in the district's school, subject to the requirement that the facilities provided must be contiguous. At a minimum, the preliminary proposal shall include: (5 CCR 11969.2, 11969.3, 11969.9)
 - a. The projections of in-district classroom ADA on which the proposal is based
 - b. The specific location(s) of the space
 - c. All conditions pertaining to the space, including a draft of any proposed agreement pertaining to the charter school's use of the space
 - d. The projected pro rata share amount and a description of the methodology used to determine that amount
 - e. A description of the difference between the preliminary proposal and the charter school's request submitted pursuant to item #1 above
 6. On or before March 1, the charter school shall respond in writing to the district's preliminary proposal made pursuant to item #5 above and shall express any concerns, including differences between the preliminary proposal and the charter school's request, and/or make a counter proposal. (5 CCR 11969.9)
 7. On or before April 1, having reviewed any concerns and/or counter proposals made by the charter school pursuant to item #6 above, the district shall submit, in writing, a final notification of the space to be offered to the charter school. The notification shall include a response to the charter school's concerns and/or counter proposal, if any. The final notification shall specifically identify: (5 CCR 11969.9)
 - a. The teaching stations, specialized classroom spaces, and nonteaching station spaces offered for the exclusive use of the charter school and the teaching stations, specialized classroom spaces, and nonteaching spaces to which the charter school is to be provided access on a shared basis with district-operated programs
 - b. Arrangements for sharing any shared space
 - c. The assumptions of in-district classroom ADA for the charter school upon which the allocation is based, and if the assumptions are different than those submitted by the charter school pursuant to item #3 above, a written explanation of the reasons for the differences
 - d. The specific location(s) of the space
 - e. All conditions pertaining to the space
 - f. The pro rata share amount
 - g. The payment schedule for the pro rata amount, which shall take into account the timing of revenues from the state and from local property taxes
 8. By May 1 or within 30 days after the district notification pursuant to item #7 above, whichever is later, the charter school shall notify the district in writing whether or not it intends to occupy the offered space. (5 CCR 11969.9)

The charter school's notification may be withdrawn or modified before this deadline. After the deadline, if the charter school has notified the district that it intends to occupy the offered space, the charter school is committed to paying the pro rata share amount as identified. If the charter school does not notify the district by this deadline that it intends to occupy the offered space, then the space shall remain available for district programs and the charter school shall not be entitled to use facilities of the district in the following fiscal year. (5 CCR 11969.9)

Availability of Facilities

The space allocated to the charter school by the district, or the space to which the district provides the charter school access, shall be furnished, equipped, and available for occupancy at least 10 working days prior to the first day of instruction of the charter school. For good cause, the district may reduce the period of availability to a period of not less than seven working days. (5 CCR 11969.9)

Space allocated for use by the charter school, subject to sharing arrangements, shall be available for the charter school's entire school year regardless of the district's instructional year or class schedule. (5 CCR 11969.5)

Written Agreement Regarding Facilities Operations

The district charter school agree to the use of and payment for the space which contains the district's final notification pursuant to item #7 in the section "Submission and Review of Facilities Requests" above. (5 CCR 11969.9)

A reciprocal hold-harmless/indemnification provision shall be established for the district's charter school. The charter school shall maintain general liability insurance through the district as an additional insured in order to indemnify the district for any damage and losses. The district shall maintain first party property insurance for the facilities allocated to the charter school. (5 CCR 11969.9)

Responsibilities for facility maintenance and improvements shall be as follows: (5 CCR 11969.4, 11969.9)

1. The district shall be responsible for:
 - a. Modifications necessary to maintain the facility in accordance with applicable building codes pursuant to Education Code 47610 or 47610.5
 - b. Replacement of district-provided furnishings and equipment in accordance with district schedules and practices
 - c. Projects eligible to be included in the district's deferred maintenance plan
2. The charter school, dependent to the district, shall be responsible for the ongoing operations and maintenance of facilities, furnishings, and equipment.

The charter school shall not sublet or use the facilities for purposes other than those that are consistent with district policies and practices without permission of the Superintendent or designee. (5 CCR 11969.5)

Facilities, furnishings, and equipment provided to a charter school by the district shall remain the property of the district. (5 CCR 11969.4)

The district may charge the charter school, in accordance with 5 CCR 11969.7, for a pro rata share of the district's facilities costs for activities related to keeping the physical plant open, comfortable, and safe for use and keeping the grounds, buildings, and equipment in working condition. Such activities include maintaining safety in buildings, on grounds, and in the vicinity of the school; plant maintenance and operations; facilities acquisition and construction; and facilities rents and leases. (Education Code 47614; 5 CCR 11969.2)

The charter school shall report actual in-district and total ADA and classroom ADA to the district every time that the charter school reports ADA for apportionment purposes. If the charter school generates less ADA than projected, the charter school shall reimburse the district for the overallocated space as set forth in 5 CCR 11969.8, unless the district agrees, in response to the notification by the charter school of overallocation, to exercise its sole discretion to use the overallocated space for district programs: (Education Code 47614; 5 CCR 11969.3, 11969.8, 11969.9)

Mediation of Disputes

If a dispute arises between the district and a charter school pursuant to Education Code 47614 or 5 CCR 11969.1-11969.10, both parties may agree to settle the dispute using mediation, in accordance with the following procedures: (5 CCR 11969.10)

1. If both parties agree to mediation, the initiating party shall select a mediator, subject to the agreement of the responding party. If the parties are unable to agree on a mediator, the initiating party shall request the CDE to appoint a mediator within seven days to assist the parties in resolving the dispute. The mediator shall meet with the parties as quickly as possible.

2. Within seven days of the selection or appointment of the mediator, the party initiating the dispute resolution process shall send a notice to the responding party and the mediator. The notice shall include the following information:
 - a. Name, address, and phone numbers of designated representatives of the parties
 - b. A statement of the facts of the dispute, including information regarding the parties' attempts to resolve the dispute
 - c. The specific sections of the statute or regulations that are in dispute
 - d. The specific resolution sought by the initiating party
4. The mediation shall be entirely informal in nature. Each party shall share copies of exhibits upon which its case is based with the other party. The relevant facts shall be elicited in a narrative fashion to the extent possible, rather than through examination and cross-examination of witnesses.
5. Any agreement reached by the parties shall be in writing and shall not set a precedent for any other case.
6. The mediation shall be terminated if the district and the charter school fail to meet within the specified timelines, have not reached an agreement within 15 days from the first meeting held by the mediator, or if the mediator declares an impasse.
7. The costs of the mediation shall be divided equally between the parties and paid promptly.

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

State References

2 CCR 1859.160-1859.172

2 CCR 1859.2

2 CCR 1859.31

5 CCR 11969.1-11969.10

Ed. Code 17070.10-17080

Ed. Code 17078.52-17078.66

Ed. Code 17280-17317

Ed. Code 47600-47616.5

Ed. Code 48204

Gov. Code 53094

Gov. Code 53097.3

Description

[Leroy F. Greene School Facilities Program, specifically: Charter school facilities program](#)

[Definitions](#)

[Classroom inventory](#)

[Charter school facilities](#)

[Leroy F. Greene School Facilities Act of 1998](#)

[Charter schools facility funding: state bond proceeds](#)

[Field Act; approval of plans and supervision of construction](#)

[Charter Schools Act](#)

[Residency requirements for school attendance](#)

[Authority to render zoning ordinances inapplicable](#)

[Charter school ordinances](#)

Management Resources References

Attorney General Opinion

Court Decision

Court Decision

Court Decision

Description

[80 Ops.Cal.Atty.Gen. 52 \(1997\)](#)

[Ridgecrest Charter School v. Sierra Sands Unified School District \(2005\) 130 Cal.App.4th 986](#)

[Bullis Charter School v. Los Altos School District \(2011\) 200 Cal.App.4th 1022](#)

[Sequoia Union High School District v. Aurora Charter High School \(2003\) 112 Cal.App.4th 185](#)

CSBA Publication	Charter School Facilities and Proposition 39: Legal Implications for School Districts, 2005
CSBA Publication	Charter Schools: A Guide for Governance Teams, rev. June 2021
CSBA Publication	The Role of the Charter School Authorizer, Online Course
Office of Public School Construction Publication	School Facility Program Handbook, May 2008
Website	CSBA District and County Office of Education Legal Services
Website	California Charter Schools Association
Website	California Department of Education, Charter Schools
Website	Coalition for Adequate School Housing
Website	Department of General Services, Office of Public School Construction
Website	CSBA

Cross References

0420.4	Charter School Authorization
0420.4	Charter School Authorization
0420.41	Charter School Oversight
0420.41-E(1)	Charter School Oversight
1330	Use Of School Facilities
1330	Use Of School Facilities
1330-E(1)	Use Of School Facilities
3100	Budget
3530	Risk Management/Insurance
3530	Risk Management/Insurance
5111.1	District Residency
5111.1	District Residency
5117	Interdistrict Attendance
5117	Interdistrict Attendance
7110	Facilities Master Plan
7111	Evaluating Existing Buildings
9323.2	Actions By The Board
9323.2-E(1)	Actions By The Board
9323.2-E(2)	Actions By The Board

Description

Policy 7210: Facilities Financing

Status: ADOPTED

Original Adopted Date: 08/14/2017 | **Last Revised Date:** 09/11/2023 | **Last Reviewed Date:** 09/11/2023

The Governing Board recognizes its responsibility to identify the most cost-efficient and effective method of financing when purchasing or modifying district facilities. Financing may be necessary when it is determined that school facilities must be built or expanded to accommodate an increased or projected increased enrollment or when safety considerations and educational program improvements require the replacement, reconstruction, or modernization of existing facilities.

The Superintendent or designee shall research funding alternatives and recommend to the Board the method of funding that will best serve district needs as identified in the district's master plan for school facilities.

Funding alternatives may include, but are not be limited to:

1. Levying developer fees pursuant to Education Code 17620 and Government Code 65995-65998
2. Forming a community facilities district pursuant to Government Code 53311-53368.3, the Mello-Roos Community Facilities Act
3. Forming a school facilities improvement district pursuant to Education Code 15300-15425
4. Issuing voter-approved general obligation bonds
5. Imposing a parcel tax pursuant to Government Code 50079
6. Using lease revenues for capital outlay purposes from surplus school property
7. Applying for state facilities funding pursuant to the Leroy F. Greene School Facilities Act (Education Code 17070.10-17079.30)

The district shall provide reports, maintain records, and provide for audits of the expenditure of state facilities funds as required by law and AR 3460 - Financial Reports and Accountability. (Education Code 41024)

As applicable, the district shall comply with BP 3470 - Debt Issuance and Management.

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

State References

Description

2 CCR 1859-1859.199	Leroy F. Greene School Facilities Act
CA Constitution Article 13D, Sections 1-6	Assessment and property related fee reform
Ed. Code 15100-17199.6	School bonds
Ed. Code 15122.5	Ballot statement
Ed. Code 15300-15327	School facilities improvement districts
Ed. Code 17000-17059.2	State School Building Lease-Purchase Law of 1976
Ed. Code 17060-17066	Joint venture school facilities construction projects
Ed. Code 17070.10-17079.30	Leroy F. Greene School Facilities Act
Ed. Code 17085-17096	State Relocatable Classroom Law of 1979
Ed. Code 17582	District deferred maintenance fund
Ed. Code 17620-17626	Levies against development projects by school districts
Ed. Code 17621	Procedures for levying fees
Ed. Code 41010-41024	Accounting system and audits
Gov. Code 50075-50077.5	Voter-approved special taxes

Gov. Code 50079	School districts; qualified special taxes
Gov. Code 53175-53187	Integrated Financing District Act
Gov. Code 53311-53368.3	Mello-Roos Community Facilities Act of 1982
Gov. Code 53753	Assessment notice and hearing requirements
Gov. Code 53753.5	Exemptions
Gov. Code 54954.1	Request for copy of agenda or agenda packet by member of public
Gov. Code 54954.6	New or increased tax or assessment; public meetings and hearings; notice
Gov. Code 6061	Manner of notice as prescribed in designated section
Gov. Code 6066	Two weeks' notice
Gov. Code 65864-65869.5	Development agreements
Gov. Code 65970-65981	School facilities
Gov. Code 65995-65998	Payment of fees against a development project
Gov. Code 66000-66008	Fees for development projects
Gov. Code 66016-66019	Procedures for adopting various fees
Gov. Code 66020-66025	Protests, legal actions, and audits
Gov. Code 8855	Debt issuance and management
H&S Code 33445.5	Overcrowding of schools resulting from redevelopment
H&S Code 33446	School construction by redevelopment agency

Management Resources References

Attorney General Opinion	79 Ops.Cal.Atty.Gen. 149 (1996)
Court Decision	Canyon North Co. v. Conejo Valley Unified School District (1993) 19 Cal.App.4th 243, 23 Cal.Rptr.2d 495
Court Decision	Dolan v. City of Tigard (1994) 114 S.Ct. 2309
Court Decision	Ehrlich v. City of Culver City (1996) 12 Cal.4th 854
Court Decision	Garlic Development Co. v. Hayward Unified School District (1992) 3 Cal.App.4th 320
Court Decision	Loyola Marymount University v. Los Angeles Unified School District (1996) 45 Cal.App.4th 1256
Court Decision	Nollan v. California Coastal Commission (1987) 107 S.Ct. 3141
Website	CSBA District and County Office of Education Legal Services
Website	California State Controller
Website	Department of General Services, Office of Public School Construction
Website	California Department of Education

Cross References

1330.1	Joint Use Agreements
3100	Budget
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3470	Debt Issuance And Management
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education

7000	Concepts And Roles
7110	Facilities Master Plan
7131	Relations With Local Agencies
7150	Site Selection And Development
7150	Site Selection And Development
7211	Developer Fees
7211	Developer Fees
7214	General Obligation Bonds
7214	General Obligation Bonds
9000	Role Of The Board

Policy 7211: Developer Fees

Status: ADOPTED

Original Adopted Date: 08/14/2017 | **Last Revised Date:** 09/11/2023 | **Last Reviewed Date:** 09/11/2023

In order to finance the construction or reconstruction of school facilities needed to accommodate increased student enrollment resulting from new development, the Governing Board may establish, levy, and collect developer fees on residential, commercial, and industrial construction within the district, subject to restrictions specified by law.

Level 1 Fees: Residential, Commercial and Industrial Construction

Before taking action to establish, increase, or impose Level 1 developer fees, the Board shall conduct a fee justification study which: (Government Code 66001)

1. Identifies the purpose of the fee and the use to which the fee will be put
2. Determines a reasonable relationship between the fee's use and the type of development project for which the fee is imposed
3. Determines a reasonable relationship between the need for the facility and the type of development project for which the fee is imposed
4. Determines a reasonable relationship between the amount of the fee and the cost of the facility or portion of the facility attributed to the development for which the fee is imposed

Before levying developer fees or prior to increasing an existing fee, the Board shall hold a public hearing. The Superintendent or designee shall mail notice of the time and place of the meeting at which a public hearing shall occur, including a general explanation of the matter to be considered and a statement that the required data are available, at least 14 days prior to the meeting to any interested party who has requested such information. Any written request for mailed notices shall be valid for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for mailed notices shall be filed on or before April 1 of each year. The district may charge a fee reasonably related to the cost of providing these materials. (Government Code 66016)

Information on the anticipated amount of fees, other available funds and funding sources, and the estimated cost of planning, land acquisition, and school construction shall be made available to the public at least 10 days before the hearing. (Government Code 66016)

At the hearing, the Board shall adopt a resolution for the levying of the developer fees. (Government Code 66016)

The resolution shall set forth:

1. The purpose of the fee, the use to which the fee is to be put, and the public improvement(s) that the fee will be used to finance (Government Code 66001, 66006)
2. The Board's findings of reasonable relationship which justify the fees pursuant to Government Code 66001
3. If the district requires payment of the fee at a time earlier than the date of final inspection or the issuance of a certificate of occupancy, the district's determination of either of the following conditions which allow collection of the fees at the time when building permits are issued: (Government Code 66007)
 - a. That the fees are to reimburse the district for previous expenditures
 - b. That the fees shall be collected for public improvements or facilities for which an account has been established, funds have been appropriated, and the district has adopted a proposed construction schedule or plan

In the case of any commercial or industrial development, the Board shall make findings on either an individual project basis or on the basis of categories of commercial or industrial development. Those categories may include, but are not limited to, the following uses: office, retail, transportation, communications and utilities, light industrial, heavy industrial, research and development, and warehouse. The Board shall also conduct a study to determine the impact of the increased number of employees anticipated to result from the commercial or industrial development upon the cost of providing school facilities within the district. (Education Code 17621)

Level 2 Fees: Residential Construction

In order to impose Level 2 residential construction fees within the limits of Government Code 65995.5, the Board shall, in addition to fulfilling the requirements above for Level 1 fees, undertake the following: (Government Code 65995.5)

1. Make a timely application to the State Allocation Board (SAB) for new construction funding and be determined to be eligible by SAB
2. Conduct and adopt a school facility needs analysis pursuant to Government Code 65995.6
3. Satisfy at least two of the requirements set forth in Government Code 65995.5(b)(3)(A-D)

At least 45 days prior to completion of the school facility needs analysis, the Board shall notify and provide copies of the analysis to the planning commission or agency of the city or county with land use jurisdiction within the district. Upon request of either party, the Board and city or county shall meet within 15 days following notification. (Government Code 65352.2)

The Board shall adopt the school facility needs analysis by resolution at a public hearing. (Government Code 65995.6)

This analysis shall not be adopted until the analysis, in its final form, has been made available to the public for a period of not less than 30 days. Prior to its adoption, the public shall have the opportunity to review and comment on the analysis and the Board shall respond to written comments it receives regarding the analysis. (Government Code 65995.6)

Not less than 30 days prior to the hearing, notice of the time and place of the hearing, including the location and procedure for viewing or requesting a copy of the proposed analysis, shall be published in at least one newspaper of general circulation within the jurisdiction of the district. If there is no paper of general circulation, the notice shall be posted in at least three conspicuous places within the district's jurisdiction not less than 30 days prior to the hearing. (Government Code 65995.6)

In addition, the Superintendent or designee shall mail a copy of the needs analysis not less than 30 days prior to the hearing to any person who has made a written request if the written request was made 45 days prior to the hearing. The district may charge a fee reasonably related to the cost of providing these materials. (Government Code 65995.6)

During the period of public review, the analysis shall be provided to the local agency responsible for land use planning for its review and comment. (Government Code 65995.6)

The school facility needs analysis may be revised at any time. The revision is subject to the same conditions and requirements applicable to the adoption of the analysis. The existing school building capacity shall be recalculated as part of any revision to the needs analysis. (Government Code 65995.6)

The fees authorized by Government Code 65995.6 and 65995.7 shall be adopted by resolution as part of the adoption or revision of the school facilities needs analysis. The fees shall take effect immediately upon adoption of the resolution and may not be effective for more than one year. (Government Code 65995.6)

Level 3 Fees: Residential Construction

When Level 3 fees are authorized by law and the district qualifies for Level 2 fees pursuant to Government Code 65995.5, the Board may assess a fee on residential construction pursuant to Government Code 65995.7.

The notice and hearing requirements, resolution requirement, and term of effectiveness for Level 3 fees shall be the same as the requirements for Level 2 fees as specified above. (Government Code 65995.7)

Use of Fees

The Board shall review information provided by the Superintendent or designee pursuant to Government Code 66006 regarding each account or fund into which developer fees have been deposited, at the first regularly scheduled public Board meeting which occurs 15 days after the information is made available to the public. Fifteen-day prior notice of this meeting shall be mailed to any parties filing a written request pursuant to Government Code

66006. (Government Code 66006)

In addition to discharging its public disclosure duties regarding the levying of developer fees, the Board shall, for the fifth fiscal year after the first deposit into the account or fund and every five years thereafter, make all of the following findings with respect to the portion of the account or fund that remains unexpended, whether committed or uncommitted: (Government Code 66001)

1. Identify the purpose to which the fee is to be put
2. Demonstrate a reasonable relationship between the fee and the purpose for which it is charged
3. Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements originally identified
4. Designate the approximate dates on which the funding referred to in item #3 is expected to be deposited into the appropriate account or fund

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

State References

2 CCR 1859-1859.199

Ed. Code 101122

Ed. Code 17070.10-17079.30

Ed. Code 17582

Ed. Code 17620-17626

Gov. Code 6061

Gov. Code 6066

Gov. Code 65352.2

Gov. Code 65864-65869.5

Gov. Code 65995-65998

Gov. Code 66000-66008

Gov. Code 66016-66019

Gov. Code 66020-66025

Description

[Leroy F. Greene School Facilities Act](#)

[Schedule for allocation of proceeds from sale of bonds](#)

[Leroy F. Greene School Facilities Act](#)

[District deferred maintenance fund](#)

[Levies against development projects by school districts](#)

[Manner of notice as prescribed in designated section](#)

[Two weeks' notice](#)

[Communicating and coordinating of school sites](#)

[Development agreements](#)

[Payment of fees against a development project](#)

[Fees for development projects](#)

[Procedures for adopting various fees](#)

[Protests, legal actions, and audits](#)

Management Resources References

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Court Decision

Website

Website

Description

[Garrick Development Company v. Hayward Unified School District \(1992\) 3 Cal.App.4th 320](#)

[Warmington Old Town Associates \(2002\) 101 Cal.App.4th 840](#)

[Cresta Bella, LP v. Poway Unified School District \(2013\) 218 Cal.App.4th 438](#)

[Summerhill Winchester LLC v. Campbell Union School District \(2018\) 30 Cal. App. 5th 545](#)

[Tanimura & Antle Fresh Foods, Inc. v. Salinas Union High School District \(2019\) 34 Cal. App. 5th 775](#)

[Dolan v. City of Tigard \(1994\) 114 S.Ct. 2309](#)

[CSBA District and County Office of Education Legal Services](#)

[Department of General Services, Office of Public School Construction](#)

Cross References

Description

7131

[Relations With Local Agencies](#)

7210

[Facilities Financing](#)

Regulation 7211: Developer Fees

Status: ADOPTED

Original Adopted Date: 08/14/2017 | **Last Revised Date:** 09/11/2023 | **Last Reviewed Date:** 09/11/2023

The district shall send a copy of any Governing Board resolution adopting or increasing Level 1, 2, or 3 developer fees to the city and county, accompanied by all relevant supporting documentation and a map indicating the boundaries of the area subject to the fee. (Education Code 17621)

In cooperation with local governmental agencies issuing building permits, the Superintendent or designee shall establish a means by which all of the following shall be accomplished:

1. The project applicant shall receive a written statement of the amount of the fees and notification that the 90-day approval period during which the applicant may protest has begun. (Government Code 66020)
2. The Superintendent or designee shall receive and retain acknowledgment that the above notification was received.
3. Before a permit is issued and upon the payment of the applicable fee or requirement, the Board shall immediately certify that the fee has been paid or that the district has determined that the fee does not apply to the development project. (Education Code 17620)

Developer fees shall be deposited, invested, accounted for, and expended pursuant to Government Code 66006. Developer fees shall be deposited in a separate capital facilities account, except for temporary investments allowed by law, and shall be used only for the purpose for which they were collected. Interest income earned by the capital facilities account shall also be deposited in that account and used only for the purpose for which the fee was originally collected. (Government Code 66006)

For each separate account so established, the Superintendent or designee shall, within 180 days after the last day of each fiscal year, make available to the public and the Board the following information for the fiscal year: (Government Code 66006)

1. A brief description of the type of fee in the account or fund
2. The amount of the fee
3. The beginning and ending balance of the account or fund
4. The amount of the fees collected and the interest earned
5. An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees
6. An identification of an approximate date by which the construction of the public improvement will commence if the district determines that sufficient funds have been collected to complete financing on an incomplete public improvement
7. A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan
8. The amount of refunds made pursuant to Government Code 66001(e) and any allocations made pursuant to Government Code 66001(f)

When sufficient funds have been collected to complete the financing of public improvements but such improvements remain incomplete, the district shall, within 180 days of the date that a determination of sufficient funding was made, either identify an approximate date by which construction will begin or refund the unexpended revenues in accordance with Government Code 66001. (Government Code 66001)

Appeals Process for Protests by Developers

The Superintendent or designee shall establish an appeals process for the handling of protests by developers. (Education Code 17621)

Developers of residential, commercial, and industrial projects who claim that the developer fee has been inappropriately levied shall use the following procedures: (Government Code 66020)

1. The developer shall tender any required payment in full or provide satisfactory evidence of arrangements to pay the fee when due or ensure performance of the conditions necessary to meet the requirements of the imposition.
2. The developer shall serve written notice to the Board which shall include:
 - a. A statement that the required payment is tendered or will be tendered when due, or that any conditions which have been imposed are provided for or satisfied, under protest
 - b. A statement informing the Board of the factual elements of the dispute and the legal theory forming the basis for the protest
3. The protest shall be filed at the time of approval or conditional approval of the development or within 90 days after the date of the imposition of the fees.

At the time of the imposition of the fee, the Superintendent or designee shall provide each project applicant written notice that the 90-day period in which the applicant may initiate a protest has begun. The developer may file an action to attack, review, set aside, void, or annul the imposition of the fees imposed on the development project within 180 days of delivery of the notice. (Government Code 66020)

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

State References

2 CCR 1859-1859.199

Ed. Code 101122

Ed. Code 17070.10-17079.30

Ed. Code 17582

Ed. Code 17620-17626

Gov. Code 6061

Gov. Code 6066

Gov. Code 65352.2

Gov. Code 65864-65869.5

Gov. Code 65995-65998

Gov. Code 66000-66008

Gov. Code 66016-66019

Gov. Code 66020-66025

Description

[Leroy F. Greene School Facilities Act](#)

[Schedule for allocation of proceeds from sale of bonds](#)

[Leroy F. Greene School Facilities Act](#)

[District deferred maintenance fund](#)

[Levies against development projects by school districts](#)

[Manner of notice as prescribed in designated section](#)

[Two weeks' notice](#)

[Communicating and coordinating of school sites](#)

[Development agreements](#)

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[Fees for development projects](#)

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[Protests, legal actions, and audits](#)

Management Resources References

Court Decision

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Description

[Garrick Development Company v. Hayward Unified School District \(1992\) 3 Cal.App.4th 320](#)

[Warmington Old Town Associates \(2002\) 101 Cal.App.4th 840](#)

[Cresta Bella, LP v. Poway Unified School District \(2013\) 218 Cal.App.4th 438](#)

[Summerhill Winchester LLC v. Campbell Union School District \(2018\) 30 Cal. App. 5th 545](#)

Court Decision	Tanimura & Antle Fresh Foods, Inc. v. Salinas Union High School District (2019) 34 Cal. App. 5th 775
Court Decision	Dolan v. City of Tigard (1994) 114 S.Ct. 2309
Website	CSBA District and County Office of Education Legal Services
Website	Department of General Services, Office of Public School Construction

Cross References

7131

7210

Description

[Relations With Local Agencies](#)

[Facilities Financing](#)

Policy 7214: General Obligation Bonds

Status: ADOPTED

Original Adopted Date: 08/14/2017 | **Last Revised Date:** 09/11/2023 | **Last Reviewed Date:** 09/11/2023

The Governing Board recognizes that school facilities are an essential component of the educational program and that the Board has a responsibility to ensure that the district's facilities needs are met in the most cost-effective manner possible. When the Board determines that it is in the best interest of district students, it may order an election on the question of whether bonds shall be issued to pay for school facilities.

The Board's decision to order a bond election, as well as its determinations regarding the appropriate amount, timing, and structure of the bond issuance, shall be consistent with law and the district's debt management policy.

Before ordering a bond election, the Board shall obtain reasonable and informed projections of assessed valuations that take into consideration projections of assessed property valuations made by the county assessor. (Education Code 15100)

When any project to be funded by bonds will require state matching funds for any phase of the project, the ballot for the bond measure shall include a statement as specified in Education Code 15122.5, advising voters that, because the project is subject to approval of state matching funds, passage of the bond measure is not a guarantee that the project will be completed. (Education Code 15122.5)

Bonds Requiring 55 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 55 percent majority of the voters pursuant to Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution. If two-thirds of the Board agrees to such an election, the Board shall vote to adopt a resolution to incur bonded indebtedness if approved by a 55 percent majority of the voters. (Education Code 15266)

The bond election may only be ordered at a primary or general election, a statewide special election, or a regularly scheduled local election at which all of the electors of the district are entitled to vote. (Education Code 15266)

Bonded indebtedness incurred by the district shall be used only for the following purposes: (California Constitution Article 13A, Section 1(b)(3) and 1(b)(3)(A))

1. The construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities
2. The acquisition or lease of real property for school facilities
3. The refunding of any outstanding debt issuance used for the purposes specified in items #1-2 above

The proposition approved by the voters shall include the following accountability requirements: (California Constitution Article 13A, Section 1(b)(3))

1. Certification that proceeds from the sale of the bonds will be used only for the purposes specified in items #1-2 above, and not for any other purposes including teacher and administrative salaries and other school operating expenses
2. A list of specific school facilities projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list
3. A requirement that the Board conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed
4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects

If a district general obligation bond requiring a 55 percent majority is approved by the voters, the Board shall appoint an independent citizens' oversight committee to inform the public concerning the expenditure of bond revenues as specified in Education Code 15278 and the accompanying administrative regulation. This committee shall be appointed within 60 days of the date that the Board enters the election results in its minutes pursuant to Education Code 15274. (Education Code 15278)

The Superintendent or designee shall ensure that the annual, independent performance and financial audits required pursuant to items #3-4 above are issued in accordance with the U.S. Comptroller General's Government Auditing Standards and submitted to the citizens' oversight committee at the same time they are submitted to him/her and no later than March 31 of each year. (Education Code 15286)

The Board shall provide the citizens' oversight committee with responses to all findings, recommendations, and concerns addressed in the performance and financial audits within three months of receiving the audits. (Education Code 15280)

The Board may disband the citizens' oversight committee when the committee has completed its review of the final performance and financial audits.

Bonds Requiring 66.67 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 66.67 percent majority of the voters pursuant to Education Code 15100 and Article 13A, Section 1(b)(2) of the California Constitution. If a majority of the Board agrees to such an election, or upon a petition of the majority of the qualified electors residing in the district, the Board shall adopt a resolution ordering an election on the question of whether to incur bonded indebtedness if approved by a 66.67 percent majority of the voters. (Education Code 15100)

The bond election may be ordered to occur on any Tuesday, except a Tuesday that is a state holiday or the day before or after a state holiday, is within 45 days before or after a statewide election unless conducted at the same time as the statewide election, or is an established election date pursuant to Elections Code 1000 or 1500. (Education Code 15101)

Subject to limits specified in Article 13A, Section 1 of the California Constitution, bonds shall be sold to raise money for any of the following purposes: (Education Code 15100)

1. Purchasing school lots
2. Building or purchasing school buildings
3. Making alterations or additions to school building(s) other than as may be necessary for current maintenance, operation, or repairs
4. Repairing, restoring, or rebuilding any school building damaged, injured, or destroyed by fire or other public calamity
5. Supplying school buildings and grounds with furniture, equipment, or necessary apparatus of a permanent nature
6. Permanently improving school grounds
7. Refunding any outstanding valid indebtedness of the district, evidenced by bonds or state school building aid loans
8. Carrying out sewer or drain projects or purposes authorized in Education Code 17577
9. Purchasing school buses with a useful life of at least 20 years
10. Demolishing or razing any school building with the intent to replace it with another school building, whether in the same location or in any other location

Except for refunding any outstanding indebtedness, any of the purposes listed above may be united and voted upon as a single proposition by an order of the Board entered into the minutes. (Education Code 15100)

The Board may appoint a citizens' oversight committee to review and report to the Board and the public as to whether the expenditure of bond revenues complies with the intended purposes of the bond.

Certificate of Results

If the certificate of election results received by the Board shows that the appropriate majority of the voters is in favor of issuing the bonds, the Board shall record that fact in its minutes. The Board shall then certify to the County

Board of Supervisors all proceedings it had in connection with the election results. (Education Code 15124, 15274)

Resolutions Regarding Sale of Bonds

Following passage of the bond measure by the appropriate majority of voters, the Board shall pass a resolution directing the issuance and sale of bonds. In accordance with law, the resolution shall prescribe the total amount of bonds to be sold and may also prescribe the maximum acceptable interest rate, not to exceed eight percent, and the time(s) when the whole or any part of the principal of the bonds shall be payable. (Education Code 15140; Government Code 53508.6)

In passing the resolution, the Board shall consider each available funding instrument, including, but not limited to, the costs associated with each and their relative suitability for the project to be financed.

Prior to the sale of bonds, the Board shall place an agenda item at a public meeting and adopt as part of the bond issuance resolution, or in a separate resolution, disclosures of the available funding instruments, the costs and sustainability of each, and all of the following information: (Education Code 15146; Government Code 53508.9)

1. Express approval of the method of sale (i.e., competitive, negotiated, or hybrid)
2. Statement of the reasons for the method of sale selected
3. Disclosure of the identity of the bond counsel, and the identities of the bond underwriter and the financial adviser if either or both are utilized for the sale, unless these individuals have not been selected at the time the resolution is adopted, in which case the Board shall disclose their identities at the public meeting occurring after they have been selected
4. Estimates of the costs associated with the bond issuance, including, but not limited to, bond counsel and financial advisor fees, printing costs, rating agency fees, underwriting fees, and other miscellaneous costs and expenses of issuing the bonds

When the sale involves bonds that allow for the compounding of interest, such as a capital appreciation bond (CAB), the resolution to be adopted by the Board shall include items #1-4 above as well as the financing term and time of maturity, repayment ratio, and the estimated change in the assessed value of taxable property within the district over the term of the bonds. The resolution shall be publicly noticed on at least two consecutive meeting agendas, first as an information item and second as an action item. The agendas shall identify that bonds that allow for the compounding of interest are proposed. (Education Code 15146)

Prior to adopting a resolution for the sale of bonds that allow for the compounding of interest, the Board shall be presented with the following: (Education Code 15146)

1. An analysis containing the total overall cost of the bonds that allow for the compounding of interest
2. A comparison to the overall cost of current interest bonds
3. The reason bonds that allow for the compounding of interest are being recommended
4. A copy of the disclosure made by the underwriter in compliance with Rule G-17 adopted by the federal Municipal Securities Rulemaking Board

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). (Government Code 8855)

After the sale, the Board shall be presented with the actual issuance cost information and shall disclose that information at the Board's next scheduled meeting. The Board shall ensure that an itemized summary of the costs of the bond sale and all necessary information and reports regarding the sale are submitted to the CDAIC. (Education Code 15146; Government Code 53509.5)

Bond Anticipation Notes

Whenever the Board determines that it is in the best interest of the district, it may, by resolution, issue a bond anticipation note, on a negotiated or competitive-bid basis, to raise funds that shall be used only for a purpose authorized by a bond that has been approved by the voters of the district in accordance with law. (Education Code 15150)

Payment of principal and interest on any bond anticipation note shall be made at note maturity, not to exceed five years, from the proceeds derived from the sale of the bond in anticipation of which that note was originally issued or from any other source lawfully available for that purpose, including state grants. Interest payments may also be made from such sources. However, interest payments may be made periodically and prior to note maturity from an increased property tax if the following conditions are met: (Education Code 15150)

1. A resolution of the Board authorizes the property tax for that purpose.
2. The principal amount of the bond anticipation note does not exceed the remaining principal amount of the authorized but unissued bonds.

A bond anticipation note may be issued only if the tax rate levied to pay interest on the note would not cause the district to exceed the tax rate limitation set forth in Education Code 15268 or 15270, as applicable.

Deposit of Bond Proceeds

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

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

State References

CA Constitution Article 13A, Section 1

CA Constitution Article 16, Section 18

Ed. Code 15100-15254

Ed. Code 15264-15288

Ed. Code 17577

Ed. Code 47614

Ed. Code 7054

Elec. Code 1090-1099

Elec. Code 1125-1129

Elec. Code 15372

Elec. Code 324

Elec. Code 328

Elec. Code 341

Elec. Code 348

Elec. Code 356

Elec. Code 357

Elec. Code 53506-53509.5

Elec. Code 53580-53595.5

Elec. Code 54952

Gov. Code 8855

Description

[Tax limitation](#)

[Debt limit](#)

[Bonds for school districts and community college districts](#)

[Accountability in local school construction](#)

[Sewers and drains](#)

[Charter school facilities](#)

[Use of district property; campaign purposes](#)

[Prohibitions applicable to specified officers](#)

[Incompatible activities](#)

[Elections official certificate](#)

[General election](#)

[Local election](#)

[Primary election](#)

[Regular election](#)

[Special election](#)

[Statewide election](#)

[General obligation bonds](#)

[Bonds](#)

[Definition of legislative body; Brown Act](#)

[California Debt and Investment Advisory Commission](#)

Federal References

17 CFR 240.10b-5

17 CFR 240.15c2-12

Description

[Prohibition against fraud or deceit](#)

[Municipal securities disclosure](#)

Management Resources References

Description

Attorney General Opinion	87 Ops.Cal.Atty.Gen. 157 (2004)
Attorney General Opinion	88 Ops.Cal.Atty.Gen. 46 (2005)
Attorney General Opinion	99 Ops.Cal.Atty.Gen. 18 (2016)
Court Decision	San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District (2006) 139 Cal.App.4th 1356
CSBA Publication	California's Challenge: Adequately Funding Education in the 21st Century, December 2015
CSBA Publication	Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Sheet, February 2011
CSBA Publication	Bond Sales - Questions and Considerations for Districts, Governance Brief, December 2012
Gov. Finance Officers Association Publication	Debt Management Policy, Best Practice, October 2012
Gov. Finance Officers Association Publication	Investment of Bond Proceeds, Best Practice, September 2014
Gov. Finance Officers Association Publication	Selecting and Managing Municipal Advisors, Best Practice, February 2014
Gov. Finance Officers Association Publication	Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015
Gov. Finance Officers Association Publication	Analyzing and Issuing Refunding Bonds, Best Practice, February 2011
Gov. Finance Officers Association Publication	An Elected Official's Guide to Debt Issuance, 2nd Ed., 2016
Website	CSBA District and County Office of Education Legal Services
Website	Government Finance Officers Association
Website	Municipal Security Rulemaking Board, Electronic Municipal Market Access (EMMA)
Website	California Debt and Investment Advisory Commission
Website	Department of General Services, Office of Public School Construction
Website	California Department of Education
Website	CSBA

Cross References

0420
0420
0440
0440
0450
0450
1113
1113
1113-E(1)
1160
1220
1220
1230
1230
1330.1
1340

Description

[School Plans/Site Councils](#)
[School Plans/Site Councils](#)
[District Technology Plan](#)
[District Technology Plan](#)
[Comprehensive Safety Plan](#)
[Comprehensive Safety Plan](#)
[District And School Websites](#)
[District And School Websites](#)
[District And School Websites](#)
[Political Processes](#)
[Citizen Advisory Committees](#)
[Citizen Advisory Committees](#)
[School-Connected Organizations](#)
[School-Connected Organizations](#)
[Joint Use Agreements](#)
[Access To District Records](#)

1340	Access To District Records
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3470	Debt Issuance And Management
3580	District Records
3580	District Records
6151	Class Size
7110	Facilities Master Plan
7210	Facilities Financing
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest
9320	Meetings And Notices
9323.2	Actions By The Board
9323.2-E(1)	Actions By The Board
9323.2-E(2)	Actions By The Board
9324	Minutes And Recordings

Regulation 7214: General Obligation Bonds

Status: ADOPTED

Original Adopted Date: 08/14/2017 | **Last Revised Date:** 09/11/2023 | **Last Reviewed Date:** 09/11/2023

Election Notice

Whenever the Governing Board orders an election on the question of whether general obligation bonds shall be issued to pay for school facilities, the Superintendent or designee shall ensure that election notice and ballot requirements comply with Education Code 15120-15126 and 15272, as applicable.

Citizens' Oversight Committee

If a bond is approved under the 55 percent majority threshold pursuant to Proposition 39 (Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution), then the district's citizens' oversight committee shall consist of at least seven members, including, but not limited to: (Education Code 15282)

1. One member active in a business organization representing the business community located within the district
2. One member active in a senior citizens organization
3. One member active in a bona fide taxpayers' organization
4. One member who is a parent/guardian of a district student
5. One member who is a parent/guardian of a district student and is active in a parent-teacher organization, such as the Parent Teacher Association or school site council

Members of the citizens' oversight committee shall be subject to the conflict of interest prohibitions regarding incompatibility of office pursuant to Government Code 1125-1129 and financial interest in contracts pursuant to Government Code 1090-1099. (Education Code 15282)

No employee, Board member, vendor, contractor, or consultant of the district shall be appointed to the citizens' oversight committee. (Education Code 15282)

Members of the citizens' oversight committee may serve for no more than three consecutive terms of two years each. They shall serve without compensation. (Education Code 15282)

The purpose of the citizens' oversight committee shall be to inform the public concerning the expenditure of bond revenues. The committee shall actively review and report on the proper expenditure of taxpayers' money for school construction and shall convene to provide oversight for, but not limited to, the following: (Education Code 15278)

1. Ensuring that bond revenues are expended only for the purposes described in Article 13A, Section 1(b)(3) of the California Constitution including the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities
2. Ensuring that, as prohibited by Article 13A, Section 1(b)(3)(A) of the California Constitution, no funds are used for any teacher and administrative salaries or other school operating expenses

In furtherance of its purpose, the committee may engage in any of the following activities: (Education Code 15278)

1. Receiving and reviewing copies of the annual, independent performance and financial audits required by Article 13A, Section 1(b)(3)(C) and (D) of the California Constitution
2. Inspecting school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of Article 13(A), Section 1(b)(3) of the California Constitution
3. Receiving and reviewing copies of any deferred maintenance proposals or plans developed by the district
4. Reviewing efforts by the district to maximize bond revenues by implementing cost-saving measures, including, but not limited to, the following:
 - a. Mechanisms designed to reduce the costs of professional fees

- b. Mechanisms designed to reduce the costs of site preparation
- c. Recommendations regarding the joint use of core facilities
- d. Mechanisms designed to reduce costs by incorporating efficiencies in school site design
- e. Recommendations regarding the use of cost-effective and efficient reusable facility plans

The district shall, without expending bond funds, provide the citizens' oversight committee with any necessary technical assistance and shall provide administrative assistance in furtherance of the committee's purpose and sufficient resources to publicize the committee's conclusions. (Education Code 15280)

All citizens' oversight committee proceedings shall be open to the public and noticed in the same manner as proceedings of the Board. Committee meetings shall be subject to the provisions of the Ralph M. Brown Act. (Education Code 15280; Government Code 54952)

The citizens' oversight committee shall issue regular reports, at least once a year, on the results of its activities. Minutes of the proceedings and all documents received and reports issued shall be a matter of public record and shall be made available on the district's web site. (Education Code 15280)

Reports

Within 30 days after the end of each fiscal year, the district shall submit to the County Superintendent of Schools a report concerning any bond election(s) containing the following information: (Education Code 15111)

1. The total amount of the bond issue, bonded indebtedness, or other indebtedness involved
2. The percentage of registered electors who voted at the election
3. The results of the election, with the percentage of votes cast for and against the proposition

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

State References

Description

CA Constitution Article 13A, Section 1	Tax limitation
CA Constitution Article 16, Section 18	Debt limit
Ed. Code 15100-15254	Bonds for school districts and community college districts
Ed. Code 15264-15288	Accountability in local school construction
Ed. Code 17577	Sewers and drains
Ed. Code 47614	Charter school facilities
Ed. Code 7054	Use of district property; campaign purposes
Elec. Code 1090-1099	Prohibitions applicable to specified officers
Elec. Code 1125-1129	Incompatible activities
Elec. Code 15372	Elections official certificate
Elec. Code 324	General election
Elec. Code 328	Local election
Elec. Code 341	Primary election
Elec. Code 348	Regular election
Elec. Code 356	Special election
Elec. Code 357	Statewide election
Elec. Code 53506-53509.5	General obligation bonds

Elec. Code 53580-53595.5

Elec. Code 54952

Gov. Code 8855

Federal References

17 CFR 240.10b-5

17 CFR 240.15c2-12

Management Resources References

Attorney General Opinion

Attorney General Opinion

Attorney General Opinion

Court Decision

CSBA Publication

CSBA Publication

CSBA Publication

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Gov. Finance Officers Association Publication

Gov. Finance Officers Association Publication

Gov. Finance Officers Association Publication

Gov. Finance Officers Association Publication

Gov. Finance Officers Association Publication

Website

Website

Website

Website

Website

Website

Website

Cross References

0420

0420

0440

0440

0450

0450

1113

1113

[Bonds](#)

[Definition of legislative body; Brown Act](#)

[California Debt and Investment Advisory Commission](#)

Description

[Prohibition against fraud or deceit](#)

[Municipal securities disclosure](#)

Description

[87 Ops.Cal.Atty.Gen. 157 \(2004\)](#)

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[99 Ops.Cal.Atty.Gen. 18 \(2016\)](#)

[San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District \(2006\) 139 Cal.App.4th 1356](#)

[California's Challenge: Adequately Funding Education in the 21st Century, December 2015](#)

[Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Sheet, February 2011](#)

[Bond Sales - Questions and Considerations for Districts, Governance Brief, December 2012](#)

[Debt Management Policy, Best Practice, October 2012](#)

[Investment of Bond Proceeds, Best Practice, September 2014](#)

[Selecting and Managing Municipal Advisors, Best Practice, February 2014](#)

[Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015](#)

[Analyzing and Issuing Refunding Bonds, Best Practice, February 2011](#)

[An Elected Official's Guide to Debt Issuance, 2nd Ed., 2016](#)

[CSBA District and County Office of Education Legal Services](#)

[Government Finance Officers Association](#)

[Municipal Security Rulemaking Board, Electronic Municipal Market Access \(EMMA\)](#)

[California Debt and Investment Advisory Commission](#)

[Department of General Services, Office of Public School Construction](#)

[California Department of Education](#)

[CSBA](#)

Description

[School Plans/Site Councils](#)

[School Plans/Site Councils](#)

[District Technology Plan](#)

[District Technology Plan](#)

[Comprehensive Safety Plan](#)

[Comprehensive Safety Plan](#)

[District And School Websites](#)

[District And School Websites](#)

1113-E(1)	District And School Websites
1160	Political Processes
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1230	School-Connected Organizations
1230	School-Connected Organizations
1330.1	Joint Use Agreements
1340	Access To District Records
1340	Access To District Records
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3470	Debt Issuance And Management
3580	District Records
3580	District Records
6151	Class Size
7110	Facilities Master Plan
7210	Facilities Financing
9270	Conflict Of Interest
9270-E(1)	Conflict Of Interest
9320	Meetings And Notices
9323.2	Actions By The Board
9323.2-E(1)	Actions By The Board
9323.2-E(2)	Actions By The Board
9324	Minutes And Recordings

Policy 7310: Naming Of Facility

Status: ADOPTED

Original Adopted Date: 08/14/2017 | **Last Revised Date:** 09/11/2023 | **Last Reviewed Date:** 09/11/2023

The Governing Board shall name district schools and other district-owned or leased buildings, grounds, and facilities in recognition of:

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

The Board encourages community participation in the process of selecting names. A citizen advisory committee shall be appointed to review name suggestions and submit recommendations for the Board's consideration.

Any name adopted for any new school shall not be so similar to the name of any existing district school as to result in confusion to members of the community.

Before adopting any proposed name, the Board shall hold a public hearing at which members of the public will be given an opportunity to provide input.

When naming or renaming a district school, building, or facility, the Board may specify the duration for which the name shall be in effect.

Memorials

Upon request, the Board shall consider planting commemorative trees, erecting monuments, or dedicating buildings, parts of buildings, athletic fields, gardens, or other district facilities, in memory of deceased students, staff members, community members, and benefactors of the district.

Naming Rights

The Board may grant to any person or entity the right to name any district building or facility. In doing so, the Board shall enter into a written agreement which shall:

1. Specify the benefits to the district from entering into the agreement
2. State the roles and responsibilities of the parties to the agreement, including whether or not the Board shall retain the power to approve any proposed name
3. Provide details related to the naming right granted, including the building, grounds, or facility involved and the duration for which the name shall be in effect
4. Prohibit any message, image, or other depiction that advocates or endorses the use of drugs, tobacco, or alcohol, encourages unlawful discrimination against any person or group, or promotes the use of violence or the violation of any law or district policy
5. Reserve the authority to terminate the naming right if it determines that the grantee, subsequent to receiving the naming right, has engaged in any of the prohibited acts stated in item #4 above or other criminal or unlawful acts that might bring the district into disrepute

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

State References

Ed. Code 35160

Description

[Authority of governing boards](#)

Management Resources References

Website

Description

[CSBA District and County Office of Education Legal Services](#)

Cross References

0410

[Nondiscrimination In District Programs And Activities](#)

1220

[Citizen Advisory Committees](#)

1220

[Citizen Advisory Committees](#)

1325

[Advertising And Promotion](#)

3290

[Gifts, Grants And Bequests](#)

7000

[Concepts And Roles](#)

9320

[Meetings And Notices](#)