

**Policy:**

The Governing Board intends to have Memorial Academy remain at its current school site. This policy is subject to the facilities use agreement by and between the San Diego Unified School District and the Memorial Academy of Learning and Technology. The Board reserves the right to challenge facility use for its community population.

**Procedure:**

The Principal/Lead Educator may contract services as appropriate for any architectural, landscape, 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.

The Principal/Lead Educator shall ensure that the selection process for projects receiving state funding:

1. Ensures that projects entail maximum participation by small business firms.
2. Prohibits practices which might result in unlawful activity such as rebates, kickbacks, or other unlawful consideration
3. Prohibits school employees from participating in the selection process when they have a relationship with a person or business entity seeking a contract.

The selection process may also include:

1. Detailed evaluations of current statements of prospective contractors' qualifications and performance data
2. Discussion of alternative approaches for furnishing the services with at least three firms
3. Selection of at least three firms deemed to be the most highly qualified to provide the required services in accordance with established criteria and recommended in order of preference

Contracts shall specify that all plans, specifications and estimates prepared by the contractor shall become the property of the school.

Adopted: 1-23-07

**Policy:**

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

Following the obtaining of any necessary approvals from the District, the Board shall strive to have a school facilities master plan in place and regularly reviewed in light of the school'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 schools and individual buildings
8. Advocate school facility needs to the community

The Principal/Lead Educator shall:

1. Assess the school'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 school'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 school in official governmental interactions related to the building program.

Adopted: 1-23-07

**Policy:**

The Principal/Lead Educator shall periodically evaluate the adequacy and design of existing school facilities to determine whether they meet the needs of the instructional program, provide a healthful and pleasing environment for students and staff, and fulfill legal requirements for safety and structural soundness, access for the disabled and energy conservation.

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 school building is unsafe for use, the Principal/Lead Educator shall immediately notify the District and obtain an estimate of the cost of repairs or reconstruction necessary to bring the building up to legal standards for structural safety. If there are additional District requirements for reporting conditions or commencing building repairs, the Principal/Lead Teacher shall ensure compliance with such requirements. The Board shall establish a system of priorities for the repair, reconstruction, or replacement of unsafe school buildings.

**Energy Efficiency**

Consistent with any applicable District requirements, when evaluating existing buildings, the Principal/Lead Educator shall arrange for the pre-audit and post audit of school buildings by utility companies or independent energy audit firms to the extent that these services are available. Information provided by these services shall be used to determine the cost of retrofitting the buildings and the savings which may result from adding insulation, making design modifications, or using other energy-conserving devices. The school 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.

**Policy:**

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

The Principal/Lead Educator shall coordinate any such planning/work with District representatives and the Principal/Lead Teacher shall research funding alternatives and recommend to the Board the method that would best serve school needs as identified in the school's master plan for school facilities.

Adopted: 1-23-07

## **Policy:**

This policy is subject to any applicable District policies.

The Principal/Lead Educator shall develop and maintain a master plan for school facilities. This plan shall describe the school's anticipated school facilities needs and priorities. It shall also identify funding sources and timelines for building. The plan shall be reviewed at regular intervals specified within the plan.

The plan shall be based on an assessment of the school's short- and long-term facility needs, giving consideration to:

1. Current and projected school enrollments for each grade level.
2. The school's educational goals.
3. Current and projected educational program requirements.
4. Student safety and welfare.
5. An evaluation of existing buildings and needs for modernization and renovation.
6. State planning standards and local zoning requirements.
7. The community's social, economic, and political characteristics
8. Estimated costs associated with meeting the school's facility needs.

The Principal/Lead Educator shall ensure that staff, parents/guardians, students, and business and community representatives are kept informed of the need for facilities construction or modernization. The Principal/Lead Educator shall also establish a facilities committee that shall meet at regular intervals in order to give community members opportunities to provide input into the planning process.

To ensure that proposed facilities conform with all state planning standards and local zoning requirements, the Principal/Lead Educator shall consult architectural and engineering firms, utility companies, local governmental and planning agencies, the county office of education, the California Department of Education, the Division of the State Architect, and the Office of Public School Construction. As appropriate, assistance from colleges and universities, planning laboratories and private consulting firms, shall be authorized when necessary to augment school staff resources.

## **Procedure:**

The Principal/Lead Educator shall prepare educational specifications for school design to support the educational program as determined by school goals, objectives, policies, and community input. These specifications shall define:

1. The enrollment of the school and its grade level configuration.
2. The emphasis in curriculum content or teaching methodology that influences the school design.
3. The type, number, size, function, special characteristics of each space, and spatial relationships of the instructional area that are consistent with the educational program.
4. Community functions that may affect the school design.

Facilities plans shall conform to state standards. These standards are briefly and partially summarized below:

1. Sites shall be arranged so that parent drop off, bus loading areas and staff parking are separated to allow students to enter and exit the school grounds safely.
2. Playgrounds and field areas shall be adequate to accommodate physical education requirements for the planned student enrollments.
3. Delivery and service areas shall be located so as to provide vehicle access without jeopardizing the safety of students and staff.
4. Site layouts shall have capability for expansion without substantial alterations to existing structures or playgrounds.
5. The placement of buildings shall be compatible with their functions and with the functions of other buildings.
6. Unless otherwise justified, classrooms shall be equipped with conduit/cabling and outlets related to planned and potential educational functions.
7. Specialized classrooms shall be designed to reflect the function planned for that portion of the educational program, such as small-group instruction, kindergarten, and special education.
8. Laboratories shall be designed for the planned curriculum, allowing for storage, ventilation, teacher preparation areas, proper outlets and power sources, safety equipment, proper hazardous materials management and room to move around fixed learning stations.

9. Auxiliary areas such as multipurpose buildings, administrative offices and library/media centers shall be adequately sized, allow adaptation for changing technology and communication systems, and provide security for technology and media equipment.
10. Lighting shall be designed to provide comfortable and adequate levels of illumination in each educational space.
11. Hearing conditions shall complement the educational functions by good sound control.
12. Restrooms shall be sufficient to accommodate the maximum planned enrollment and located on campus to allow for supervision.
13. Schools planned for multi-track year-round operation shall have additional space for associated storage, supplies, and planning.

Plans shall also comply with the Americans with Disabilities Act and its implementing regulations which require that facilities be designed and constructed so that they are readily accessible to and usable by individuals with disabilities.

Plans shall also comply with state requirements for appropriate space to accommodate before- and after-school child care programs.

Adopted: 1-23-07

**Policy:**

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

Needs research on local agencies