

CAPISTRANO UNIFIED SCHOOL DISTRICT  
**BOARD REPORT**

To: Board of Trustees

From: Clark Hampton, Deputy Superintendent, Business and Support Services

Prepared by: John Forney, Chief Facilities Officer, Facilities Planning

Date: December 16, 2020

Board Item: Second Reading – Board Policy 7110, *Facilities Master Plan*

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**HISTORY**

The *Facilities Master Plan* Board Policy is an assessment of needs, long and short term to assist in the educational programming needs of the students based on the educational goals of the District. To assist in the accurate assessment of these needs, the Plan shall include an identification of social, economic and political factors in the community together with District-level housing and funding issues which will ultimately affect the success and effectiveness of the District building and renovation program.

**BACKGROUND INFORMATION**

Board Policy 7110, *Facilities Master Plan* was last revised on January 8, 1996 and is in need of alignment with updated federal and state requirements regarding Facilities Master Planning.

**CURRENT CONSIDERATIONS**

Facilities Planning staff researched Board policies from other districts as well as from California School Boards Association (CSBA) and aligned the revised Board Policy with updates in alignment with other Facilities Master Plans outside the District. The policy number is being updated to match CSBA policies. Staff incorporated recommended changes from Trustees from the first reading on October 21, 2020.

**FINANCIAL IMPLICATIONS**

There is no financial impact.

**STAFF RECOMMENDATION**

District staff recommends the Board of Trustees approve the second reading of Board Policy 7110, *Facilities Master Plan*.

**PREPARED BY:** John Forney, Chief Facilities Officer, Facilities Planning

**APPROVED BY:** Clark Hampton, Deputy Superintendent, Business and Support Services

## ~~New Construction~~ Facilities FACILITIES MASTER PLAN

BP 71100(a)

The District Facilities Master Plan ~~may~~ ~~shall~~ be maintained and kept up to date. The plan ~~may~~ ~~shall~~ reflect the short and long term educational programming needs of the students based on the District educational goals. To assist in the accurate assessment of these needs, the Plan ~~shall~~ ~~may~~ include an identification of social, economic and political factors in the community together with District level housing and funding issues which will ultimately affect the success and effectiveness of the District building and renovation program.

The Plan ~~may~~ ~~shall~~ incorporate population and enrollment projections based on a review of: 1) residential housing growth ~~and decline~~ patterns; 2) kindergarten enrollments; and 3) student yield factors.

Concurrent with efforts to identify those demographic factors affecting school enrollment, the Plan ~~may~~ ~~shall~~ include an analysis of present and future design needs of the District together with an assessment of those qualitative ~~and quantitative~~ factors ~~which~~ ~~that~~ reflect the characteristics and capacity of each school facility.

Those ~~qualitative~~ factors considered may include, but not be limited to:

1. State Allocation Board building area standards
2. Maximum student capacity according to designated student/-teacher ratios
3. Current student capacity based on current District program requirements
4. School size

Schools that provide an excellent learning environment must be of sufficient enrollment for the learning program to perform ~~effectively~~ ~~effectively~~ and for the services provided by the school to operate efficiently. School capacity should be designed to accommodate peak enrollment and fluctuations in enrollment.

### **Targeted Average School Enrollment:**

The ~~targeted~~ ~~targeted~~ average school enrollment at each level is determined by giving consideration both to an ~~effectice~~ ~~effective~~ learning environment and efficient operational costs.

Existing school sites have unique characteristics and limitations that affect the current and future enrollment and capacity. The targeted average school enrollment will fluctuate based on program requirements at the time the analysis is being conducted.

- ~~•~~ Elementary School Enrollment: 700 Students
- ~~•~~ Middle School Enrollment: 900 Students
- ~~•~~ K-8 School Enrollment: 1,200 Students

FACILITIES MASTER PLAN (Continued)

BP 71100(b)

- ~~• High School Enrollment: 2,200 Students~~

**Existing School Capacity:**

Capacity at existing schools ~~shall~~ ~~may~~ not exceed the recommended capacity for new schools, nor ~~shall~~ it exceed the capacity that can be reasonably accommodated by the acreage, parking and other elements of the infrastructure. Related consideration ~~shall~~ ~~may~~ include traffic and childcare.

**New School Capacity:**

- ~~• Elementary Schools: Permanent facilities to house 700 students with infrastructure provision for relocatable buildings to house a maximum of 900 students, or a maximum of 1,000 students during periods of peak enrollment.~~
- ~~• Middle Schools: Permanent facilities to house 900 students with infrastructure provision for relocatable buildings to house a maximum of 1,200 students.~~
- ~~• K-8 Schools: Permanent facilities to house 1,200 students with infrastructure provision for relocatable building to house a maximum of 1,600 students.~~
- ~~• High Schools: Permanent facilities to house 2,200 students with infrastructure provision for relocatable building to house a maximum of 2,600 students.~~

**5. School location**

~~The school facilities planning process should be designed and implemented to safeguard demonstrated excellence in education while simultaneously ensuring that our schools are managed in a fiscally responsible and cost-effective manner.~~

~~Schools ~~shall~~ ~~may~~ should be situated ~~to confirm~~ ~~such~~ that each school's attendance area is large enough to ensure sufficient student population to support a school facility that operates cost-effectively yet preserves the education and emotional benefits children derive from attending a school near their neighborhood community.~~

~~The facilities planning process should honor the potential for unique strengths and characteristics of individual schools and reflect the high value placed on neighborhood schools, alternative programs, open enrollment, and the community use of school facilities, and should be based on a thorough analysis of changing demographic patterns.~~

~~There are benefits for families and for children when the assigned school of attendance is within reasonable proximity of their neighborhood community and allows for suggested routes to school. The neighborhood communities potentially served by a school shall be considered within reasonable proximity if the maximum radius from the school is:~~

**FACILITIES MASTER PLAN (Continued)**

BP 71190(c)

- ~~Elementary School: 2.5 miles~~
- ~~K-8 Schools: 2.5 miles~~
- ~~Middle School: 3.5 miles~~
- ~~High School: 4.5 miles~~

The concepts of reasonable proximity and reasonable school enrollment, along with economic considerations of refurbishing-modernization and maintenance of older facilities and access to State facilities and Community Facilities District (CFD) funds shall-may be key factors in any decision regarding building a new school or closing an existing school.

The Board of Trustees recognizes the importance of having complete and factual information as the basis for developing and maintaining the Facilities Master Plan. The Superintendent shall-may maintain procedures to encourage the cooperation of the District staff, parents/guardians, students, state and local governmental and planning agencies, and other business and community representatives in this effort.

*Legal Reference:***EDUCATION CODE***16011 Long-range comprehensive master plan**16322 California Department of Education services**17017.5 Approval of applications for projects**17070.10-17079.30 Leroy F. Greene School Facilities Act**17251 Powers and duties of California Department of Education**17260-17268 Plans and specifications for school facilities**17280-17317 Field Act**17365-17374 Fitness for occupancy**17405 Relocatable structures; lease requirements**35275 New school planning and design; cooperation with recreation and park authorities**39101 Powers (California Department of Education) concerning buildings and building sites***GOVERNMENT CODE***53090-53097.5 Regulation of local agencies by counties and cities**65352.2 Communicating and coordinating of school sites**65995.6 School facilities needs analysis***CODE OF REGULATIONS, TITLE 2***1859-1859.199 Leroy F. Greene School Facilities Act***CODE OF REGULATIONS, TITLE 5***14001 Minimum standards**14010 Site selection standards**14030-14036 Standards, planning, and approval of school facilities***CODE OF REGULATIONS, TITLE 24***101 et seq. Green building standards code***UNITED STATES CODE, TITLE 42***12101-12213 Americans with Disabilities Act***CODE OF FEDERAL REGULATIONS, TITLE 28***35.101-35.190 Americans with Disabilities Act*

**FACILITIES MASTER PLAN (Continued)**

BP 71190(d)

Management Resources:CSBA PUBLICATIONSMaximizing Opportunities for Physical Activity Through Joint Use of Facilities, September 2009Facilities Master Planning, Fact Sheet, November 2007CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSSchools of the Future Report, September 2011Educational Specifications: Linking Design of School Facilities to Educational Program, 1997Guide for the Development of a Long-Range Facilities Plan, 1986OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONSAn Overview of the State School Facility Programs, rev. October 2011School Facility Program Handbook, 2008STATE ALLOCATION BOARD PUBLICATIONSPublic School Construction Cost Reduction Guidelines, 2000WEB SITESCSBA: <http://www.csba.org>Office of Public School Construction: <http://www.opsc.dgs.ca.gov>California Department of Education: <http://www.cde.ca.gov/lr/fa>

Policy

adopted: January 8, 1996

Revised: XXXXXXXX

**CAPISTRANO UNIFIED SCHOOL DISTRICT**

San Juan Capistrano, California