

**CONCEPTS AND ROLES**

The Board of Trustees 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 schools serve 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.

*(BP 9000 - Role of the Board)*

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

*(BP 7111 - Evaluating 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

*(BP 7200 - Facilities Financing)*

4. Select and purchase school sites for future expansion

*(BP 7220 - Site Selection, Acquisition and Development)*

5. Approve the selection of architects and structural engineers

*(BP 7140 - Architectural and Engineering Services)*

6. Award contracts for design and construction

7. Name schools and individual buildings

*(BP 7511 - Naming of Facility)*

8. Advocate school facility needs to the community

*(BP 7110 - Facilities Master Plan)*

*(BP 7150 - Relations with Other Governmental Units)*

The Superintendent or designee shall:

**CONCEPTS AND ROLES (continued)**

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

*Legal Reference:*

EDUCATION CODE

*17210-17224 General provisions (school sites)*

*17260-17268 Plans of schoolhouses*

*17280-17317 Approval of plans and supervision of construction*

*17340-17343 Building of schoolhouses*

*17350-17360 Factory-built school buildings*

*17365-17374 Fitness of buildings for occupancy; liability of board members*

*17400-17429 Leasing of school buildings*

CODE OF REGULATIONS, TITLE 5

*14001 Minimum standards*

*14010 Procedure for site acquisition*

*14030 Preliminary procedure, planning and approval of school facilities*

*14031-14032 Submissions to bureau of school facilities planning; approval*

Policy  
adopted: January 8, 1996  
revised: July 21, 2021

**CAPISTRANO UNIFIED SCHOOL DISTRICT**  
San Juan Capistrano, California