

BUSINESS SERVICES PROCEDURES MANUAL

I. Construction and Renovation.

- A. One of the functions of the Facilities Planning Department is to coordinate the new construction and renovation of school facilities within the District. This includes, but is not limited to:
1. Making application for and securing funding from the State Allocation Board for future site acquisition, architectural and engineering, and construction costs regarding future schools. This includes attending all relevant meetings in Sacramento or locally in which the School District's best interests are involved.
 2. Identifying potential school sites using the California Department of Education (CDE) guidelines as a basis, with local planning authorities to determine the current/best land use for areas within the District boundaries that the Long-Range Facilities Master Plan has identified for future growth.
 3. Purchasing school sites: obtaining appraisals, title reports, legal descriptions, enter into negotiations with property owners, culminating with land acquisition.
 4. Preparing draft environmental impact reports and receiving comments from potentially affected agencies, including; City, County, SCAQMD, and State Clearinghouse.
 5. Selection of an architect to design a project, and, when applicable, selection of a construction manager to review plans, cost estimates, etc.
 6. Coordinating the bidding process with the architect and/or construction manager.
 7. Coordinating the hiring of the successful bidder(s), contractor(s).
 8. Overseeing all phases of the construction project from Notice to Proceed to the filing of the Notice of Completion.
 9. Working with school principals and contractors to identify and resolve any warranty items associated with a new school project.
 10. With approval from the Cabinet, work with MO&T to improve the ADA compliance standards at all sites within the constraints of the District's budget.

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11. Working with the Division of the State Architect to ensure that all construction projects that require DSA certification, obtain it.

II. Grant Funds.

- A. The Facilities Planning Department works with various State and Federal agencies in obtaining grant funds which may become available. Examples of various grants received as a result of coordination by the Facilities Planning Department are:
 1. Air-conditioning grants from the California Energy Commission for the air conditioning of Casey, Kelley, Myers, Trapp and Morgan Elementary Schools.
 2. Preparation of the Year-Round Operational Grants for eligible schools within the District.
 3. Preparation of California Energy Commission grants of over \$200,000 for Bemis Elementary School and Kolb Middle School to upgrade energy efficient lighting and air handling systems.
 4. The Gas Company - Over \$25,000 in energy rebates for the eleven renovation projects and Eisenhower High School Boiler Replacement Project.
 5. Edison/Envest Program - Energy efficient lighting upgrades performed at a number of schools and administrative facilities throughout the District.

III. Portables.

- A. The Facilities Planning Department maintains/updates the portable inventory for the District. This includes:
 1. Purchasing/leasing of all portable buildings for the District.
 2. Coordinating/negotiating contracts with various portable vendors.
 3. Generating requisitions for payment of all portable buildings within the District.

 4. Maintaining an up-to-date list of portables within the District which includes,

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location, serial number, OPSC number, DSA number, a lease period and amount of the lease.

5. Coordination with principals/portable vendors with regards to the removal or relocation of all portable buildings.

IV. Developer Fees.

A. The Facilities Planning Department is responsible for interfacing with developers and homeowners including:

1. Collection of Developer Fees.
2. Maintenance of official file of "Certificates of Compliance" (developer fee collection record).
3. Notification of fee changes to appropriate agencies and city departments.
4. Notification of procedures for issuance of building permits for applicants to appropriate agencies and city departments.
5. Developer impact studies to determine if the collection rate shall change.
6. Entering into developer fee mitigation when/where applicable.

V. **Surplus Property.** Coordinating any surplus property committee meetings that the District needs to hold. These meetings are also known as 7-11 Committees because State law requires that no less than seven and no more than eleven members shall meet and determine what the District's best use for any identified "surplus properties" may be. The recommendations of the committee are presented to the Board of Education.

VI. **Local Bond Measure Campaigns.** In the event that the Board of Education votes to put a local general obligation bond measure on the ballot, the Facilities Planning Department will: (a) assist in the selection process for a voter opinion research firm, (b) prepare/update a Facilities Needs Assessment, and (c) any other miscellaneous tasks that are required for the bond campaign and allowed by law.

VII. Enrollment Projections.

A. The Facilities Planning Department works with administration in making enrollment projections which includes, but is not limited to:

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1. Making enrollment projections based on historical records of student enrollment, and knowledge of future development within the District.
2. Prepare and submit all State School Building program enrollment projection forms.
3. Regularly contact all cities within the School District boundaries for an update on all approved and projected development for a five-year period.

VIII. District and Community.

- A. The Director of Facilities also serves as the District representative to the City of Rialto Traffic Safety Committee which includes:
 1. Voting member of the Traffic Safety Committee for all agenda items brought forth by citizens or businesses.
 2. Serving as contact person for principals in order to take requests/complaints to Traffic Safety Committee for action/resolution.
 3. Keeping principals informed as to the latest rulings of the Committee as they relate to the School District.
 4. Creating/maintaining "Suggested Walking Routes to School" maps in order to comply with State requirements.

IX. School Boundary Address List/Maps.

- A. The Facilities Planning Department maintains/updates the official Address List for the District which includes:
 1. Receiving information from various Cities within the District with regards to new addresses.
 2. Making sure the Information Technology Department receives all additions/deletions to the District Address Listing.
 3. Contacting school staff regarding any changes/discrepancies with regards to

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the Address Listing.

4. Coordinating the printing and distribution of District Address Listing on an annual basis.
 5. Initial District contact with parents/other community members regarding school locations and attendance boundaries.
- B. The Facilities Planning Department, in coordination with the Business Services Office, oversees the compilation, printing and distribution of the official District boundary maps which includes:
1. Utilizing the mapping software available to the Facilities Planning Department to create overall boundary maps and attendance area maps.
 2. Investigating and receiving quotes from reputable print shops or consultants to determine price/quality for printing of maps.
 3. Once printing of maps has been accomplished, distributes maps to all schools and other interested parties.

X. Use of Facilities.

- A. Any outside group requesting the use of a District facility must fill out an "Application for Use of School Facilities," form B-48 (Exhibit A). Application must be submitted at least three weeks prior to the date of use. The procedure for completing and submitting the form is as follow:
1. Name of organization and date of application.
 2. Facility requested, and specific space (classroom, gymnasium, auditorium, etc.).
 3. Exact date(s) and time (starting and ending).
 4. Purpose (meeting, dance, show, etc.).
 5. Number to be in attendance.
 6. Admission fee or collection and use of monies.

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7. Name, address and telephone number of responsible parties.
 8. Site Administrator to verify that the facility is available.
 9. If kitchen facilities are requested, "Supplemental Application for Cafeteria Kitchen Facilities," form B-49 (Exhibit B) must be submitted and approved by the Food Service Director.
- B. Any group that uses a District facility must have a current "Certificate of Insurance" on file in the Facilities Planning Office naming the District as co-insured and must fill out a "Statement of Information and Hold Harmless," form B-51 (Exhibit C).
- C. If there is a fee involved with the use of facility, do not quote amounts, refer them to the Facilities Planning Office for information.

NOTE: The **District reserves the right to cancel** any use of facilities by giving a twenty-four (24) hour notice.

Other important details are included in "Excerpts from Rialto Unified School District Policies and Procedures," form B-48, reverse side (Exhibit D).

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LIST OF EXHIBITS

<u>TITLE</u>	<u>EXHIBIT</u>
Application for Use of School Facilities (B-48)	A
Supplemental Application for Cafeteria Kitchen Facilities (B-49)	B
A statement of Information and Agreement to be Attached to Each Application for the Use of a School Facility (B-51)	C
Excerpts from Operating Policies and Procedures (Reverse of B-48)	D