

**Berkeley USD
Administrative Regulation
Community Engagement Process for Facilities**

**AR 7XXX
Community Engagement Process for Facilities**

Procedure

Community Engagement Process for Construction Design Review and Approval

For all projects which involve new construction, significant grounds improvements, or facilities modernizations that would affect the community, the Superintendent or designee shall:

1. Meet with the Principal or Site Manager to identify the major components and basic schedule of the proposed project; [Framing Meeting #1](#)
 2. Hold an informational meeting at the site. [Meeting #2](#) That meeting should be noticed in the school community and sent to the City Council Member in whose district the project is located. The purpose of the informational meeting is to explain the project in broad terms and to solicit Site Committee Members if the project is of a scale to have a Site Committee. These first two meetings should ideally occur no less than 45 days before the second community meeting;
 3. Review the establishment of a Site Committee. The Principal shall propose Site Committee Members. Site Committees should include all major constituents, including the Principal, teaching and classified staff (3-4 total), parents (2-3), community members (2-3) and possibly a [student, in middle and high school only](#). It is anticipated that the Committee members will help to communicate with other community members about the project. On select projects, the Site Committee will be involved in architect selection.
 4. Encourage the Principal to communicate with their communities via their e-trees and other bulletins;
 5. Publish a list of all Site Committee and Community Meetings concerning the design and approval of construction projects on the District website;
 6. Prepare an announcement board to be posted on the site. That posting should be similar to the City notification, and it will include the:
 1. Name of project;
 2. Project location;
 3. Project description;
 4. Project history;
 5. Site Committee formation;
 6. Project Meetings, meeting location and goals for those meetings;
 7. BUSD approval date;
 8. Project Schedule, including planned Board approval date;
 9. Project Contact, including web site URL for further information.
 7. Hold a second community meeting for project input prior to the final Site Committee Meeting. The goal of this meeting is to present the project at 90% schematic design and solicit community feedback of the proposed design. This meeting must be publicized through the school community, through the local City Council Member, and via a mailing for neighbors within 300 foot radius of the school. [After the final site committee meeting the school Principal will sign off on the project design at this stage.](#)
- Plan for a presentation to be taped prior to Board approval. The presentation may be done in conjunction with the Bond Advisory Committee. That presentation shall be available on the District web site no later than when the Board packet is published. Only by exception will a

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presentation be held at the Board.

8. Ensure that the Board reviews and approves the schematic design.
9. Return the plan to the Board for a supplemental approval if there are significant changes to the project after the initial Board approval.

This procedure does not apply to simple system replacement projects such as roofing, electrical system replacements, plumbing and heating replacement projects etc...

For large Capital Outlay projects addressing school site Master-Planning goals. A comprehensive school facilities needs analysis will be prepared by a licensed Architect of Record. This master plan will be the basis used to form the scope of work for the project.

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