

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

**AR 1312.3**  
**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 reach out to the school Principal and school community in a process to inform the schools stake holder of the proposed project. This process is to be broad in scope and include two Community Meetings and three Site Meetings. The meetings will be held in the following order:

Community Meeting #1  
Site Meeting #1  
Site Meeting #2  
Community Meeting #2  
Site Meeting #3

Prior to the first Community Meeting Facilities Staff will meet with the Principal or Site Manager to identify the major components and basic schedule of the proposed project. This will be the Principals first formal introduction to the project, subsequent to Board approval and will be focused primarily as a project framing meeting.

**1. Community Meeting #1:**

This is an informational meeting at the school site. This 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. This meeting should ideally occur no less than 45 days before the second community meeting. Also during this community meeting the establishment of a Site Committee is discussed. The Principal shall propose Site Committee Members and ask if members of those in attendance at the community meeting are interested in attending. 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.

**2. Site Committee Meetings # 1-2:**

These meetings are active engagement opportunities for the District Architect of Record, (AOR) and the school community to evaluate and better understand the schools facilities improvement needs, budgeting and the scheduling and delivery of the construction project. In Site Committee meeting # 1 the AOR will present the needs as we know them, and take input form the site committee regarding the history and detailed needs at the school. The working time between site committee meetings will be used by staff and the AOR to prepare the designs concepts and presentations for the following site committee meeting.

3. **Site Committee Meeting #2**

Hold this 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. ;

4. **Community Meeting #2:**

During this meeting the proposed scope and project design are presented to the broader community. This gives the community a chance to reflect on the collective work of the site committee and their evolved thinking as they are facilitated through the scoping process.

5. **Site Committee Meeting #3:**

The final project scope is presented to the committee at this meeting. This is an opportunity to verify the final scope recommended to the governing board. After the final site committee meeting the school Principal will sign off on the project design at this stage.

The Principal is to communicate with their communities via their e-trees and other bulletins. Publish a list of all Site Committee and Community Meetings concerning the design and approval of construction projects on the District website; 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.

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 presentation be held at the Board.

6. **Schematic Design Approval by School Board:**

Ensure that the Board reviews and approves the schematic design.

7. 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.

Regulation BERKELEY UNIFIED SCHOOL DISTRICT

approved: January 11, 2011 Berkeley, California

revised: September 14, 2011

revised: June 24, 2015

revised: April 6, 2016