

TO: Board of Education

FROM: Randall Booker, Superintendent
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SUBJECT: **REVIEW FACILITIES MASTER PLANNING PROCESS**

I. **SUPPORT INFORMATION**

The Facilities Master Plan process combines the goals of PUSD's Education Specifications and the information collected by the design team (including facility assessments) into a comprehensive plan for the schools of the Piedmont Unified School District. The main product of the facility needs assessment and Facilities Master Plan is a detailed proposal for renovations and/or additions to be made at each school campus.

The facilities master planning process takes into account all of the information on the District's facilities, the needs and desires of faculty, staff and the community and projections about future District needs and creates a comprehensive plan for each campus that addresses these issues. The plan looks at issues holistically and creatively to find unique and inventive solutions that fit the specific needs of each campus and community. The final Facilities Master Plan document provides a clear narrative and graphic summary of the proposed facilities improvements for each campus and also provides the detailed information necessary to successfully plan and implement the improvements.

Our goals for the Facilities Master Plan document are as follows:

- Support the District's Educational Specifications for expanding and enhancing 21st century learning environments.
- Create a long-term vision for the facilities of each school campus that aligns with the Educational Program.
- Provide a detailed, prioritized list of facilities needs for each site with cost information.
- Provide a clear Implementation Plan that prioritizes and identifies how the improvements could be funded and constructed.
- Provide clear documentation of the Master Plan and the process of developing it.
- Clearly document and illustrate facilities needs to support and guide a bond measure.

Working closely with QK Architecture, PUSD has completed the initial phases of facility master planning: *Facility Site Assessment* and *Education Specification Meetings*.

Facility Site Assessment

QKA Architects, Pete Palmer - PUSD Director of Facilities, and PUSD Maintenance staff performed a facility site assessment at each campus. The purpose of the assessment is to identify those improvements and remedial upgrades, along with their associated costs, required to provide safe, secure and well-maintained campuses, appropriate to the needs of current and future educational programs for the foreseeable future.

The team visually surveyed the existing conditions at each campus, with follow-up reviews at selected sites that were more complex, or had a greater number of issues. For documentation, the team took on-the-spot notes and photographs of each site during the walkthroughs, with the aim of illustrating typical examples of facility deficiencies, and Division of State Architect (DSA) non-compliant construction or Code requirements.

The team evaluated each facility in the following areas:

- Architectural
- Structural
- Plumbing
- Site Utilities
- Electrical
- Heating, Ventilation, and Air Conditioning
- Communications and Technology

Additionally, the District provided the architects with electronic scans of drawings for each of the campuses. These drawings documented the school's original buildings, as well as modernization projects added over the years.

Educational Specifications

Educational Specifications comprise the educational vision of a school district. They are a map of how teachers want to be teaching their students—and how physical facilities can support that teaching. The educational specifications also detail standards for the size of, and amenities included in, classrooms, libraries, multipurpose rooms, gymnasiums, outdoor spaces, and offices. The California Department of Education requires that districts have Ed Specs in place before beginning new facility projects.

PUSD's Education Specification Committee consists of nearly 30 teachers and administrators from across the district.

Education Specifications are completed in two parts: *Educational Program* and *Building Program*.

Educational Program: The Educational Program is provided by the District and focuses on pedagogy, curricula, learning support programs, activities, and persons to be served. Prior to any Facilities Master Planning, districts typically have developed elements of their Educational Program that may impact facilities. Examples include the use of Small Learning Environment, class sizes, Career Technical Education, other special programs, integration of technology in the curriculum, etc. During the Education Specifications process the architects will ask questions about elements of PUSD's Education Program that may impact facilities.

Building Program: The architects translate the language of education into the language of buildings. Relying on the District's Education Program, QKA will facilitate four meetings with the Education Specification Committee to develop the Building Program portion of the plan. The Building Program will detail facility needs and standards including space sizes, features, adjacencies, etc. that support the District's Educational Program. This document will be divided into the three grade levels that reflect our schools. During this work QKA will lead in the development of the Building Program but needs guidance from educators in interpreting requirements and determining priorities.

Now that the Education Specification process is complete, PUSD will host *Site Planning Meetings* at each site.

Site Planning Meetings

Due to the dependence on Education Specifications for master planning, PUSD will commence with the Site Planning Meetings in October-December. Site Planning Meetings are hosted at individual school sites to facilitate discussions about the facility needs of each respective school. Participants include educators, students, families, and community members. The Site Planning Meetings have recently been scheduled on the following dates/times:

Piedmont High School:	October 26 th	3:45pm-5:15pm
Piedmont Middle School:	November 2 nd	3:30pm-5:00pm
Millennium High School:	November 5 th	3:30pm-5:00pm
Havens Elementary School:	November 12 th	3:30pm-5:00pm
Wildwood Elementary School:	November 19 th	3:30pm-5:00pm
Beach Elementary School:	November 30 th	3:30pm-5:00pm
Piedmont High/Millennium High:	December 1 st	3:30pm-5:00pm

Notification about each of the *Site Planning Meetings* will be provided in school bulletins and the Piedmont Portal.

Following the Site Planning Meetings, the Board will host a special Facilities Master Planning Board Workshop on December 14, 2015 – 9:00am – 11:00am at the PUSD District Office.

Additional Community Outreach

In order to provide context to the many conversations regarding the adequacy of PUSD Secondary facilities to support current and future educational programs, the District is

hosting public tours of various buildings at Piedmont High School, Millennium High School and Piedmont Middle School. All members of the public are welcome to attend.

The PUSD Site Tours – Secondary Campuses:

(Meet at the Piedmont High School flagpole in front of campus)

Tuesday, November 3, 2015 3:30pm – 4:30pm

Wednesday, November 18, 2015 3:30pm – 4:30pm

While the community can participate in the facilities master planning process via the Site Planning Meetings, PUSD will also host two *Community Outreach Meetings* to solicit additional input. These meetings will occur on:

January 12th – 7:00pm – 8:30pm, and

January 19th – 7:00pm – 8:30pm

A location has yet to be determined for our Community Outreach Meetings.

The final PUSD Facilities Master Plan is scheduled to be presented at the February 10, 2016 Board of Education Meeting.

- II. **RECOMMENDATION: REVIEW**
Review Facilities Master Planning Process.