

**PLANNING**

**Facilities Master Plan**

A district facilities master plan shall be maintained, kept up to date and reviewed every two years. The plan shall reflect current instructional procedures, projected short- and long-term educational programming needs, and the district educational goals. To assist in the accurate assessment of these needs, the plan shall include an identification of demographics, housing growth patterns and funding sources available for district building and renovation programs along with projected student occupancy and a facilities condition assessment report for all locations to the building level. The facilities master plan shall be published and accessible to the community.

The plan shall incorporate population and enrollment projections based on a review of: 1) residential housing growth patterns; 2) kindergarten enrollments; and 3) student yield factors.

Concurrent with efforts to identify those demographic factors affecting school enrollment, the plan shall include an analysis of present and future design needs of the district together with an assessment of those qualitative factors which reflect the characteristics and capacity of each school facility.

Those qualitative factors considered may include, but not be limited to:

1. State allocation building area standards.
2. Maximum student capacity according to designated student-teacher ratio for classroom sizes based on the conditions we are living in.
3. Current student capacity based on current district program requirements.
4. Space planning for new educational requirements to allow career exploration for college and technical careers. For example, STEAM learning environments and CTE hands-on laboratories such as computer programming, construction, and occupational.
5. The reporting of type of space utilized by square footage such as office, classroom, library, cafeteria, auditorium, etc. shall be listed.
6. Classroom facilities needs based on current program trends.
7. Defined space allocation for office space according to function.

The Governing Board recognizes the importance of having complete and factual information as the basis for developing and maintaining the facilities master plan. The facilities master plan shall be reviewed and updated every two years. Within the facilities master plan, both bond and capital projects shall be identified. The facilities condition assessment data base shall be updated annually upon completion of facilities modifications to reflect installation of new building equipment and furnishings to maintain the accuracy of the data base. The

**PLANNING** (continued)

Superintendent or designee shall maintain procedures to ensure the cooperation of the district staff, parents/guardians, students, state and local governmental and planning agencies, and other business and community representatives in this effort.

Legal Reference:

EDUCATION CODE

35275 New school planning and design

39101 Powers (State Department of Education) concerning buildings and building sites

CODE OF REGULATIONS, TITLE 5

14001 Minimum standards

Policy  
adopted: April 12, 1994  
Policy  
Revised: April 5, 2022

EL RANCHO UNIFIED SCHOOL DISTRICT  
Pico Rivera, California