

OPERATIONAL EXPECTATIONS 12 (OE-12)
BOARD STUDY SESSION
BUSINESS SERVICES

FEBRUARY 22, 2022

OE-12 FACILITIES

Broad Overview of Topics

- Facilities Master Plan
- Growth Patterns & School Boundaries
- Land Purchases
- Sustainability
- Innovative Use of Technology
- Change Orders
- Maintenance & Modernization
- Facilities Use by Outside Groups

1. DEVELOP AND IMPLEMENT A LONG-TERM DISTRICT FACILITIES MASTER PLAN THAT ESTABLISHES PRIORITIES FOR CONSTRUCTION, RENOVATION AND MAINTENANCE PROJECTS

Evidence of Compliance

- An updated comprehensive Facilities Master Plan was presented to the Board of Education on June 25, 2019, during the Facilities Study Session. The Board was asked to provide input through July 31, 2019, with the adoption of the new Facilities Master Plan at the August 13, 2019, meeting.

2. IDENTIFY ASSUMPTIONS, INCLUDING GROWTH PATTERNS, TO THE BOARD WHEN LAND PURCHASES AND SCHOOL FACILITIES CONSTRUCTION ARE RECOMMENDED.

Evidence of Compliance

- a. Staff and a contracted demographer determined growth patterns of the district as well as within each school attendance area.
- b. Facilities Planning & Design staff have reviewed the enrollment projections prepared by the demographer with current school capacities. It was determined that no additional classroom spaces were needed in 2020-2021.
- c. The Business Services Leadership Team regularly reviews the annual projection report including school capacity and projected enrollment and determined that no classrooms needed to be added to existing schools to meet enrollment projections and program needs for the 2020-2021 school year.
- d. During the 2020-2021 school year, no land purchases were recommended.

3. REVIEW SCHOOL ATTENDANCE BOUNDARIES AS NEEDED TO ASSURE REASONABLE BALANCE IN STUDENT ENROLLMENT AND PROGRAM QUALITY.

Evidence of Compliance

- a. In 2020-2021, no adjustments were needed or were made to the attendance boundaries at any of our schools.
- b. In 2020-2021, programs were equally distributed throughout the District's attendance boundaries.~
- c. There is a comparable distribution of technology by grade span throughout the District.

3. REVIEW SCHOOL ATTENDANCE BOUNDARIES AS NEEDED TO ASSURE REASONABLE BALANCE IN STUDENT ENROLLMENT AND PROGRAM QUALITY.

b. In 2020-2021, programs were equally distributed throughout the District's attendance boundaries as specified:

- Cathedral City High School: DATA Academy; HEAL Academy; Robotics/MESA Academy
- Desert Hot Springs High School: REAL Academy; PSA Academy; ACE Academy; Media Design & Video Pathway
- Palm Springs High School: PALM Academy; ABLE Academy; Manufacturing & Welding Pathway; Arts Institute
- Rancho Mirage High School: CAFÉ Academy; RACE Academy, Technical Theater
- Dual Language Program: students are bussed to Vista del Monte Elementary School from the following communities: Cathedral City, Desert Hot Springs, North Palm Springs, Palm Springs, Rancho Mirage, Thousand Palms, the Banning Unified School District, the Desert Sands Unified School District, and the Morongo Unified School District, and from the following schools of residence: Aqua Caliente ES, Bella Vista ES, Bubbling Wells ES, Cabot Yerxa ES, Cahuilla ES, Cathedral City ES, Della Lindley ES, Julius Corsini ES, Katherine Finchy ES, Landau ES, Rancho Mirage ES, Rio Vista ES, Sunny Sands ES, Two Bunch Palms ES, and Vista del Monte ES.

3. REVIEW SCHOOL ATTENDANCE BOUNDARIES AS NEEDED TO ASSURE REASONABLE BALANCE IN STUDENT ENROLLMENT AND PROGRAM QUALITY.

Evidence of Compliance

- a. In 2020-2021, no adjustments were needed or were made to the attendance boundaries at any of our schools.
- b. In 2020-2021, programs were equally distributed throughout the District's attendance boundaries.
- c. There is a comparable distribution of technology by grade span throughout the District.~

3. REVIEW SCHOOL ATTENDANCE BOUNDARIES AS NEEDED TO ASSURE REASONABLE BALANCE IN STUDENT ENROLLMENT AND PROGRAM QUALITY.

School	Learning Devices	Learning Device to Student Ratio
Aqua Caliente ES	950	1:1 (all grades)
Bella Vista ES	1,111	1:1 (all grades)
Bubbling Wells ES	1,468	1:1 (all grades)
Cahuilla ES	725	1:1 (all grades)
Cathedral City ES	1,114	1:1 (all grades)
Cabot Yerxa ES	1,020	1:1 (all grades)
Della Lindley ES	890	1:1 (all grades)
Julius Corsini ES	680	1:1 (all grades)
Katherine Finchy ES	880	1:1 (all grades)
Landau ES	1,010	1:1 (all grades)
Rancho Mirage ES	650	1:1 (all grades)
Rio Vista ES	968	1:1 (all grades)
Sunny Sands ES	850	1:1 (all grades)
Two Bunch Palms ES	1,005	1:1 (all grades)
Vista del Monte ES	880	1:1 (all grades)
Desert Springs MS	1,425	1:1 (all grades)
James Workman MS	1,810	1:1 (all grades)
Nellie Coffman MS	1,440	1:1 (all grades)
Painted Hills MS	1,500	1:1 (all grades)
Raymond Cree MS	1,300	1:1 (all grades)
Cathedral City HS	2,500	1:1 (all grades)
Desert Hot Springs HS	2,400	1:1 (all grades)
Palm Springs HS	2,070	1:1 (all grades)
Rancho Mirage HS	2,450	1:1 (all grades)
Mt. San Jacinto HS	610	1:1 (all grades)
Desert Learning Academy	850	1:1 (all grades)

4.) IDENTIFY COMPARATIVE COSTS, TRANSPORTATION FACTORS CONSIDERED, AND ANY OTHER CONTINGENCIES THAT MAY RESULT FROM POTENTIAL NATURAL AND MAN-MADE RISKS WHEN IDENTIFYING POTENTIAL LAND PURCHASES AND NEW SCHOOL CONSTRUCTION.

Evidence of Compliance

a. For the 2020-2021 school year there were no new sites acquired or schools approved.

5.) IDENTIFY OPPORTUNITIES AND ASSIGN HIGH PRIORITY TO ENVIRONMENTAL SUSTAINABILITY MEASURES DURING FACILITIES CONSTRUCTION OR RENOVATION.

Evidence of Compliance

a. The construction and renovation project list detailing sustainability measures taken during the 2020-2021 school year included the following schools:

- Solar canopy projects at SSES, LES, MSJHS, RVES, and the DAC.
- The central plant replacement at the Richards Center (PSHS).
- The DHSHS locker room HVAC project.
- DSLES parking lot project.
- PSHS seismic renovation.
- Phase II LED video boards.
- DHSHS CTE building.

6.) IDENTIFY HOW NEW SCHOOL CONSTRUCTION OR RENOVATION OF EXISTING FACILITIES SUPPORTS THE INNOVATIVE USE OF TECHNOLOGY IN THOSE FACILITIES.

Evidence of Compliance

a. Current technology standards are reviewed by the Director of Educational Technology and Information Systems to ensure alignment with the District's Technology Master Plan. The Facilities Planning & Design Department and the Director of Educational Technology and Information Systems met and reviewed all specifications for new projects.

7.) THE SUPERINTENDENT MAY NOT AUTHORIZE CONSTRUCTION SCHEDULES AND CHANGE ORDERS THAT SIGNIFICANTLY INCREASE COST OR REDUCE QUALITY.

Evidence of Compliance

- a. Every change order to a construction contract is included as a specific item in the board agenda and approved by the Board of Education. All construction completion dates are presented to the Board during the semi-annual Facility Study Sessions. Material changes in schedules are communicated to the Board for approval either in Board meeting agendas or via the Friday Board Communication as they occur or as needed.

- b. All construction change orders were approved by the Board of Education and included cost implications. There were no construction change orders that were not approved by the Board of Education.

8.) IDENTIFY TO THE BOARD FACILITIES THAT ARE EITHER UNSAFE OR NEED MODIFICATION OR RECONSTRUCTION AND ASSIGN HIGHEST PRIORITY TO THE CORRECTION OF UNSAFE CONDITIONS.

Evidence of Compliance

- a. The Board is provided annually a list of facilities that have been identified not in good repair or needed modification or reconstruction in the OE-12 report. Also in the report is a table showing related work orders, including a sample of a Facilities Inspection Tool (FIT).

- b. A table showing a list of facilities conditions that were deemed by staff as unsafe, and a description of the work completed to mitigate the unsafe condition is provided in the OE-12 report.

9.) CREATE AND UPDATE A YEARLY PREVENTIVE MAINTENANCE PLAN.

Evidence of Compliance

- a. An annual, short-term facilities preventive maintenance plan that maps out the timelines and action steps associated with the Board priorities is presented to the Board in the OE-12 report.

10.) ASSURE THAT FACILITIES ARE CLEAN, SAFE AND PROPERLY MAINTAINED.

Evidence of Compliance

- a. The Facility Inspection Tool (FIT) guidebook developed by the Office of Public-School Construction (OPSC) is used for the self-assessment of district facilities. During the fiscal year ending June 30, 2021, staff inspected all school sites and identified the condition of six (6) district schools as “Good” and nine (9) as “Exemplary.” In addition, six (6) schools inspected by Riverside County Office of Education as required by the Williams Legislation were given a rating of “Exemplary” and seven (7) as “Good.”
- b. A Safe School Plan, signed by the site principal is updated each year. This annual plan assures that all safety policies and procedures are understood by school stakeholders. The Executive Director of Security and Disaster Preparedness reviews the plans and follows up with principals as necessary and appropriate.
- c. All FIT reports for the 2020-2021 school year show proof that all district schools met or exceeded expectations for cleanliness.
- d. Principals provide survey results to the Director of Maintenance and Operations, who report the overall quality of maintenance and operations of the school facility as being acceptable.
- e. For the 2020-2021 school year, the District completed 86% of all the work orders submitted through the work order system within 60 days.

11.) DEVELOP AND CONSISTENTLY ADMINISTER FACILITIES USE GUIDELINES THAT INCLUDE PERMITTED USES AT EACH FACILITY AND APPLICABLE FEES CHARGED, CLEAR USER EXPECTATIONS, AND CONSEQUENCES, INCLUDING ENFORCEMENT PROCEDURES, FOR USERS WHO FAIL TO FOLLOW THE ESTABLISHED RULES.

Evidence of Compliance

- a. The Maintenance and Operations Department has developed a list of district facilities that are available for use by outside groups.~
- b. The fee schedule used for 2020-2021 was updated and used sparingly due to the Covid-19 pandemic.
- c. The Maintenance and Operations Department required 100% of all applicants to provide evidence of insurance, including \$1,000,000 property damage and \$1,000,000 bodily injury. In order to accept the application for consideration, the user must note that they hold the District free and harmless from any loss, including bodily injury, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property.
- d. The procedures governing the use of school facilities were developed and presented for consideration at the July 28, 2020, regular Board meeting. This document included the permitted uses, rules for use, insurance requirements, change and cancellation provisions, fees and related charges for damages as well as user classifications.

11.) DEVELOP AND CONSISTENTLY ADMINISTER FACILITIES USE GUIDELINES THAT INCLUDE PERMITTED USES AT EACH FACILITY AND APPLICABLE FEES CHARGED, CLEAR USER EXPECTATIONS, AND CONSEQUENCES, INCLUDING ENFORCEMENT PROCEDURES, FOR USERS WHO FAIL TO FOLLOW THE ESTABLISHED RULES.
(CONTINUED)

 PSUSD PALM SPRINGS UNIFIED SCHOOL DISTRICT	USE OF FACILITIES FEES SCHEDULE		
	Group II "Direct Cost" Hourly Rate	Group III "Fair Rental Value" Hourly Rate	Group IV "Sliding Fee" *Hourly Rate
Classroom (under 1,000 sq.ft.)	\$3.50	\$11.00	\$0.50 - \$1.50
Special Classroom (over 1,000 sq.ft.)	\$5.00	\$12.50	\$1.00 - \$2.00
Elem MPR (300)	\$24.00	\$30.00	\$4.50 - \$9.00
Middle School Locker Rooms	\$35.50	\$71.00	\$6.50 - \$13.50
Middle School MPR	\$35.50	\$71.00	\$6.50 - \$13.50
High School Baseball Field	\$47.00	\$94.00	\$8.50 - \$18.00
High School Cafeteria	\$35.50	\$56.00	\$6.50 - \$13.50
High School Auxiliary Gym	\$35.50	\$71.00	\$6.50 - \$13.50
High School Gym	\$77.00	\$153.50	\$14.00 - \$29.50
High School Locker Rooms/Field House	\$35.50	\$71.00	\$6.50 - \$13.50
High School Stadium (4,000)	\$88.50	\$178.00	\$16.00 - \$33.50
High School Stadium Lights	\$47.00	\$94.00	\$8.50 - \$18.00
Concession Stands	\$18.50	\$36.50	\$3.50 - \$7.00
Parking Lot	\$31.00/day	\$62.00/day	\$5.50 - \$12/day
Practice Fields	\$19.50	\$39.00	\$3.50 - \$7.50
Restroom	\$3.50	\$7.00	\$0.50 - \$1.50
Tennis Court (per court)	\$7.50	\$15.00	\$1.50 - \$3.00
Tennis Court - lighted (per court)	\$11.00	\$22.00	\$2.00 - \$4.00
Track	\$24.00	\$30.00	\$4.50 - \$9.00
***Theatre/Auditorium			
CCHS Theater (290 seats)	\$47.00	\$77.00	\$8.50 - \$18.00
DHSHS Theater (295 seats)	\$47.00	\$77.00	\$8.50 - \$18.00
Richards Center for the Arts (879 seats)	\$206.50	\$336.00	\$37.00 - \$78.50
Helene Galen Performing Arts Center (600 seats)	\$325.50	\$598.50	\$58.50 - \$124.00
Pool			
District Pool at CCHS (25 yards x 38 meters)	\$50.00	\$100.00	\$9.00 - \$19.00
Lights	\$12.00	\$25.00	\$2.00 - \$4.50
District Personnel Fees			
**NOTE: Sundays - 2 x's the Regular rate / District Holidays 2-1/2 x's the Regular rate			
Auditorium Technician	Reg - \$33 / OT - \$49.50	Reg - \$33 / OT - \$49.50	Reg - \$33 / OT - \$49.50
Custodial Services	Reg - \$31 / OT - \$46.50	Reg - \$31 / OT - \$46.50	Reg - \$31 / OT - \$46.50
Security Services	Reg - \$31 / OT - \$46.50	Reg - \$31 / OT - \$46.50	Reg - \$31 / OT - \$46.50
Pool Maintenance Technician	Reg - \$35 / OT - \$52.50	Reg - \$35 / OT - \$52.50	Reg - \$35 / OT - \$52.50
Applicants in Groups II and III are subject to a one-time \$10 processing fee per school year (refundable if not approved)			
Approved by BOE 7/28/2020			
4-hour minimum charge on weekends/district holidays			
* Sliding fee scale for Qualified Groups within "PSUSD Communities"			
** Per the Collective Bargaining Agreement			
*** Theater use requires a District Auditorium Technician to operate equipment			
Labor needs are determined solely by the District. At minimum, one (1) custodian will be present for the duration of any usage outside normal working hours.			

11.) DEVELOP AND CONSISTENTLY ADMINISTER FACILITIES USE GUIDELINES THAT INCLUDE PERMITTED USES AT EACH FACILITY AND APPLICABLE FEES CHARGED, CLEAR USER EXPECTATIONS, AND CONSEQUENCES, INCLUDING ENFORCEMENT PROCEDURES, FOR USERS WHO FAIL TO FOLLOW THE ESTABLISHED RULES.

Evidence of Compliance

- a. The Maintenance and Operations Department has developed a list of district facilities that are available for use by outside groups.
- b. The fee schedule used for 2020-2021 was updated and used sparingly due to the Covid-19 pandemic.
- c. The Maintenance and Operations Department required 100% of all applicants to provide evidence of insurance, including \$1,000,000 property damage and \$1,000,000 bodily injury. In order to accept the application for consideration, the user must note that they hold the District free and harmless from any loss, including bodily injury, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property.
- d. The procedures governing the use of school facilities were developed and presented for consideration at the July 28, 2020, regular Board meeting. This document included the permitted uses, rules for use, insurance requirements, change and cancellation provisions, fees and related charges for damages as well as user classifications.

12.) THE SUPERINTENDENT MAY NOT UNREASONABLY DENY THE PUBLIC'S USE OF FACILITIES AS DEFINED IN THE CIVIC CENTER ACT.

Evidence of Compliance

a. Of the 29 requests submitted for the 2020-2021 school year from outside entities, 22 were approved and 7 were denied. Those that were denied were denied due to a determination that student safety, student functions, the instructional program, the impact of the global pandemic, and/or the long-term sustainability of District facilities would be compromised as a result of approving those requests.

13.) PROJECT LIFE-CYCLE COSTS AS CAPITAL DECISIONS ARE MADE, INCLUDING AS RELATED TO SUSTAINABILITY.

Evidence of Compliance

a. Agenda items and Galaxy reports are in the OE-12 report and summarize activity presented and approved by the Board at regularly scheduled Board meetings.

14.) THE SUPERINTENDENT MAY NOT BUILD OR RENOVATE BUILDINGS.

Evidence of Compliance

- a. All construction contracts in excess of \$15,000 and all purchases of materials, supplies, equipment and miscellaneous maintenance services in excess of \$15,000 including a bid dollar amount threshold change effective January 1, 2020, to \$95,200 have been bid and approved by the Board of Education.

- b. The Facilities Planning & Design Department, in cooperation and coordination with the Purchasing, Warehouse, and Reprographics Department, follows California Public Contract Codes and office of Public- School Construction regulations as evidenced by our fiscal audit report. No exceptions were reported in the audit report. A summary of all contracts in excess of \$10,000 and all purchase of materials, supplies, equipment and miscellaneous maintenance services in excess of \$15,000 that have been bid and approved by the Board are in the OE-12 report.

THANK YOU!