

OAKLAND UNIFIED SCHOOL DISTRICT

Board Policy

BP 7155

Facilities

Community Engagement for Facility Projects

File ID Number: 14-0892
Introduction Date: 5/14/14
Enactment Number: 14-0827
Enactment Date: 5/28/14
By: ew

1. For each major facilities project, the Superintendent shall ensure a community engagement process. The community engagement process shall include the elements discussed below.
 - a. For purposes of this policy, a major facilities project is considered one that involves significant structural and/or aesthetic changes to a school site or its campus, such that the District will hire an architect to develop plans for redesign of an existing building and/or construction of a new building(s).
 - b. The purpose of the community engagement process is to ensure that community priorities are incorporated into the project where feasible and the community is informed during the design and construction process.

2. Building Design Planning
 - a. For any major project, the community of the school site or the District facility on which the building(s) will be located will have the opportunity to appoint one person who will serve in an advisory role on the District's panel that interviews finalists. The District shall consider the community member's views when making its recommendation.
 - b. For any new building project, the Facilities Department shall provide information to the school site or the District facility community about other new building projects within the District, and shall facilitate site visits to those projects by a committee from the school site where new construction will occur.

3. Community Involvement
 - a. Project Committee Composition. For each major facilities project, the District shall assist each school community in establishing a Project Committee. Each project committee shall include the following individuals, to the extent feasible:
 - ❖ School Principal or his/her representative
 - ❖ Teacher from the school
 - ❖ Facilities Department representative
 - ❖ Parent-Teacher Association/School Site Council representative or similar
 - ❖ Student representative
 - ❖ Parent or guardian at large
 - ❖ Neighborhood group representative or similar

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- ❖ Representatives of all groups with identifiable vested interests (e.g., preservation societies)

The following individuals shall be notified of the project committee's meetings and progress, and provided an opportunity to participate as feasible:

- ❖ Regional or Network Executive Officer
- ❖ City Councilmember representative
- ❖ Legal Department representative
- ❖ Communications Department Representative
- ❖ Board of Education Director for that district

Each project committee shall receive administrative support from the District, and each committee's deliberations shall include participation by the District Facilities Department, the architecture firm, and the project management firm.

For projects that involve multiple school sites, the project committee shall include each site principal or his/her representative, as well as three individuals who are representative of the categories listed above.

- b. Project Committee Mission. The Project Committee's mission will be to advise the District in developing and implementing a communications plan for the project. A communications plan should be created for each major project at its outset. The communications plan should create opportunities for meaningful public input to the project design and construction process. Individual plans will vary, but should, at a minimum, include:

- ❖ A publicly available survey on community (school and neighborhood) needs and desires for the site. The survey shall include student voice if the project is a school site project.
- ❖ At least four well-noticed public meetings during the design and construction process. At least two of these meetings shall be during the design phase, to ensure opportunities for public input.
- ❖ A section of the District website (under Facilities) devoted to the project. Information on the web site shall include, at minimum, the funding source of the project, the estimated costs of the project, and the project timeline.

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- ❖ Canvassing the neighborhood with flyers and door hangers for three square blocks around the campus. These flyers shall include information about the anticipated project, upcoming meetings, and how interested community members can learn more and provide input.
 - ❖ Production of a project fact sheet that shall be available online and at the school site. The fact sheet shall include, at minimum, the funding source of the project, the estimated costs of the project, and the project timeline.
 - ❖ Publication of a quarterly progress newsletter that shall be available online and at the school site. Progress newsletters shall note any changes to the project budget or scope, as well as other updates on the project.
 - ❖ Hanging of a Measure J (or suitable bond measure) banner marking the school as the site of an upcoming reconstruction project.
 - ❖ Project-related email address for questions and complaints.
 - ❖ All materials and meetings shall be translated as appropriate for the school community.
- c. During the construction process, the District shall ensure each school principal has access to a school site liaison if so desired. The school site liaison shall be a representative of the school community who will work with the construction management team and the school community (principal and staff, students, parents) to ensure the construction is coordinated with school activities and community priorities. The school site liaison will attend weekly project meetings with the construction team and coordinate with the principal and other school community members as appropriate.

5/28/14