

OAKLAND UNIFIED SCHOOL DISTRICT

Board Policy

BP 7155

Facilities

Community Engagement for Facility Projects

1. For each major facilities project (a major project is roughly defined as one that involves significant structural and/or aesthetic changes to a school site or its campus), the Superintendent shall ensure a community engagement process. The community engagement process shall include the elements discussed below.
2. Building Design Planning
 - a. For any project for which the District will hire an architect to develop plans for a new building(s), the community of the school site 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 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. 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
 - ❖ PTA/SSC representative or similar
 - ❖ Neighborhood group representative or similar
 - ❖ 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

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- ❖ City Councilmember representative
- ❖ Legal Department representative
- ❖ Communications Department Representative
- ❖ School Board Director for that district

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

- b. A communications plan to be vetted by the Project Committee should be created for each major project at its outset. 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
 - ❖ 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 OUSD website (under Facilities) devoted to the project
 - ❖ 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 project factsheet that shall be available online and at the school site.
 - ❖ Publication of a quarterly progress newsletter that shall be available online and at the school site.
 - ❖ 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 shall be translated as appropriate for the school community.

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- 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 an individual from 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