

August 14, 2013

File ID Number: 13-1624
Introduction Date: 6/26/13
Enactment Number: 13-1520
Enactment Date: 8/14/13
By: OK

OAKLAND UNIFIED SCHOOL DISTRICT

Board Policy

BP 7350

Facilities

Physical Assets Management

I. Guiding Principle

The physical assets of the Oakland Unified School District ("District") shall be managed and maintained as a system to provide safe, secure, healthy, and technologically ready learning environments for students in Oakland's publicly funded schools in alignment with the District's Strategic Plan. To support the District's educational and operational functions, the District shall also use its properties to realize unrestricted revenue to support programs and services for District students.

II. Students for Whom the Oakland Unified School District Is Responsible

In the context of this Asset Management Policy, the Oakland Unified School District is responsible for:

1. Students enrolled in schools operated by the District, including students with special needs.
2. Students enrolled in charter schools authorized by the District.
3. Students enrolled in charter schools authorized by the County or the State.

III. Optimizing Use of District Properties

A. *Issues Identified For Further Assessment and Study*

1. Portables. The District has many portables being used as classrooms that are 30 years or older. A comprehensive plan is needed to determine if the older portables need to be removed and replaced.
2. Underutilized Facilities. The District currently has underutilized facilities. These underutilized spaces are distributed across the City. Improving facility utilization will enable the District to focus more resources on students and teachers, and less on administration, and generate unrestricted revenues that can be used to support school operations.
3. Classroom Loading. In order to develop a clear understanding of facility use, no later than December 11, 2013, the Superintendent is directed to generate a classroom loading

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model to define a recommended number of students per classroom for various OUSD school programs.

B. *Priority Order for Use of Properties*

1. Protect and sustain the District's physical assets (i.e., ownership, title, maintenance).
2. House (i) District-operated schools and programs, and (ii) District-sponsored contract schools¹ and Qualified District and County-authorized charter schools.
 - a) Establish baseline facility use requirements for a Full-Service Community School for various grade configurations. (i.e., classroom loading for general education and special education services, library, parent center, health center).
 - b) Establish criteria for what constitutes a "qualified" charter school. (i.e., governance, fiduciary, program performance; compliance with District Quality School Development standards; meeting a District instructional and/or feeder pattern need; ability to add significant value to asset protection).
 - c) Identify opportunity sites for school locations (i.e., campuses currently used exclusively for administrative purposes).
 - d) Establish an effective planning process involving key stakeholders.
3. House administrative operations that foster accessible and efficient customer service.
4. Lower on-going costs and/or increase on-going revenues.

C. *Considerations for Use of Properties*

1. The District shall pursue long-term leases over sale of property unless otherwise directed after consultation with the Board of Education.
2. Specific to students with special needs, the District shall manage its properties in a manner that creates maximum opportunity to serve these students in Oakland schools, and in schools in relative proximity to students' homes.
3. Facility uses should consider the creation and maintenance of technology infrastructure.
4. Any entity entering into a lease agreement with the District shall demonstrate its commitment to helping the District achieve the goals of the District's Strategic Plan.

¹ For purposes of this policy, a "contract school" is a school that is operated by another entity (i.e., non-profit corporation) under the terms and conditions of a contractual agreement with the District. The legal relationship is different from a charter school and the District has more direct authority as the contractor. At the time of adoption of this policy, Street Academy is the only example of a contract school in Oakland;

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5. Agreements with outside entities, including charter schools and community-based organizations, shall include provisions to sustainably maintain facilities to accommodate the increased hours of use and numbers of users.
6. Agreements should include the daily and long-term maintenance of District properties by District Custodial Services employees, and additionally, agreements shall acknowledge that except where other arrangements are made and approved in advance by the District that are consistent with the law, and the District's Health and Wellness Policy, the District's Nutrition Services department is the food provider in facilities owned by the District.

IV. Best Use of Properties to House Core Administrative Services

1. There is significant value in housing core administrative functions in central locations. The District shall determine how it can best provide core administrative services from centrally accessible locations. The District shall determine whether it can enter into a joint use agreement, joint powers authority, or other partnership agreement such as a public-private partnership to develop joint administrative functions. Such an arrangement may also include use of property for other purposes, including housing for District employees.
2. The District's warehousing and facility operations infrastructure should be upgraded. The District shall determine how it can upgrade the facilities that house these functions in a manner that is cost-neutral or revenue generating, if possible. This upgrade may include entering in a joint use agreement or other partnership agreement with other entities.

V. Using District Properties to Generate Unrestricted Revenues to Support Services and Programs for Students

1. Properties that are not being used to educate students, provide core administrative services, or leased by community-based partner organizations, shall be leased to other entities unless the Board of Education declares the property surplus and approves the sale of any such property.
2. Except as provided by law or in this policy, rental rates for non-OSD facility users shall be based on the type of use and set at a rate that supports the generation of unrestricted general fund revenues to support programs and services for students and generate cash reserves for long-term maintenance, equipment, and capital facilities needs. No later than December 11, 2013, the Superintendent shall develop administrative guidelines establishing rates for non-OSD facility users.

VI. Creation of Real Estate Manager Position

Creation of a Real Estate Manager position that will be responsible for strategic management and optimization of the District's real estate assets, property management, and information related to easements, assessments, encroachment, permits, leases, licenses, and developer fees. The Real

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Estate Manager should be the point of contact regarding the use of district facilities, including Proposition 39 facility use.

8/14/13