

FACILITIES

The following operating procedures are in accordance with SP 3280 / AR 3280; and SP 3517:

Property Purchase

- Purchase of real property may occasionally become necessary in order to meet the housing needs of BCOE programs and services.
- Prior to beginning the process to purchase property, a needs analysis must be completed, and a discussion held between the program Manager/Director in need of housing and their Division Assistant Superintendent. Once the need has been established, the Division Assistant Superintendent can discuss the needs analysis and options with the Superintendent.
- After initial approval from the Superintendent, the Division Assistant Superintendent and/or program Manager/Director should contact the Maintenance/Operations & Facilities (M&O) Manager.
- The M&O Manager facilitates researching potential sites, arranges for any necessary property appraisals, evaluations, architect verifications, etc.
- It is the responsibility of the M&O Manager to ensure that all requirements involved with the purchase of real property, such as complying with CA Environmental Quality Assurance (CEQA) for example, are met as required by law, including Escrow and Title insurance.
- Funding for the purchase of real property can be met by a variety of sources, such as BCOE general fund, CA State School Facility Program, and Certificates of Purchase (COPS). The purchase price of the property cannot exceed the appraised value of the property.
- The M&O Director, Division Assistant Superintendent, program Manager/Director, and Assistant Superintendent of Statewide and Local Support all work together to achieve the best possible housing solution for the program in need.
- Once a potential property purchase site has been established, the Board of Education will need to approve entering into a contract with the current property owner in regards to BCOE's intent to purchase.
- Title to the real property is held in the name of the Butte County Board of Education; the Superintendent, as Secretary for the Board, signs/executes the bill of sale on behalf of the Board of Education.

Property Rental / Lease

- Rental or lease of real property may occasionally become necessary in order to meet the housing needs of BCOE programs and services.

- Prior to beginning the process to rent/lease property, a financial analysis should be completed, and a discussion held between the program Manager/Director in need of housing and their Division Assistant Superintendent.
- Once the need has been established and initial approval from the Division Assistant Superintendent is in place, the Division Assistant Superintendent and/or program Manager/Director should contact the Maintenance/Operations & Facilities (M&O) Director.
- The M&O Director facilitates the research of potential sites and initiates communication with the landlord/owner. With guidance and confirmation from the applicable Division Assistant Superintendent and program Manager/Director, the M&O Director also negotiates and finalizes the rental/lease agreement.
- The M&O Director, Division Assistant Superintendent, program Manager/Director, and Assistant Superintendent of Statewide and Local Support all work together to achieve the best possible housing solution for the program in need.
- The recommended term for rental/lease agreements is 60 months, unless otherwise arranged. Rental/lease agreements may be established utilizing the standard format of the landlord/owner, or a BCOE standard agreement may be utilized. The fully executed agreement is retained with the M&O department.
- The M&O department ensures that all rental/lease agreements contain an escape clause in order to accommodate future reductions in program funding.
- The renting/leasing program is responsible to encumber an annual purchase order, encumbering the funds necessary for rental/lease payments throughout the fiscal year. The original purchase order is submitted to Accounts Payable and regular payments are completed based on the terms of the rental/lease agreement.

General Setup, Maintenance, and Repairs of Property

- The general setup, maintenance, and repairs of any owned, rented, or leased property will vary per site. The M&O department will arrange, support, and assist with the needs of each program site, based on these variances.
- The following is a general list of the setup, service arrangements, and supplies that are available through the M&O department, based on the need and situation of each site:
 - Groundskeeping
 - Custodial
 - Pest control
 - Fire extinguisher
 - Garbage setup
 - Utilities setup
 - Telephone service and cabling
 - Mail / Courier
 - Keys
 - Alarm setup
 - Cleaning and custodial supplies
 - Paper supplies
 - Network cabling

- The Information Technology department (IT) will set up any necessary network connectivity and technology equipment.

Facilities Inspection

- In addition to the regular routine maintenance and repairs completed by the M&O department, annual facility inspections are completed per guidelines mandated by the Williams Settlement Legislation (Williams Act).
- The Williams Act is designed to ensure that all schools have equal access to sufficient instructional materials, qualified teachers, and safe and well-maintained facilities. Annual scheduled and unscheduled visits to schools are performed to check for compliance. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
- District schools identified as Academic Performance Index (API) 1-3 are required to be inspected in order to verify the sufficiency of instructional materials, condition of facilities and information reported on the School Accountability Report Card (SARC). It is not mandatory to inspect Preschool sites, however these sites may be routinely inspected to ensure overall student safety.
- The M&O Technicians use the Facilities Inspection Tool (FIT) form to note the status of each specified standard per Williams Act guidelines. The FIT form is generated by the Office of Public School Instruction and is available on their website if needed.
- The FIT form, upon completion, will calculate the school rating and percentage of each school site. Any necessary repairs identified during facility inspections are promptly addressed and completed by the M&O department.
- The completed FIT form is provided to the Auditor, and regular reports regarding facility inspection are provided to the Butte County Board of Education by the Superintendent or designee.