



# Compton Unified School District

Facilities Management

Comprehensive Review

February 2000

**Administrative Agent**  
**Larry E. Reider**  
**Office of Kern County**  
**Superintendent of Schools**

Chief Executive Officer  
Thomas E. Henry

## 1.2 School Safety – Appropriate Security Devices in Buildings

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### Legal Standard

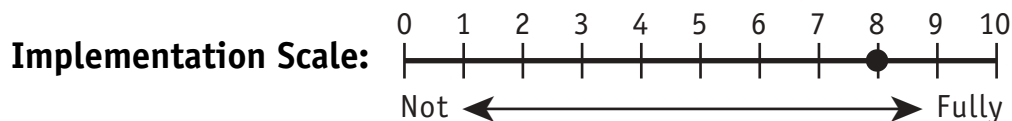
The district includes the appropriate security devices in the design of new buildings as well as in modernized buildings. [E.C. 32020, 32211, 35294-35294.9, 39670-39675]

### Progress on Recommendations and Recovery Steps

1. The district annually is reviewing district design standards to ensure the continued incorporation of security devices meets the various needs of the district. The district has contracted with a security firm, Cal Security System, to perform these reviews.
2. Included in the master plan for the district is the continued incorporation of security devices as newly constructed and modernized facilities are completed.
3. The master plan has established a priority list of sites related to security issues in order to maximize the cost/benefit relationship when installing security devices.
4. The district should incorporate the master plan in all of its security device decisions.

### Standard Implemented: Fully - Substantially

February 1999 Rating: 8  
August 1999 Rating: 8  
February 2000 Self Rating: 8  
February 2000 Rating: 8



## 1.3 School Safety - Plan for Protection of People and Property

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### Legal Standard

Demonstrate that a plan of security has been developed, which includes adequate measures of safety and protection of people and property. [E.C. 32020, 32211, 35294-35294.9, 39670-39675]

### Progress on Recommendations and Recovery Steps

1. The district has contracted with Cal Security Systems to provide after hours and weekend patrol.
2. The district has provided training to management staff members who, in turn, are providing training to 125 employees in different areas, e.g., motivating staff and dealing with complaints.
3. The district annually is reviewing design standards to ensure the continued incorporation of security devices meets the various needs of the district. The district has contracted with a security firm, Cal Security System, to perform these reviews.
4. Included in the master plan for the district is the continued incorporation of security devices as newly constructed and modernized facilities are completed.
5. The master plan has established a priority list of sites related to security issues in order to maximize the cost/benefit relationship when installing security devices.
6. The district should incorporate the master plan in all of its security device decisions.

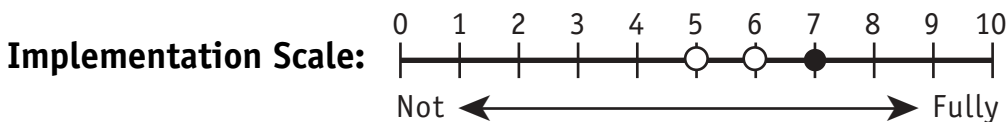
### Standard Implemented: Partially

February 1999 Rating: 5

August 1999 Rating: 6

February 2000 Self Rating: 7

February 2000 Rating: 7



## 2.1 Facility Planning – Maintenance of a Long-Range Facilities Master Plan

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### Professional Standard

Compton Unified School District should have a long-range school facilities master plan.

Progress on Recommendations and Recovery Steps

1. The district has been provided with a draft of a master plan that was complete by Fields and Devereaux. This plan has been utilized in applying for critical hardship, new construction and modernization funding. As a result, the district has been successful in qualifying for each.

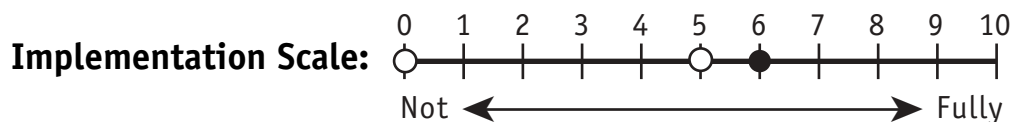
### Standard Implemented: Partially

February 1999 Rating: 0

August 1999 Rating: 5

February 2000 Self Rating: 6

February 2000 Review 6



## 2.3 Facility Planning – Efforts to Seek State and Local Matching Funds

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### Professional Standard

Compton Unified School District should seek state and local funds.

### Progress on Recommendations and Recovery Steps

1. The district has been unsuccessful in its recent bond attempt.
2. The district has been successful in obtaining eligibility status for modernization, new construction and critical hardship funding.

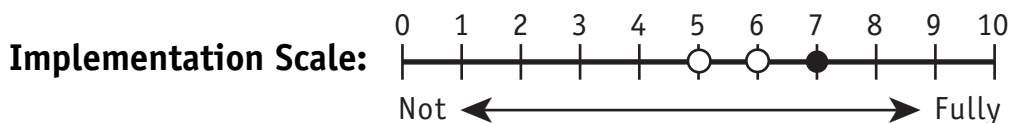
### Standard Implemented: Partially

February 1999 Rating: 5

August 1999 Rating: 6

February 2000 Self Rating: 7

February 2000 Rating: 7



## 2.4 Facility Planning – Existence of a District Facility Planning Committee

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### Professional Standard

Compton Unified School District should have a facility planning committee.

### Progress on Recommendations and Recovery Steps

1. The district did establish a community facilities committee to provide input and direction to the architecture firm that was completing the master plan. Many community forums also were conducted to solicit community input. While the turnout was not as high as the district hoped, the information obtained was utilized by the community facilities committee in working with the architects.
2. The district has been successful in completing a facilities master plan. The draft plan has been submitted by Fields and Devereaux.
3. The district should continue to utilize the community facilities committee in the implementation of the master plan.

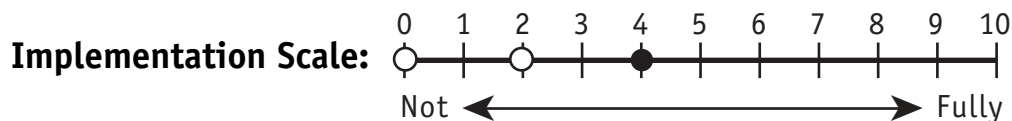
### Standard Implemented: Partially

February 1999 Rating: 0

August 1999 Rating: 2

February 2000 Self Rating: 5

February 2000 Rating: 4



## 2.6 Facility Planning – Implementation of an Annual Capital Planning Budget

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### Professional Standard

Compton Unified School District should develop and implement an annual capital planning budget.

### Progress on Recommendations and Recovery Steps

1. The district has been unsuccessful in recent efforts to pass a general obligation bond.
2. The district has been successful in obtaining eligibility for modernization, new construction and critical hardship funding.

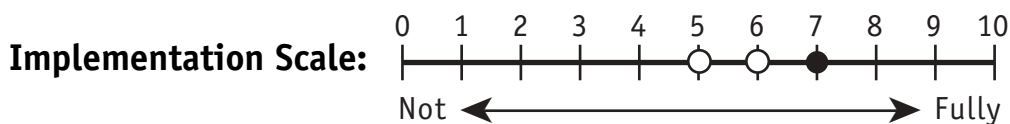
### Standard Implemented: Partially

February 1999 Rating: 5

August 1999 Rating: 6

February 2000 Self Rating: 7

February 2000 Rating: 7



## 2.7 Facility Planning – Standards for Real Property Acquisition and Disposal

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### Legal Standard

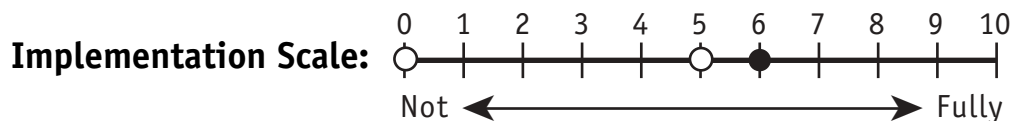
Compton Unified School District should have standards for real property acquisition and disposal.  
[E.C. 39030, 39290, 39295, 39360, 39390, 39480]

### Progress on Recommendations and Recovery Steps

1. The master plan has been completed by Fields and Devereaux. The draft plan has been submitted to the district.
2. Included in the master plan are the proposed standards for the real property acquisition and disposal.

### Standard Implemented: Partially

February 1999 Rating: 0  
August 1999 Rating: 5  
February 2000 Self Rating: 6  
February 2000 Rating: 6





## 2.14 Facility Planning – Collection of Statutory Developer Fees

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### Legal Standard

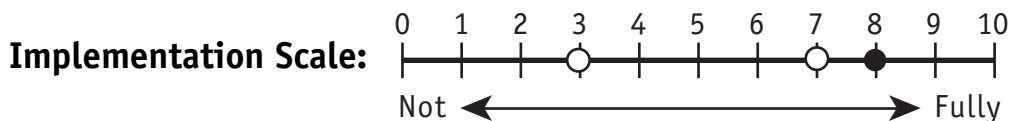
Compton Unified School District should collect statutory school fees. [E.C. 17620, G.C. 65995, 66000]

### Progress on Recommendations and Recovery Steps

1. In July 1999, a developer fee study was completed. The district increased the fees for residential development and commercial and industrial development to \$1.93 and \$.31 respectively, and is collecting at the same rate. This is the full statutory impact fee allowable.
2. As a result of this developer fee increase, the district has increased revenues by \$600,000 to \$700,000, bringing the total to \$2.2 million.

### Standard Implemented: Fully - Substantially

February 1999 Rating: 3  
August 1999 Rating: 7  
February 2000 Self Rating: 7  
February 2000 Rating: 8



## 2.15 Facility Planning – Consideration of an Asset Management Plan

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### Legal Standard

Compton Unified School District should consider developing an asset management plan. [E.C. 39030, 39290, 39295, 39260, 39480]

### Progress on Recommendations and Recovery Steps

1. The master plan has been completed by Fields and Devereaux. The draft plan has been submitted to the district. As a result, the district has begun to develop an asset management plan.
2. In the next six months, the district should make the asset management plan a working document that compliments and drives the master plan.

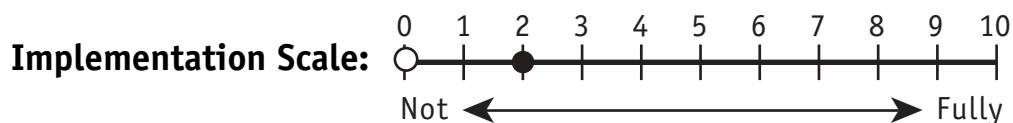
### Standard Implemented: Partially

February 1999 Rating: 0

August 1999 Rating: 0

February 2000 Self Rating: 2

February 2000 Rating: 2



### 3.3 Facilities Improvement and Modernization – Application to State Allocation Board for Facilities Funding

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#### Professional Standard

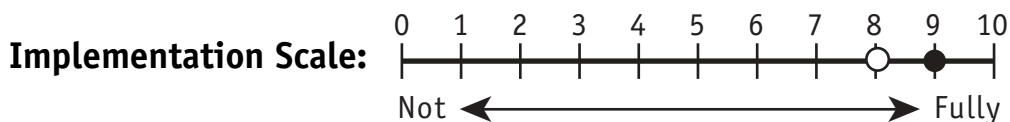
The CUSD applies to the State Allocation Board for facilities funding for all applicable projects.

#### Progress on Recommendations and Recovery Steps

1. The district has changed its Public School Construction (PSC) 80/20 Application to reflect a 50/50 match. As a result, the district has been approved for eligibility.
2. The district also has been approved for eligibility of critical hardship and modernization funding.

#### Standard Implemented: Fully - Substantially

February 1999 Rating: 8  
August 1999 Rating: 8  
February 2000 Self Rating: 8  
February 2000 Rating: 9



### 3.4 Facilities Improvement and Modernization – Determination of Maximum Eligibility for State Funding

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#### Professional Standard

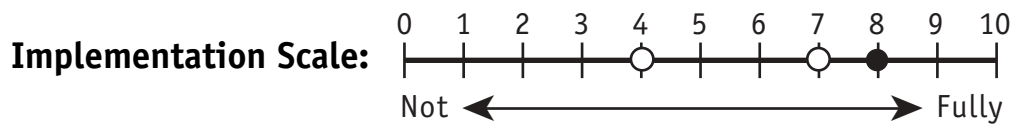
The CUSD consistently reviews and monitors its eligibility for State funding so as to capitalize upon maximal funding opportunities.

#### Progress on Recommendations and Recovery Steps

1. The district has been monitoring its applications for special funding consistently and thoroughly.
2. The district has changed its Public School Construction (PSC) 80/20 Application to reflect a 50/50 match. As a result the district has been approved for eligibility.
3. The district has also been approved for eligibility of critical hardship and modernization funding.

#### Standard Implemented: Fully - Substantially

February 1999 Rating: 4  
August 1999 Rating: 7  
February 2000 Self Rating: 8  
February 2000 Rating: 8



### 3.8 Facilities Improvement and Modernization – Approval of Plans and Specifications Prior to Contract Award

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#### Legal Standard

The CUSD obtains approval of plans and specifications from the Division of the State Architect and the Office of Public School Construction (when required) prior to the award of a contract to the lowest, responsible bidder. [E.C. 17263, 17267]

#### Progress on Recommendations and Recovery Steps

1. Board policy has not been established at this time.
2. The district has recently contracted with PMCM to approve all construction plans prior to commencement by the Division of the State Architect and the Office of Public School Construction to maintain maximum funding eligibility.

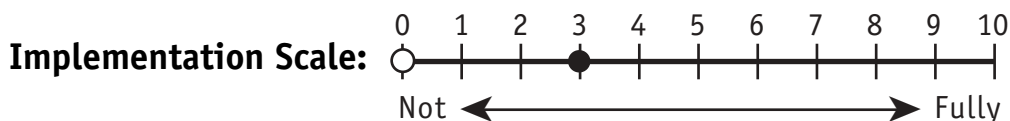
#### Standard Implemented: Partially

February 1999 Rating: 0

August 1999 Rating: 0

February 2000 Self Rating: 4

February 2000 Rating: 3



### 3.14 Facilities Improvement and Modernization – Knowledge of Division of State Architect Procedures

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#### Professional Standard

Staff within the CUSD is knowledgeable of procedures within the Division of the State Architect (DSA).

#### Progress on Recommendations and Recovery Steps

1. The district has recently contracted with PMCM to approve all construction plans prior to commencement by the Division of the State Architect (DSA) and the Office of Public School Construction to maintain maximum funding eligibility. The firm was selected due to its knowledge of DSA procedures.
2. The district relies on this firm to approve contracts. This is an adequate process. However, staff still should receive training to better monitor the effectiveness of this process and to add to its expertise.

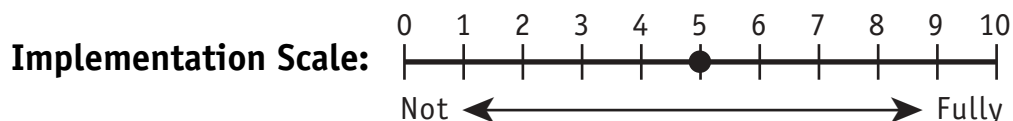
#### Standard Implemented: Partially

February 1999 Rating: 5

August 1999 Rating: 5

February 2000 Self Rating: 5

February 2000 Rating: 5



## 4.1 Construction of Projects – An Appropriate Project Management Structure Exists

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### Professional Standard

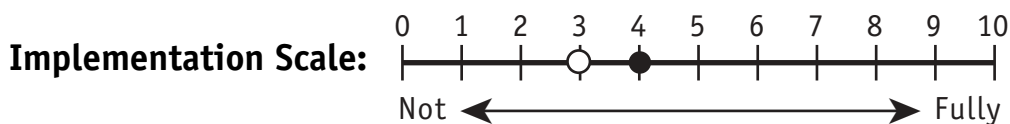
The CUSD maintains an appropriate structure for the effective management of its construction projects.

### Progress on Recommendations and Recovery Steps

1. The district has employed PMCM to establish procedures to better review plans and specifications prepared by their project architects and engineers prior to bidding and contract award.
2. The review by PMCM ensures that plans are complete, accurate and appropriate for the particular project goals. Any required changes to plans and specifications are to be incorporated prior to award of the construction contract.
3. The district still needs to provide all facilities department staff with professional training related to project and construction management. Ideally, this training should be uniform for all staff.

### Standard Implemented: Partially

February 1999 Rating: 3  
August 1999 Rating: 3  
February 2000 Self Rating: 5  
February 2000 Rating: 4



## 4.3 Construction of Projects – Appropriate Project Records and Drawings are Maintained

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### Professional Standard

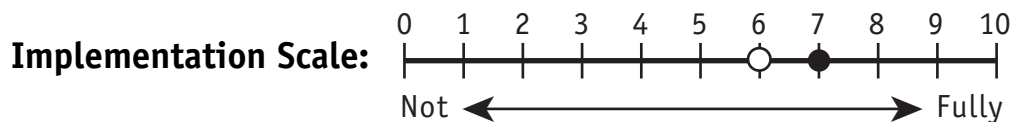
The CUSD maintains appropriate project records and drawings.

### Progress on Recommendations and Recovery Steps

1. Due to the inadequate storage of records, all the site maps have been rendered useless. For this reason, the district contracted with an outside firm to provide all new site plans. As of this report, 28 of 34 new site plans have been developed.
2. The old storage areas were determined to be inadequate. There are existing plans to destroy this area and discontinue its use. The new plans that have been developed will be stored on CD ROM and will be stored in a new area previously housing the Risk Management Department.
3. The district is developing plans through the new storage system for recording the checkout and return of plans. With the use of the CD ROM storage system, there will be a limited need for preprinted documents.
4. The district has obtained eligibility for \$107 million in critical hardship funding. As a result of this funding in conjunction with new construction and modernization funding, the district has hired a blueprint company to update all 1A's for all sites.

### Standard Implemented: Partially

February 1999 Rating: 6  
August 1999 Rating: 6  
February 2000 Self Rating: 6  
February 2000 Rating: 7





## 5.4 Compliance with Public Contracting Laws and Procedures – Development of Biddable Plans and Specifications

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### Professional Standard

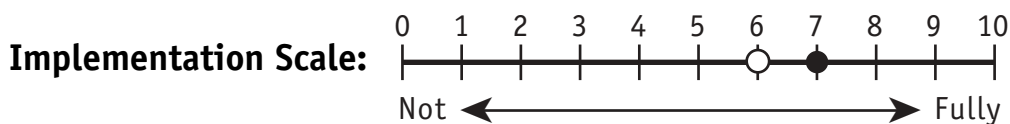
The CUSD ensures that biddable plans and specifications are developed through its licensed architects/engineers for respective construction projects.

### Progress on Recommendations and Recovery Steps

1. In order for the district to analyze the ability to bid plans and specifications for future projects, the district has developed a comprehensive master plan. The draft of this plan has been presented to the district.
2. In order for the district to analyze the ability to bid plans and specifications for future projects, the district has contracted with PMCM to provide project management services.
3. To further insure the ability to bid plans and specifications for future projects, the district has extended an offer of intent to GK&K to provide modernization project oversight.
4. Lastly, the district contracted with Viron, an energy conservation company, which has provided plans for electrical needs that will now be used to develop electrical standards for the district.

### Standard Implemented: Partially

February 1999 Rating: 6  
August 1999 Rating: 7  
February 2000 Self Rating: 7  
February 2000 Rating: 7



## 6.1 Special Education Facilities – Compliance with CDE Regulations

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### Professional Standard

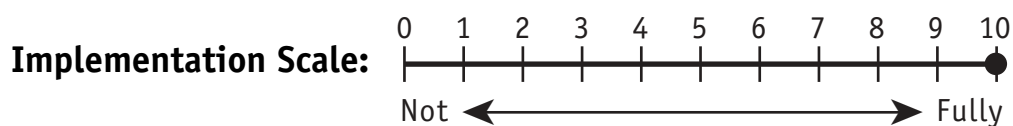
The CUSD complies with California Department of Education (CDE) requirements relative to the provision of Special Education facilities.

### Progress on Recommendations and Recovery Steps

1. The district is sustaining this standard and no further recommendations are required at this time.

### Standard Implemented: Fully - Sustained

February 1999 Rating: 10  
August 1999 Rating: 10  
February 2000 Self Rating: 10  
February 2000 Rating: 10



## 6.3 Special Education Facilities – Adequacy for Instructional Program Needs

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### Professional Standard

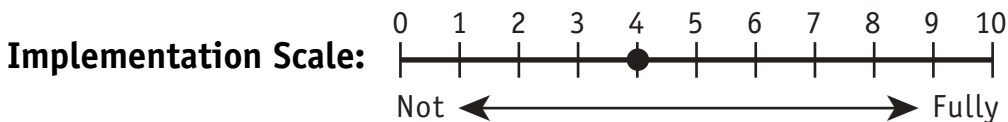
The CUSD provides facilities for its Special Education programs which provide appropriate learning environments in relation to educational program needs.

### Progress on Recommendations and Recovery Steps

1. An analysis of existing space allocations comparison with program needs and expectations to ensure that the delivery of quality special education programs are not inhibited due to space or location limitations has not been included in the district's master plan.
2. The master plan must be amended to include the analysis and recommendations provided through the California Department of Education (CDE), the State Allocation Board, and the Los Angeles County Office of Education relative to suggested areas for these special education programs.
3. The master plan must address the need to correct any space or location deficiencies that exist within respective district school sites relative to the delivery of instruction services and programs for special education students.
4. The fiscal impact associated with the implementation of the revised master plan needs to be developed and considered within the broader context of facilities-related needs within the district.
5. The district has obtained eligibility for critical hardship, new construction and modernization funding, and it is in the process of applying for State Class Size Reduction funding.

### Standard Implemented: Partially

February 1999 Rating: 4  
August 1999 Rating: 4  
February 2000 Self Rating: 4  
February 2000 Rating: 4



## 7.3 Implementation of Class Size Reduction – Compliance with CDE Space Requirements

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### Professional Standard

The CUSD has complied with CDE suggested space requirements relative to the provision of educational environments for the implementation of Class Size Reduction (CSR).

### Progress on Recommendations and Recovery Steps

1. The district has revised its modular classroom standard of 960 square feet to 1,440 square feet.
2. The district has elected to add a second door to the DSA modular buildings currently housing classrooms. New units are being purchased that already provide for a second door.
3. The district continues to monitor CDE regulations and is attempting to comply with any new requirements.

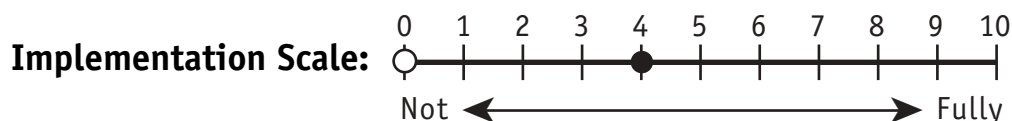
### Standard Implemented: Partially

February 1999 Rating: 0

August 1999 Rating: 0

February 2000 Self Rating: 4

February 2000 Rating: 4



## 8.1 Facilities Maintenance and Custodial – Implementation of An Energy Conservation Program

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### Professional Standard

The district should have an adopted policy for energy conservation and should take steps to implement an effective energy conservation program.

### Progress on Recommendations on Recovery Steps

1. The district has not as yet established a districtwide policy to install high efficiency electrical and mechanical equipment. However, the district has contracted with Viron to conduct an energy efficiency evaluation. This evaluation has been completed and incorporated into the master plan for the district.
2. The district has not held semiannual meetings with school site and administrative staff on how to be energy efficient.
3. An appropriate source of capital funding has been identified. The district has qualified for critical hardship, new construction and modernization funding. The results of the energy assessment can now be implemented without an infusion of substantial resources from the general fund.
4. Recent bond elections have not been successful. However, the recently approved qualification for \$107 million in critical hardship funding may result in decreasing the need for a bond election. The district has hired an energy consultant to help implement an effective energy conservation plan.

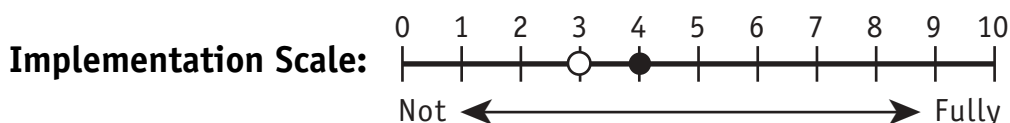
### Standard Implemented: Partially

February 1999 Rating: 3

August 1999 Rating: 3

February 2000 Self Rating: 4

February 2000 Rating: 4



## 8.3 Facilities Maintenance and Custodial – Determination of Eligibility for State Funding

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### Professional Standard

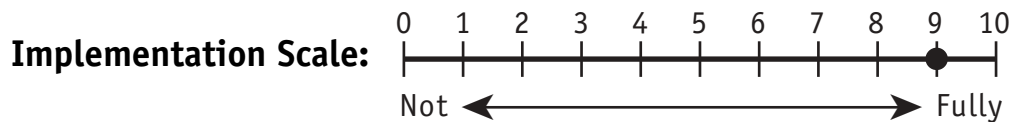
The district should have identified all eligible sites for state funding and should have filed an application for each eligible site with the Office of Public School Construction.

### Progress on Recommendations on Recovery Steps

1. The district has not been successful in passing a general obligation bond. The district did, however, change its application from the Lease Purchase Program to the newer SB 50 Construction Program requiring a 50/50 match for new construction.
2. The district has qualified for \$107 million in critical hardship funding. The district was successful in securing new construction and additional modernization funding.
3. The use of outside consultants has resulted in maximizing the district's chances of receiving funds.

### Standard Implemented: Fully - Substantially

February 1999 Rating: 9  
August 1999 Rating: 9  
February 2000 Self Rating: 9  
February 2000 Rating: 9



## 8. 5 Facilities Maintenance and Custodial – Adequate Maintenance Records and Inventories

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### Professional Standard

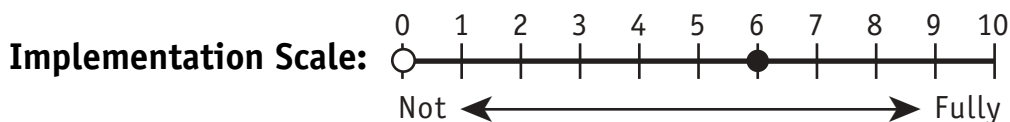
Adequate maintenance records and reports are kept, including a complete inventory of supplies, materials, tools and equipment. All employees required to perform maintenance on school sites should be provided with adequate supplies, equipment and training to perform maintenance tasks in a timely and professional manner. Included in the training is how to inventory supplies and equipment and when to order or replenish them.

### Progress on Recommendations on Recovery Steps

1. The district's process for tracking maintenance requests is still cumbersome.
2. The district has implemented a mobile team that ensures that only the materials that are a part of the normal inventory are carried.
3. The facilities and maintenance department will be moving into the "L" building, formally the Risk Management Department, on February 8. After this move, the department plans on maintaining a computerized inventory of materials.
4. The firm Maximo will be evaluating systems to ensure that an accurate supply inventory is maintained. Employees should be held accountable for their part in keeping the inventory accurate. This is best done in the evaluation process.

### Standard Implemented: Partially

February 1999 Rating: 0  
August 1999 Rating: 6  
February 2000 Self Rating: 6  
February 2000 Rating: 6



## 8.6 Facilities Maintenance and Custodial – Procedures for Evaluation of Maintenance and Operations Staff

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### Professional Standard

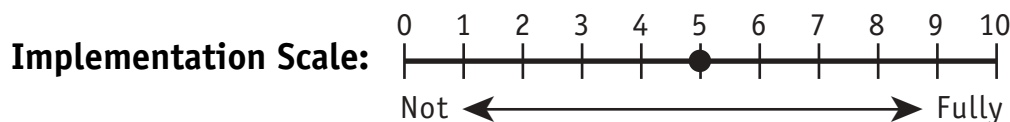
Procedures are in place for evaluating the work quality of maintenance and operations staff. The quality of the work performed by the maintenance and operations staff should be evaluated on a regular basis using a board adopted procedure which delineates the areas of evaluation and the types of work to be evaluated.

### Progress on Recommendations and Recovery Steps

1. Only initial steps have been taken to implement this standard. The district has provided some in-service training for all supervisory personnel in the proper documentation of personnel standards. The practice of regular in-service training should become an integral part of the evaluation process.
2. The district has hired a maintenance coordinator who will assist the supervisor in verifying work completed and will assist in the coordination of effort between the facilities and maintenance employees.
3. The firm Maximo will be evaluating systems to ensure that an accurate supply inventory is maintained. Employees should be held accountable for their part in keeping the inventory accurate. This is best done in the evaluation process.

### Standard Implemented: Partially

February 1999 Rating: 5  
August 1999 Rating: 5  
February 2000 Self Rating: 5  
February 2000 Rating: 5





## 8.7 Facilities Maintenance and Custodial – Identification of Maintenance and Custodial Responsibilities

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### Professional Standard

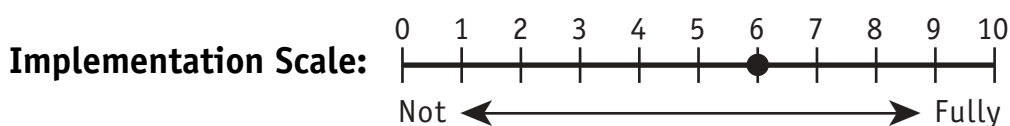
Major areas of custodial and maintenance responsibilities and specific jobs to be performed have been identified. Custodial and maintenance personnel should have written job descriptions that delineate the major areas of responsibilities that they will be expected to perform and will be evaluated upon.

### Progress on Recommendations and Recovery Steps

1. The district has not rewritten individual job descriptions to include references to specific job requirements delineated in the Facilities and Grounds Handbook.
2. The Facilities and Grounds Handbook has been rewritten to include job responsibilities that are more clear and are assigned specifically to a type of employee position.
3. The handbook was not available to verify if graffiti and vandalism topics were moved from Item M to Item A.

### Standard Implemented: Partially

February 1999 Rating: 6  
August 1999 Rating: 6  
February 2000 Self Rating: 6  
February 2000 Rating: 6



## 8.9 Facilities Maintenance and Custodial – Implementation of a Preventive Maintenance Program

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### Professional Standard

The district has an effective preventive maintenance program. The district should have a written preventive maintenance program that is scheduled and followed by the maintenance staff. This program should include verification of the completion of work by the supervisor of the maintenance staff.

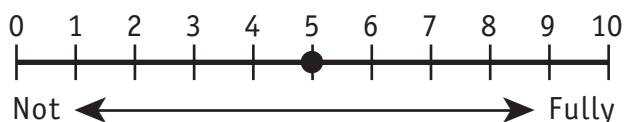
### Progress on Recommendations and Recovery Steps

1. The district has hired a new coordinator to evaluate the new mobile maintenance unit. The evaluation had not been conducted as of the date of this review.
2. Preventive maintenance still needs to improve. The coordinator is in the early stages of reviewing work orders assigned to the shop to verify that the work requested has been completed in a satisfactory and timely manner.
3. The district still needs to include positive or negative findings in the appropriate employee's evaluation and personnel folder.
4. The district still needs to develop an annual report to the Advisory Board and administration showing the progress made by the preventive maintenance program.
5. The district is in the process of developing long-range estimates of the financial needs of the program. The facilities and maintenance division is working closely with the financial department to make this happen.
6. The district has not displayed the projects identified for preventive maintenance in the coming years. However, it is performing some long-range planning.
7. Staff is receiving training on new systems and cost savings methods. Staff is still lacking some skills, and manpower availability remains a problem.

### Standard Implemented: Partially

February 1999 Rating: 5  
August 1999 Rating: 5  
February 2000 Self Rating: 5  
February 2000 Rating: 5

### Implementation Scale:



## 9.6 Instructional Program Issues – Plan to Maintain Equality/Equity of District Facilities

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### Legal Standard

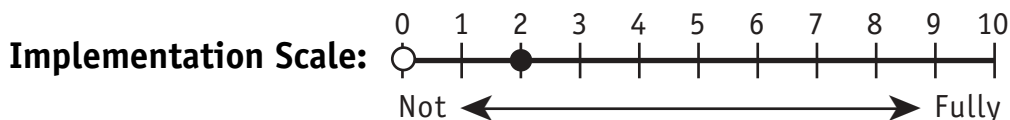
The CUSD has developed and maintains a plan to ensure equality and equity of its facilities throughout the district. [E.C. 35293]

### Progress on Recommendations and Recovery Steps

1. The district has received a draft copy of the district master plan. FCMAT will review this plan in the next six-month review to determine if the identified recommendations have been included:
  - The development of a process by which to address the implementation of facilities improvements.
  - More clearly identified and understood district-level standards with respect to the number and quality of facilities required on order to accommodate the delivery of instruction to students.
  - The identification and documentation of “sub-areas” within district boundaries.
2. Specific facility discrepancies that exist at respective sites have been identified and estimated costs developed.

### Standard Implemented: Partially

February 1999 Rating: 0  
August 1999 Rating: 0  
Self Review 2  
February 2000 Rating: 2



## 9.7 Instructional Program Issues – Adequate Heating and Ventilation Exists in all Schools

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### Professional Standard

All schools shall have adequate heating and ventilation.

### Progress on Recommendations and Recovery Steps

1. The study to make recommendations for replacement of HVAC systems districtwide has been completed. The district has qualified for critical hardship, new construction and additional modernization funding to implement the recommendations cited in this study. The district plans to begin implementation in the next three months.

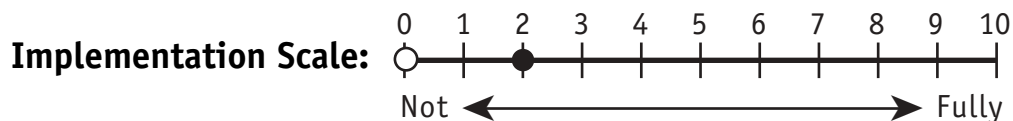
### Standard Implemented: Partially

February 1999 Rating: 0

August 1999 Rating: 2

Self Review 3

February 2000 Rating: 2



# 9.8 Instructional Program Issues – Adequate Lighting and Electrical Service is Provided

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## Professional Standard

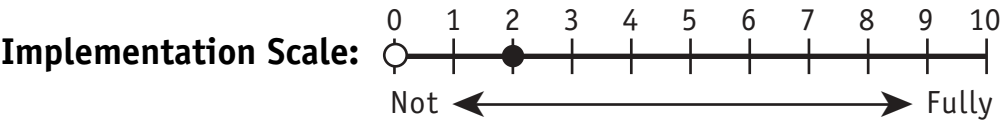
All schools shall have adequate lighting and electrical service.

## Progress on Recommendations and Recovery Steps

- 1. The study to make recommendations for adequate lighting and electrical service districtwide has been completed. The district has qualified for critical hardship, new construction and additional modernization funding to implement the recommendations cited in this study. The district plans to begin implementation in the next three months.

## Standard Implemented: Partially

|                       |   |
|-----------------------|---|
| February 1999 Rating: | 0 |
| August 1999 Rating:   | 0 |
| Self Review           | 2 |
| February 2000 Rating: | 2 |



## 9.11 Instructional Program Issues – Facilities Reflect Community Standards and Expectations

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### Professional Standard

Facilities within the CUSD reflect the standards and expectations established by the community.

### Progress on Recommendations and Recovery Steps

1. The district has established a community facilities committee to provide input and direction to the architect firm that was completing the master plan. Many community forums also were conducted to solicit community input. While the turnout was not as high as the district hoped, the information obtained was utilized by the community facilities committee in working with the architects.
2. This committee will continue to meet regarding the implementation of the master plan.

### Standard Implemented: Partially

February 1999 Rating: 0

August 1999 Rating: 0

Self Review 2

February 2000 Rating: 2

