



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 3105

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CATEGORY: **Facilities, Planning**

EFFECTIVE: **7-11-78**

SUBJECT: **Advisory Committee for Utilization of Excess School Property**

REVISED: **12-16-02**

A. PURPOSE AND SCOPE

1. To define the composition, selection/appointment process, and responsibilities of the Advisory Committee on the Utilization of Excess School Property (ESP Committee).
2. **Related Procedures:**
 - Legal guidelines for meetings conducted by citizens
 - advisory committees 9066
 - Processing of advisory committee/council minutes 9065

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy B-2600, B-6000, C-2200, D-8050, E-2500; Education Code Sections 17387 *et seq.*
2. Education Code Sections 17387 *et seq.*, stipulate the involvement of community members when considering school closure and disposition of space deemed surplus by the district. Committee appointment, duties, and powers are addressed in this section of the Education Code.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Chief Operating Officer, Facilities Management Branch.
2. **Definitions**
 - a. **Advisory Committee on the Utilization of Excess School Property (ESP Committee):** A board-appointed citizens' advisory group authorized to consider proposals and develop recommendations relative to the use and disposition of excess real property owned by the district.
 - b. **Committee staff support:** A district staff person designated to serve as liaison between the ESP Committee, the Facilities Management Branch, and the Institute for Learning; and to serve as staff to the committee.
 - c. **Excess (surplus) school property:** Any real property, together with any personal property located thereon, belonging to the school district that is not or will not be needed by the district for school classroom buildings at the time of delivery of title or possession.

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3. Advisory Committee on the Utilization of Excess School Property–Selection and Appointment Process

- a. The Board of Education and superintendent shall appoint a nine-member committee. Each board member shall nominate one individual and the superintendent shall nominate the remaining four members. All nominations are presented to and voted upon by the Board of Education; appointment to the committee shall be by board action.
- b. The committee shall be representative of:
 - (1) The ethnic, age group, and socioeconomic composition of the district.
 - (2) The business community, such as company owners, managers, or supervisors.
 - (3) Residential property owners or renters, with preference to be given to representatives of neighborhood organizations.
 - (4) Teachers.
 - (5) School site administrators.
 - (6) Parents of district students.
 - (7) Persons with expertise in environmental impact analysis, legal contracts, building codes, and land use planning, including, but not limited to, knowledge of zoning and other land use regulations of the City of San Diego.
- c. Terms of office shall be shall be concurrent with the term of the appointing official (board member or superintendent).

4. Advisory Committee on the Utilization of Excess School Property–Responsibility

- a. With committee staff support, review the projected school enrollment and district facilities standards to determine the amount of surplus space and real property.
- b. Establish a priority list of use of surplus space and real property that will be acceptable to the community.

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- c. Cause to have circulated throughout the attendance area a priority list of surplus space and real property and provide for hearings of community input to the committee on acceptable uses of space and real property, including the sale or lease of surplus real property for child care development purposes.
 - d. Make a final determination of limits of tolerance of use of space and real property.
 - e. Based on the review and community input described above, develop recommendations on the use or disposition of the surplus district facilities and real property and forward to the Board of Education a report recommending uses of surplus space and real property (Property Inventory and Property Management Plan for Selected School Sites).
 - f. On an annual basis, review the recommendations of the most recent version of the "Property Inventory and Property Management Plan for Selected School Sites" and amend or validate as appropriate.
 - g. Review lease and development plans and proposals for use of surplus district facilities and real properties to ensure that they are in accordance with the current "Property Inventory and Property Management Plan for Selected School Sites."
5. **Advisory Committee for Excess School Property–Quorum.** A quorum for the transaction of business shall consist of a majority of the full membership of the committee. If no quorum is present, the meeting shall be adjourned in accordance with California law.
 6. **Advisory Committee for Excess School Property–Parliamentary Procedure.** The rules of parliamentary law embraced in the *Current Edition of Robert's Rules of Order Newly Revised* shall serve as a guide in public meetings of the committee.

D. IMPLEMENTATION (Section C.)

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

1. Long Range Facilities Master Plan

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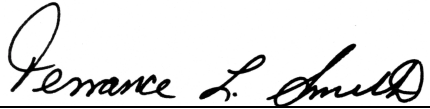
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2. Property Inventory and Property Management Plan for Selected School Sites

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education