

WILLOWS UNIFIED SCHOOL DISTRICT
Office of the Superintendent

Date of Meeting: August 7, 2025

Information Only:

AGENDA TOPIC: 5-Year Master Facilities Plan

PRESENTER: Diana Baca, Director of Business Services

Background Information:

The passage of Proposition 2 brought with it many new requirements to be eligible for project reimbursement. One of them is the development of a 5-year master facilities plan. This requirement will need to be met for applications submitted on or after October 31, 2024. Therefore, the District will need the 5-year master facilities plan to apply for funding for both completed WHS and MES kitchen modernization projects, in addition to other potentially eligible projects, such as the WHS restroom upgrade and WHS office modernization that have recently been completed.

Attached is a detailed explanation from our consultants at Hancock, Park and DeLong and a board resolution approving the need for a five-year master facilities plan. The District will work on plan options and provide the board with updates.

Recommendation:

The District recommends the Board approve the need for a five-year master facilities plan by passing resolution number 2025-26-01.

Summary for Board Packets

With the passage of the Kindergarten Through Grade 12 Schools and Local Community College Public Education Facilities Modernization, Repair, and Safety Bond Act of 2024 (Proposition 2), additional funds are available through the School Facility Program to modernize school facilities, construct new facilities, and for charter school and career technical education facility purposes. The statute that authorized Proposition 2 adds additional requirements to access the funds. One of the requirements for funding is that school districts update or develop a Five-Year Facilities Master Plan that includes certain required elements.

At its December 3, 2024, meeting, the State Allocation Board adopted the Office of Public School Construction's (OPSC) recommendation related to the timing of when the Facilities Master Plan must be submitted. The State Allocation Board approved the following:

- To allow for continuous funding of applications, for new construction, modernization, career technical education facilities, and charter school facilities funding applications submitted beginning October 31, 2024 and through 12 months after the Office of Administrative Law approval of the regulations implementing the requirement to adopt or update the master plan, school districts may submit the master plan at the time that OPSC begins to process the funding.
- To prevent delays in funding health and safety applications under the Facility Hardship or Seismic Mitigation Program submitted beginning October 31, 2024 and through 12 months after the Office of Administrative Law approval of the regulations implementing the requirement to adopt or update the master plan, school districts may submit the master plan by the time the Substantial Progress deadline for each application is reached (18 months from release of funds from the state) or the 100 percent complete Expenditure Report (Form SAB 50-06) is submitted, whichever is earlier.
- The School Board must adopt a Board Resolution acknowledging the requirement to submit the required master plan. The Board Resolution must also acknowledge that if the master plan is not submitted, the funding application may be rescinded.

OPSC and the California Department of Education are currently holding stakeholder meetings to identify the five-year master plan components that will be required and any other necessary guidance, including amended School Facility Program regulations.

The statute identifies that the master plan must be approved by the governing board and include the following required elements:

- Information on the school district's eligibility for state bond funding
- An inventory of existing facilities, sites, and property
 - Year each building in use for instructional purposes was constructed
 - Year each building in use for instructional purposes was modernized
 - Square footage of each building currently used for instructional purposes
 - Pupil capacity of the school

- Age and number of portables
- Whether the school has a cafeteria, multi-purpose room, library, or gymnasium
- Existing classroom capacity
- Projected enrollment growth for the next five years
- A capital planning budget outlining the district's projects
- Financing and other funding sources that will be used to support the projects
- Verification of the school district's current assessed value
- The school district's certified deferred maintenance plan
- A narrative description explaining how the plan "is consistent with the goals, actions, and services identified in the school district's local control and accountability plan for the first state priority as described in paragraph (1) of subdivision (d) of Section 52060, as it relates to school facilities"

The statute also requires that verification that the master plan meets the requirements be added to the Audit Guide for School Facility Program project audits.

To file an application, the governing board is required to adopt a resolution acknowledging the requirement and timelines for submitting the five-year facilities master plan and acknowledge that if the plan is not submitted the funding application may be rescinded. As a result, these two resolutions are before you to allow the filing of state applications for School Facility Program eligibility and funding, and for Facility Hardship or Seismic Mitigation applications that may be undertaken.

Therefore, Staff is recommending adoption of the attached resolutions:

- *Resolution Authorizing Filing of Applications For State Allocation Board Administered-Programs on or after October 31, 2024.*
- *Resolution Authorizing Filing of Applications For State Allocation Board Administered Facility Hardship and/or Facility Hardship Seismic Mitigation Programs*

**BEFORE THE BOARD OF EDUCATION
WILLOWS UNIFIED SCHOOL DISTRICT
COUNTY OF GLENN, STATE OF CALIFORNIA**

RESOLUTION #2025-26-01

**RESOLUTION AUTHORIZING FILING OF APPLICATION(S) FOR STATE ALLOCATION BOARD-
ADMINISTERED PROGRAMS ON OR AFTER OCTOBER 31, 2024 FOR THE WILLOWS UNIFIED
SCHOOL DISTRICT ON AUGUST 7, 2025**

WHEREAS, Education Code established multiple programs to be administered by the Department of General Services (DGS) as staff to the State Allocation Board (SAB); and

WHEREAS, the Willows Unified School District intends to file applications for eligibility determination, file applications for funding, and/or certify information under one or more SAB-Administered Program(s); and

WHEREAS, the Willows Unified School District intends to file applications for eligibility determination and/or applications for funding under the School Facility Program (SFP) as provided in Section 17070.10, et seq., of the Education Code; and

WHEREAS, as a condition of participating in the SFP, as administered by the SAB, the Willows Unified School District shall submit to the DGS a five-year school facilities master plan, or updated five-year school facilities master plan, approved by the governing board of the Willows Unified School District for all application submittals on or after October 31, 2024, and that all application submittals on or after October 31, 2024, are subject to Section 17070.54 of the Education Code; and

WHEREAS, the Willows Unified School District, as a condition of SFP funding, must submit a five-year school facilities master plan within 90-days of the Office of Public School Construction notification of processing the application; and

WHEREAS, the Willows Unified School District is aware of the minimum requirements for the five-year school facilities master plan as outlined in Section 17070.54 of the Education Code; and

WHEREAS, the Willows Unified School District acknowledges that failure to submit an acceptable five-year master plan may result in rescission of project funding.

PASSED AND ADOPTED on August 7, 2025 by the Willows Unified School District Board of Trustees by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTION:

Date: _____

Jeromy Geiger, President,
Board of Education
Willows Unified School District

CERTIFICATION

I, _____, Clerk/Secretary of the Board of Education of the Willows Unified School District, County of Glenn, certify that the foregoing is a correct copy of a resolution passed and adopted by said Board at a meeting held at its regular meeting place on August 7, 2025, which action is contained in the minutes of the meeting of said Board of Education.

Date: _____

Kirsten Gray, Clerk
Board of Education
Willows Unified School District