

DISTRICT PLAN

FOR THE

EDUCATION AND EMPLOYMENT RIGHTS OF THE HANDICAPPED

May, 1978

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Bulletin No. 20 - January 31, 1978

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PREFACE

On October 27, 1977 staff presented a report to the Board of Education at a Special 3:00 p.m. Board meeting. The purpose of this presentation was to provide Board members with information concerning the compliance requirements contained in PL 94-142 entitled, "The Education for all Handicapped Children Act" and in Section 504 of the "Rehabilitation Act."

Staff presented information concerning services and instruction relating to the Division of Special Education, responsibilities of the Personnel Division and the Personnel Commission for the employment of the handicapped, and the implications for housing both the handicapped student and the handicapped employee. It was recommended that a coordinated planning effort be initiated to facilitate compliance requirements.

Therefore, on January 31, 1978, the Superintendent issued policy Bulletin No. 20 (see Appendix). This bulletin details the background and identifies the responsibilities of all appropriate operating Divisions and Branches. You will note on page 3 a short summary of the major responsibilities of the Division of Special Education followed by a list of the responsibilities assigned to the Personnel Division and the Personnel Commission. Responsibilities assigned to the School Building Planning Division are delineated on page 4; Support Services and Auxiliary Services Branch on page 5.

Under Part V, page 6 of this Bulletin you will note that the District is responsible for preparing a District plan to reach compliance. This Plan, has been completed and is herein contained. This document must be available for public inspection and is the Plan against which the U.S. Office of Civil Rights will conduct on-site compliance evaluations.

A management plan format was developed by staff consisting of several major components. The purpose of this plan format was to insure compatibility and continuity of information among and between the responsible operating units. Additionally, a format for management plans was developed to provide an organized strategy to move toward compliance. The information contained within these management plans provide criteria against which internal assessments can be conducted to determine our progress toward compliance.

The major components of these plans are:

1. Reference information concerning the legislative authorities impacting the scope and extent of our services and policy position statements adopted by the Board of Education concerning handicapped persons.
2. A second component deals with a description of in-place District capabilities. Within this section descriptions of operational systems, existing services, current manpower resources, capital and material resources, plus other appropriate in-place capabilities are described. The purpose of this section is to insure that full utilization of all existing capabilities are used to reach compliance.

3. The third section deals with the necessary management or milestone objectives and describes both products to be developed and processes to be initiated and maintained. These are then superimposed on a time schedule to facilitate internal or external monitoring.
4. The resource analysis section is the fourth major component. This component identifies the required people resources and the thing resources such as facilities, transportation and supplies, necessary for the achievement of each objective. Estimated costs are contained in the Summary Table for each specific requirement. This summary provides information about the total cost to produce the desired objective, less the cost for in-place capabilities and the amount of funds needed to bring a specific division up to an operational level sufficient to reach compliance. Each operating division that has been assigned a major responsibility (as indicated in our policy Bulletin No. 20) has prepared a management plan for the fiscal period July 1, 1978 through June 30, 1979.

During the development of these plans, it became quite apparent that there are a significant number of unanswered questions concerning external mandates. For example, the number and extent of modifications required in our school buildings and classrooms. Regulations in Section 504 indicate that not all buildings or all classrooms have to be modified for compliance. However, several recent federal court decisions have ruled against this interpretation. Therefore, the direction our school district should take is yet to be clarified. From a practical and economic standpoint, the management plan of our Housing Division takes a very conservative approach regarding this issue.

Other unanswered questions deal with issues with which the Board of Education has a more direct control, such as providing instructional services and procedural safeguards for handicapped students. Under the free and appropriate education provisions of P.L. 94-142, an additional 7,000 District pupils will require special education services during the coming school year. Procedural safeguards will be mandated for the presently enrolled 50,000 handicapped pupils and their parents. It is estimated that 4.0 million dollars will be needed to meet these educational issues.

Given these, plus several other unanswered questions, we have prepared management plans which are not designed to bring the District into full compliance within the next fiscal year, but rather are designed to move the District toward compliance given the economic constraints facing the District plus the lack of definitive direction currently available from our state and federal agencies.

SCHOOL BUILDING PLANNING DIVISION

MANAGEMENT PLAN FOR COMPLIANCE WITH HANDICAPPED LEGISLATION
FOR THE PERIOD FROM FEBRUARY, 1978 THROUGH JUNE, 1980

Reporting Periods 1, 2 and 3

APPROVED BY:
HARRY B. SAUNDERS, DIRECTOR
SCHOOL BUILDING PLANNING DIVISION

May 10, 1978

MANAGEMENT PLAN FOR HANDICAPPED COMPLIANCE

SCHOOL BUILDING PLANNING DIVISION

May 10, 1978

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HANDICAPPED COMPLIANCE

SCHOOL BUILDING PLANNING DIVISION STATEMENT OF GOALS

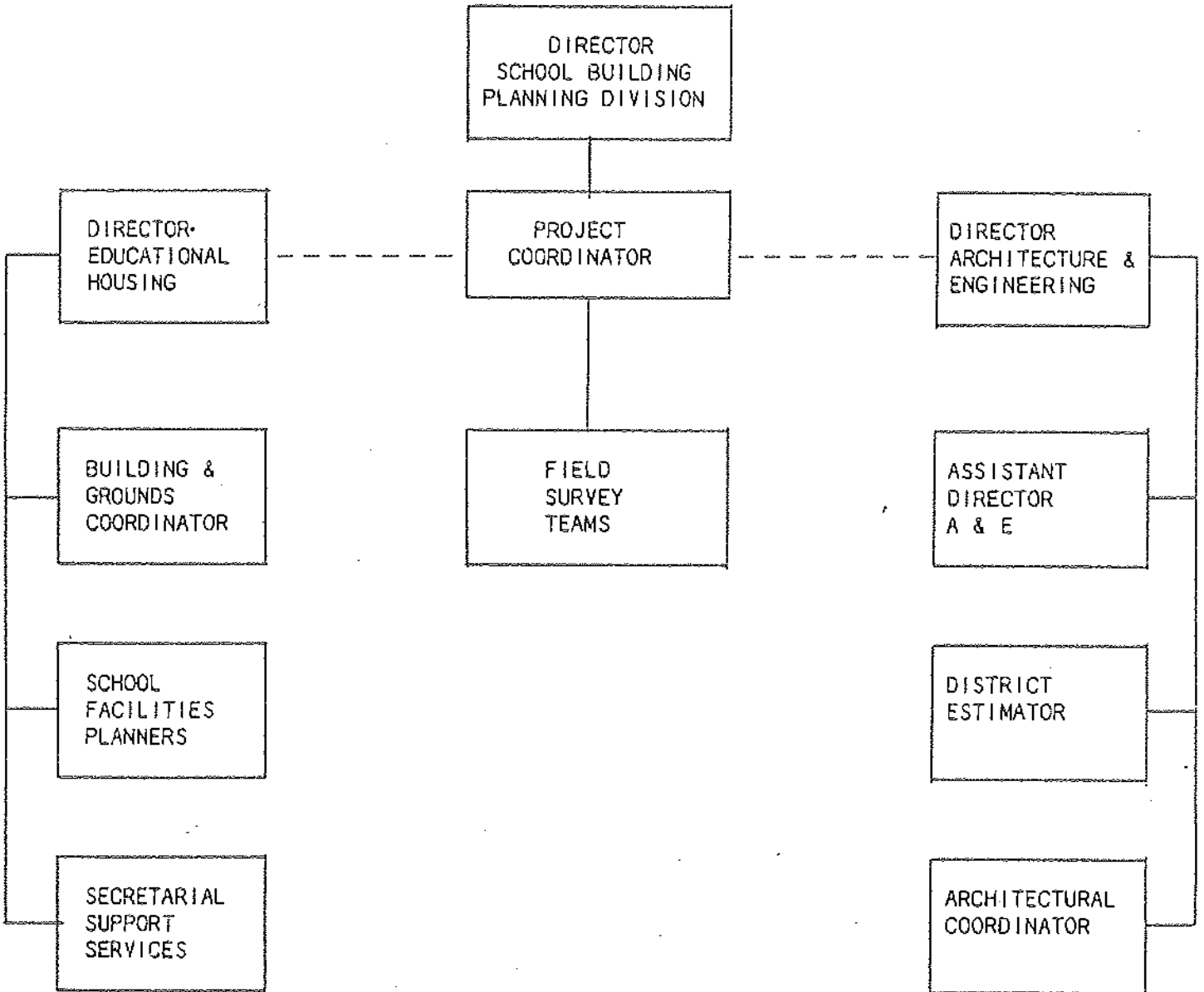
The School Building Planning Division will:

Ensure that new District facilities will meet all existing laws and regulations regarding access to and usability by handicapped persons, and will ensure that in existing facilities, modifications for the benefit of handicapped persons will be made, as funds are provided, in those buildings in each Administrative Area identified to house programs for the handicapped.

SCHOOL BUILDING PLANNING DIVISION

HANDICAPPED SURVEY: REPORTING PERIOD #1, FEBRUARY-JUNE, 1978, INCLUSIVE

ORGANIZATIONAL CHART FOR SURVEY PURPOSES



IN-PLACE CAPABILITIES

The School Building Planning Division is divided into four Branches: Architecture and Engineering, Construction, Educational Housing, and Real Estate.

The capacity and functions of each Branch, and the Division as a whole, are detailed in the attached Statement of Functions.

The objective of the Division is, "To administer, coordinate, and expedite all operations involved in the planning of school facilities and related activities in order to house the pupils, personnel, and pertinent operations of the Los Angeles Unified School District."

The Division's basic in-place capabilities, as related to the physically handicapped, are as follows:

- To consult with District and site administrators regarding housing appropriate to function.

- To identify work that needs to be done.

- To estimate related costs.

- To process projects for Board decisions and funding.

- To design or supervise project design.

- To refer approved projects to Maintenance Branch, or put projects out to bid for construction.

- To award contracts to contractors.

- To check and inspect projects.

- To process projects through acceptance phase.

The Division is budgeted for 193 positions.

PHYSICALLY HANDICAPPED SURVEY

MAJOR MILESTONES/OBJECTIVES - REPORTING PERIOD #1

M/O #1 - Conducting Physically Handicapped Survey

- A. The District has approximately 67,227 rooms in 9,784 buildings at 856 locations. The buildings and grounds at each location will be examined; every physical barrier to accessibility and usability by physically handicapped persons will be listed. (OP)

Qualifying conditions and assumptions:

- 1. That copies of all needed site and architectural plans are available.
- 2. That four qualified survey team members will be identified and employed by January 23, 1978.
- 3. That planned retirement of Architect and other key personnel this spring will not disrupt flow of survey information.

B. Method of Conducting Survey (P)

Complete survey data will be obtained for the majority of locations from computer printouts, site and architectural plans, School Facilities Planners, and other "In-house" sources. When it is determined that an office survey will not be adequate, a field survey team will travel to the location and conduct an on-site inspection. The survey will be completed with the assistance of handicapped persons.

Qualifying conditions and assumptions:

- 1. That copies of all needed site and architectural plans are available.
- 2. That four qualified survey team members will be identified and employed by January 23, 1978.
- 3. That planned retirement of Architect and other key personnel this spring will not disrupt the flow of survey information.

M/O #2 - Collation of Data by Site

- A. The data gathered from office and field surveys, computer printouts, School Facilities Planners, and other sources will be assembled in appropriate format for the Estimator. (OP)

Qualifying conditions and assumptions:

- 1. That needed data is included in available printouts.
- 2. That sufficient clerical time be available to retrieve needed data from printouts.

3. That the office and field surveys be conducted on schedule, and that data from those surveys be made available to the Estimator in a timely fashion.
4. That data from the Materiel Section concerning movable equipment for handicapped usability be furnished in a timely manner.

B. Method of Collating Data (P)

An "Estimate Work Sheet," which summarizes the kind and quantity of identified deficiencies has been developed. A separate form will be made for each location and given to the Estimator. Responsibility for completing these forms is assigned as follows:

Educational Housing clerical staff: Data from printouts
 Field Survey Teams: Data from field surveys
 Estimator: Data from architect and from Materiel Section

Qualifying conditions and assumptions:

1. That needed data be included in available printouts.
2. That sufficient clerical time be available to retrieve needed data from printouts.
3. That the office and field surveys be conducted on schedule and that data from those surveys be made available to the Estimator in a timely fashion.
4. That data from the Materiel Section concerning movable equipment for handicapped usability be furnished in a timely manner.

M/O #3 - Prepare Estimates

A. Estimated Cost of Modifications (OP)

An estimate Work Sheet will be prepared for each of the approximately 856 District locations. The Estimate Work Sheet will contain the following information:

1. Name of facility.
2. Summary of physical barriers at that facility.
3. Estimated cost of modifying each physical barrier at that facility.
4. Allowance for movable equipment at that facility.

NOTE: These estimates are conceptual in nature, i.e., not made from drawings, and are based on January, 1978 costs. Design, inspection, and other customary

costs (which total 15% of project cost) are not included. An inflationary cost factor would also need to be added after January, 1978. When a project has been authorized for completion, and funds made available, a more precise estimate can be made.

Qualifying conditions and assumptions: That M/O's #1 and #2 be accomplished in a timely manner.

B. Method of Estimating Costs (P)

The Estimator, Architect, and project coordinator have surveyed representative elementary, junior high, and senior high school plants. From these on-site surveys, the Estimator has developed "unit costs," i.e., typical costs of modifying one toilet room, one ramp or connecting bridge between buildings, of installing one visual warning light, one set of Braille direction signs, etc. The survey of facilities will furnish the number and kind of such needed modifications. Using this data, the Estimator will compute the cost of each item, line by line, and enter the cost onto the site Estimate Work Sheet.

Qualifying conditions and assumptions: That M/O's #1 and #2 be accomplished in a timely manner.

M/O #4 - Final Survey Report

- A. The Final Survey Report will include data on all District facilities. It will include: (OP)
1. An index of contents.
 2. An explanation of how survey was made.
 3. An explanation of how to extract data from survey.
 4. A schedule of unit costs.
 5. Files containing annotated plot plans of District facilities.
 6. Files containing completed Estimate Work Sheets for District facilities.

Qualifying conditions and assumptions: That all previously mentioned M/O's be completed by June 15, 1978.

B. Method of Preparing Final Survey Report (P)

Responsibility for furnishing material for the final

report is apportioned as follows (Item #'s refer to "A" above):

1. Items #1 and #2: Project Coordinator
2. Item #3: Project Coordinator, Architect, Estimator
3. Items #4 and #6: Estimator
4. Item #5: Architect, survey teams

The clerical staff of Educational Housing Branch will assemble the report in files according to established categories.

Qualifying conditions and assumptions: That all previously mentioned M/O's be completed by June 15, 1978.

M/O #5 - Transition Plan

A. Content of Transition Plan (OP)

A Transition Plan will be prepared by June 30, 1978. It will include information listed below as required by Article 84.22, Section 504, Rehabilitation Act of 1973. The Transition Plan will be written so as to:

1. Identify physical obstacles in District facilities which limit the accessibility of programs or activities to handicapped persons.
2. Describe in detail the methods that will be used to make the facilities accessible.
3. Specify the schedule for taking the steps necessary to achieve full program accessibility by June 5, 1980.
4. Indicate the person responsible for implementation of the plan.

Qualifying conditions and assumptions:

1. That the final handicapped survey report be in completed form by June 30, 1978.
2. That the District determine which modifications need to be made in specific facilities and allocate sufficient funds for such modifications by December 5, 1978, (assuming that an 18-month period before compliance date of June 5, 1980, is required to accomplish processes of design, design check, bidding, construction, inspection, and acceptance).
3. That the District will designate by June 30, 1978, the person or persons responsible for implementation of the plan.

B. Method of Developing the Transition Plan (P)

1. The identification of physical obstacles in the District's facilities is detailed in the final survey report. A copy of this report will fulfill this requirement of the Transition Plan.
2. A description of the methods to be used to make facilities accessible will be in two parts:
 - a. The Personnel Division, Division of Special Education, Division of Career and Continuing Education, and other divisions, as they are identified by the Assessment Office, will indicate how they plan to offer full program accessibility to the handicapped.

Their responses, which will likely include the use of aides, reassignment of classes to accessible locations, modification of equipment, and transportation will be noted in this section of the Transition Plan.

Responses from the various divisions will be due no later than June 15, 1978.

- b. If alternative methods do not provide full program accessibility, the methods of modifying facilities for handicapped accessibility and usability by persons who have orthopedic, visual or hearing handicaps will be detailed: Installation of ramps, elevators, railings, grab bars, warning signals, Braille signs, modification of washrooms, offices, rooms, equipment, etc.
3. The time schedule and processes necessary to fulfill handicapped requirements are:
 - a. Various divisions, as they examine their programs, will meet handicapped requirements whenever possible by alternative means, i.e., by means other than architectural modifications.
 - b. By September 1, 1978, these divisions will inform the School Building Planning Division if alternative means are not sufficient to meet program requirements and request physical modifications at specific locations.
 - c. The School Building Planning Division will examine requests, consult with the referring division, and process these requests for approval and assignment of funds no later than December 5, 1978.
 - d. The School Building Planning Division will process the approved projects through completion by June 5, 1980 (compliance date).

4. The Transition Plan will be completed with the involvement of handicapped persons.

Qualifying conditions and assumptions:

1. That all previously mentioned M/O's be completed by June 15, 1978.
2. That the material requested in Part 3 above be completed on time.
3. That unforeseen events such as strikes, work stoppages, material shortages, etc., will not prolong the typical 18-month long process.

M/O #6 - Inventory and Assessment of Existing Capabilities

- A. An inventory of the division's capacity to complete each M/O will be made to determine whether the M/O can be completed on schedule with the current people/thing allocation.

Additional resources will be identified as needed. (OP)

- B. Method of Conducting Inventory and Assessment of Existing Capabilities (P)

A PERT-type chart will be developed with involvement of survey staff. This chart will indicate tasks needing to be accomplished, the sequential order, the time line, assigned responsibilities and assessment periods.

The adequacy of allocated resources and any additional needs will be communicated to the Assessment Office. (P)

M/O #7 - Process Evaluation of Project

- A. The project will be monitored on the first of each month to determine whether the scheduled processes are providing the anticipated results. (OP)
- B. A form requiring data listed below will be completed monthly by the Architect, Estimator, and survey teams. These actual results will be compared with the planned results to evaluate process effectiveness. (P)
 1. The quantitative scope of the reporting person's responsibility, i.e., the work that each person is to accomplish.
 2. The amount of that work which has been accomplished during the reporting period.
 3. The amount of that work which remains to be done.
 4. Whether, in the opinion of the reporting person, the systems used are effective and what improvements need to be considered.

Qualifying conditions:

1. That retirement from the District of key personnel this spring does not impede the completion of assigned tasks.

M/O #8 - Analysis of Management Data

- A. Management data from M/O's #6 and #7 will be analyzed at the first of each month to determine whether goals are being met. A written monthly status report will be produced. (OP)

Qualifying conditions and assumptions:

1. That retirement from the District of key personnel this spring does not impede the completion of assigned tasks.

- B. Method of Analyzing Data (P)

Information from the PERT chart described in M/O #6, "B", will be compared against the data from M/O #7. "A" to determine to what degree target goals are being met. (P)

M/O #9 - Reassessment and Adjustment of M/O's

- A. Each M/O will be reassessed monthly and necessary adjustments will be made. (OP)
- B. Method of Reassessing and Adjusting M/O's (P)

The M/O's will be reassessed and adjusted, when appropriate, by utilizing data which flows from the following sources:

1. M/O's #6, #7, #8, #10, and #11.
2. The Office of the Superintendent and the Assessment Office.
3. The monthly subcommittee meetings.
4. The Architect, Estimator, and survey teams.
5. Federal and State regulations and other requirements as interpreted by the District's Legal Advisor's Office.

M/O #10 - Preparation and Dissemination of Quarterly and Yearly Reports

- A. A progress report will be made on April 12, 1978, and on June 30, 1978. (OP)

It will define the scope of the project, state whether the target dates have been maintained, summarize the work which has been accomplished and the work that remains to be done, list the problems which need to be resolved, and give the prognosis for completion of the project as scheduled.

B. Method of Preparing Report (P)

Data from all relevant M/O's will be examined and recast in simple narrative form with appropriate charts.

M/O #11 - Scheduling and Conducting Subcommittee Advisory Meetings

A. The Housing Subcommittee is scheduled to meet once a month, from 1:30 to 3:30 p.m. at a location to be announced. (OP)

The following will be done in preparation for each monthly meeting:

1. An Agenda will be prepared and distributed at the meeting.
2. The minutes from previous meeting will be distributed by mail to each member.
3. Information requested at previous meeting will be researched.
4. Resource persons will be identified and scheduled to appear at next meeting.
5. A monthly report on status of survey will be made.
6. Matters relating to District plan for achieving accessibility and usability of facilities will be regularly reported. Committee input will be solicited and carefully considered.

B. Method of Scheduling and Conducting Subcommittee Meetings (P)

Agenda items will be solicited from the Committee as a whole, from individual members and from items furnished by the Assessment Office. Matters on which the Chairperson desires committee reaction or direction will also be included on the Agenda.

A secretary from Educational Housing will take the minutes; the Chairperson will edit the minutes, and the Assessment Office will duplicate and distribute the combined minutes from the three subcommittees to all members.

Survey progress reports will be furnished committee members for their information and comment.

The Chairperson will contact and schedule resource persons or otherwise furnish requested information to the committee.

M/O #12 - Performing Selected Modifications in District Facilities during Reporting Period #1

A. The District will modify certain facilities, as directed, before the entire survey is completed. (OP)

These modifications will be funded from current appropriations.

Qualifying conditions:

1. That the needed modifications are identified promptly.
2. That design approval and other processing will take place in time to utilize the current year's existing appropriation account.

B. Method of Accomplishing Selected Modifications (OP)

The modifications which are authorized and funded will be processed in the regular manner by the various branches of this Division, through the design, bidding, construction, inspection, and acceptance phases.

Qualifying conditions:

1. That the needed modifications are identified promptly.
2. That design approval and other processing will take place in time to utilize the current year's existing appropriation account.

RESOURCE ANALYSIS CHART

Reporting Period #1

M/O		PEOPLE FACTORS				THING FACTORS	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	
No.	Description	Est. No. of man-days by Category	Time Allowed to Complete (working days)	Average Daily Rate	Est. Cost	Est. Requirement by Category	
1	Conduct Survey	(1.1) 20 (1.2) 624	20 103	\$165 107	\$ 3,300 66,768	(2.2) \$ 4,200 (2.4) 8,000	
2	Collate Data	(1.1) 2 (1.2) 18	2 18	165 77	330 1,386	(2.4) 500	
3	Prepare Estimate	(1.1) 2 (1.2) 70	2 70	165 120	330 8,400	(2.4) 250	
4	Prepare Final Report	(1.1) 19 (1.2) 6	19 6	165 65	3,135 390	(2.4) 500	
5	Prepare Transition Plan	(1.1) 16 (1.2) 7	16 7	165 113	2,640 791	(2.4) 250	
6	Inventory of Capabilities	(1.1) 2	2	165	330		
7	Process Evaluation	(1.1) 6 (1.2) 1	6 1	165 235	990 235		
8	Analysis of Evaluation Data	(1.1) 6 (1.2) 1	6 1	165 235	990 235		
9	Adjustment of M/O's	(1.1) 6 (1.2) 2	6 2	165 65	990 130		
10	Progress Reports	(1.1) 6 (1.2) 4	6 4	165 107	990 428	(2.4) 250	
11	Subcommittee Advisory Meetings	(1.1) 15 (1.2) 5	15 5	165 65	2,475 325	(2.4) 250	
12	Selected Modifications	(1.2) 327	104	92	30,000	(2.5) \$170,000	

RESOURCE ANALYSIS CHART - Reporting Period #1 (Continued)

				<u>\$125,588</u>	<u>\$184,200</u>	
Subtotals	(1.1)	100	(1.1)	100	Total	Total
	(1.2)	1165	(1.2)	321	People	Thing
	(1.3)	-0-	(1.3)	-0-	Costs	Costs

F. SUMMARY TABLE - Reporting Period No. One - February - June, 1978

Instructions:

- Step 1 - Separate the "Total People Costs" according to each major factor and enter on Summary Table.
- Step 2 - To calculate the full-time equivalents (FTE's) for each people factor divide the column 4 subtotal figure by the subtotal figure in column 3 as entered off the Resource Analysis Chart and enter on Summary Table (round off to the nearest hundredth).
- Step 3 - Separate the "Total Thing Costs" according to each major factor and enter on Summary Table.

Total People Costs \$ 125,588 less In-place \$ 125,588 = \$ - 0 -
Need

Cost by Major Factor:

1.1 Certificated \$ 16,500 less In-place \$ 16,500 = \$ - 0 -
Need

1.2 Classified \$ 109,088 less In-place \$ 109,088 = \$ - 0 -
Need

1.3 Non-classified \$ -0- less In-place \$ -0- = \$ - 0 -
Need

FTE's by Major Factor:

1.1 Certificated 1 less In-place 1 = - 0 -
(No. FTE's) Need

1.2 Classified 6.8 less In-place 6.8 = - 0 -
(No. FTE's) Need

1.3 Non-classified - 0 - less In-place - 0 - = - 0 -
(No. FTE's) Need

Total Thing Costs \$ 184,200 less In-place \$ 184,200 = \$ - 0 -
Need

Cost by Major Factor:

2.1 Facilities \$ - 0 - less In-place \$ - 0 - = \$ - 0 -
Need

2.2 Transportation \$ 4,200 less In-place \$ 4,200 = \$ - 0 -
Need

2.3 Maintenance \$ - 0 - less In-place \$ - 0 - = \$ - 0 -
Need

2.4 Supplies \$ 10,000 less In-place \$ 10,000 = \$ - 0 -
Need

2.5 Construction \$ 170,000 less In-place \$ 170,000 = \$ - 0 -
Need

REPORTING PERIOD #2 - JULY, 1978 THROUGH JUNE, 1979

The School Building Planning Division will be extensively involved with handicapped projects during this period. A detailed analysis of our needs cannot be made at this time due to insufficient data. The information listed below is our best estimate of what will be required.

The School Building Planning Division's handicapped compliance efforts in Reporting Period #2 will require these resources:

A. Personnel Resources

1. The regular staffing of all four branches (Architecture & Engineering, Construction, Educational Housing, and Real Estate) to remain at present levels.		
2. A Temporary Adviser position to continue from July 1 - August 25, 1978 (John Welch)	Estimated Cost:	\$ 6,657
3. A School Facilities Planner position to be added.	Estimated Cost:	34,377
4. A Consultant to the handicapped position to be added.	Estimated Cost:	25,000
5. An Intermediate Clerk-Stenographer to be added.	Estimated Cost:	14,166
5. 15% of the \$7,400,000 requested in "B" below for Architecture & Engineering and Construction Branches, and other personnel required to process projects	Estimated Cost:	<u>1,110,000</u>
	TOTAL COST	\$1,190,200

B. Non-Personnel Resources

1. Construction of modifications as needed at 21 Special Education schools	*Estimated Cost:	\$ 1,000,000
2. Construction of selected modifications at 11 Personnel Offices locations	*Estimated Cost:	150,000
3. Construction of modifications, in priority order, at cluster concept schools in each Administrative Area or as otherwise determined (to include K-12 and Career and Continuing Education locations)	*Estimated Cost:	<u>6,250,000</u>
	TOTAL COST	\$ 7,400,000
	Less 15% (See A-6 above):	<u>1,110,000</u>
	ADJUSTED TOTAL:	\$ 6,290,000

*Costs as of January 20, 1978

Total Estimated Cost:	Personnel Resources:	\$ 1,190,200
	Non-Personnel Resources:	6,290,000
		<u>\$ 7,480,200</u>

Assuming the availability of the personnel and non-personnel resources listed above in Reporting Period #2, the School Building Planning Division will undertake the following major Milestones/Objectives to effect compliance with the handicapped requirements for July, 1978 through June, 1979.

- M/O #1 - Maintain records, document division compliance.
- M/O #2 - Prepare reports for division, District, State and Federal purposes.
- M/O #3 - Prepare division management plan.
- M/O #4 - Monitor and document progress of management plan and individual projects.
- M/O #5 - Provide liaison between School Building Planning Division and the public, other agencies, District personnel.
- M/O #6 - Process grievances filed against the division.
- M/O #7 - Involve the handicapped and public in reports, or other aspects of compliance regulations.
- M/O #8 - Direct requests for information from the public, other divisions, and agencies to the proper channel.
- M/O #9 - Inventory and assess existing division capabilities.
- M/O #10 - Conduct process evaluation of project.
- M/O #11 - Analyze management data.
- M/O #12 - Reassess and adjust major Milestones/Objectives.
- M/O #13 - Prepare and disseminate quarterly and yearly progress reports.
- M/O #14 - Schedule and conduct subcommittee advisory committees.
- M/O #15 - Consult with District and site administrators regarding housing appropriate to function.
- M/O #16 - Identify work that needs to be done.
- M/O #17 - Estimate related costs.
- M/O #18 - Process projects for Board decision and funding.
- M/O #20 - Refer approved projects to Maintenance Branch, or put projects out to bid for construction.

M/O #21 - Award contracts to contractors.

M/O #22 - Check and inspect projects.

M/O #27 - Process projects through acceptance phase.

M/O #28 - Train School Facilities Planner to assume duties of coordinator.

F. Summary Table - Reporting Period No. Two - July, 1978 - June, 1979

Total People Costs \$ 1,190,200 less In-place \$ -0- = \$ 1,190,200
Need

Cost by Major Factor:

1.1 Certificated \$ 6,657 less In-place \$ -0- = \$ 6,657
Need

1.2 Classified \$ 1,158,543 less In-place \$ -0- = \$ 1,158,543
Need

1.3 Non-Classified \$ 25,000 less In-place \$ -0- = \$ 25,000
Need

FTE's by Major Factor:

1.1 Certificated .15 less In-place -0- = .15
(No. FTE's) Need

1.2 Classified * less In-place * = *
(No. FTE's) Need

1.3 Non-Classified 1 less In-place -0- = 1
(No. FTE's) Need

Total Thing Costs \$ 6,290,000 less In-place \$ -0- = \$ 6,290,000
Need

Cost by Major Factor:

2.1 Facilities \$ _____ less In-place \$ _____ = \$ _____
Need

2.2 Transportation \$ _____ less In-place \$ _____ = \$ _____
Need

2.3 Maintenance \$ _____ less In-place \$ _____ = \$ _____
Need

2.4 Supplies \$ _____ less In-place \$ _____ = \$ _____
Need

2.5 Construction Funds \$ 6,290,000 less In-place \$ -0- = \$ 6,290,000
Need

*An estimate of the personnel required to process projects cannot be made until the scope and type of various programs are identified and until it is determined whether design work will be done in the Architecture & Engineering Branch or contracted for with outside designers.

REPORTING PERIOD #3 - JULY, 1979 THROUGH JUNE, 1980

A detailed estimate of total division needs during Reporting Period #3 cannot be made at this time since the nature and scope of authorized modifications of District facilities have not been determined.

A preliminary estimate of costs to continue modifications, in priority order, at cluster concept K-12 and Career & Continuing Education schools in each Administrative Area is \$14,529,750.

ATTACHMENT

STATEMENT OF FUNCTIONS

SCHOOL BUILDING PLANNING DIVISION

STATEMENT OF FUNCTIONS

A. OBJECTIVE

To administer, coordinate and expedite all operations involved in the planning of school facilities and related activities in order to house the pupils, personnel and pertinent operations of the Los Angeles Unified School District.

B. FUNCTIONS

1. Conduct a research program involving population and school enrollment growth data and trends to be used as a basis for school bond proposals, land acquisition, building programs, service boundaries, and related activities.
2. Maintain an expenditure control of funds provided by current budget and school bonds for land acquisition, construction of new schools and buildings, alterations and improvements of existing buildings, ground improvements, and related activities.
3. Administer a land acquisition program based on need and available funds.
4. Develop and maintain school building standards in accordance with curriculum and educational activities approved by the Operating Divisions, the Superintendent, and the Board of Education.
5. Direct and coordinate the planning operations involving architects, engineers, and technicians in the development of plans for school plants in accordance with approved educational standards and legal requirements.
6. Develop and coordinate a school building schedule in relation to the school calendar and enrollment needs.
7. Administer the operations involved in the completion of plans and specifications in preparation for advertising for bids and awarding of contracts.
8. Direct the supervision and control of construction operations.
9. Plan and schedule an alterations and improvements program for buildings and grounds based on a priority of need system.
10. Conduct a program based on enrollment studies for the establishing of school service boundaries, and providing and servicing of maps showing locations of schools and boundaries and other pertinent data.

11. Determine the need, priorities, and schedules of construction for new schools, additions to existing schools, alterations and ground improvements.
12. Interpret and clarify to parents, educators and the public, the educational implications, technical aspects, legal requirements, and procedures involved in the various processes of providing educational housing.
13. Conduct studies and research in cooperation with the educational staff and technical agencies for continuous improvement in the educational environment provided by school buildings.

ARCHITECTURE AND ENGINEERING BRANCH

STATEMENT OF FUNCTIONS

A. OBJECTIVE

To direct, coordinate, and supervise the design and preparation of plans, specifications and construction estimates for school buildings, support facilities, electronic installations, ground improvements, structural rehabilitation, and alteration and modernization projects for the Los Angeles City Unified School District.

B. FUNCTIONS

1. Develop, coordinate, and prepare District designed plans, specifications, and estimates for ground and site improvements, off-site sewer, storm drain and street improvements, new buildings, alterations and improvements to existing buildings, moving or demolition of existing structures, lease/purchase of portable buildings, and State and Federal funded projects.
2. Direct and guide commissioned architects and engineers in the development of plans, specifications, and estimates for building and grounds projects and provide a professional review thereto.
3. Prepare, evaluate, maintain, and review the priority listings and disposition of all pre-1933 District buildings.
4. Confer with District administrators, contractors, professional and expert groups as assigned, and officials of other public agencies with regard to architectural and engineering planning, District policy, and associated problems.
5. Conduct land, topographical, geological, seismicity, and construction surveys and site development and cost studies for land acquisitions and for building and grounds improvement projects.
6. Prepare applications and submits plans and specifications for approvals by the State Office of Architecture and Construction, State Fire Marshall, State Department of Rehabilitation and other Public Agencies where required for all Branch and Commissioned projects.
7. Coordinate and prepare Contract Documents for Advertising for Bids for all projects as assigned by the Division.
8. Prepare plans, specifications, and estimates for security-intrusion alarm systems, personnel security alarm systems, and television antenna systems from a pre-determined priority list; evaluate and research systems for special application by the District.
9. Provide general supervision of inspection for Branch-designed projects during construction, prepare change orders, recommend approval of Contractor's payment requests, and submit job progress report as legally required.
10. Prepare guide standard drawings, specification guides and directives of design criteria, materials and methods.

11. Assist in the selection of commissioned architects and engineers to be recommended for specific projects.
12. Assist in the negotiation of fees with commissioned architects and engineers.
13. Provide technical and professional services and advise District administrators in the field of architecture and engineering.

CONSTRUCTION BRANCH

STATEMENT OF FUNCTIONS

A. OBJECTIVE

To direct and coordinate the inspection of the construction phase of new school buildings, rehabilitation projects, alterations to existing buildings, and ground improvements for the Los Angeles Unified School District.

B. FUNCTIONS

1. Direct and supervise the inspection of all school building construction and services connected therewith in collaboration with the project architect.
2. Consult with and advise the School Building Planning Division staff regarding problems allied to construction projects.
3. Coordinate the receiving of equipment delivered to school buildings under construction.
4. Coordinate with the school administrator and contractor construction schedules affecting the operation of the school and the placement of safety controls for pupil protection.
5. Maintain up-to-date information regarding occupancy dates for all construction projects.
6. Certify to the State Office of Architecture and Construction to the placement of all controlled fills according to approved plans and specifications.
7. Certify to the State Office of Architecture and Construction the construction of school buildings according to the approved plans and specifications.

EDUCATIONAL HOUSING BRANCH

STATEMENT OF FUNCTIONS

A. OBJECTIVE

To accomplish the planning necessary to provide a sufficient number of safe and functional facilities for the education of pupils at all levels, and for the personnel responsible for the accomplishment of the approved educational program.

B. FUNCTIONS

1. Conduct continuous studies of actual and anticipated changes in school enrollment due to shifting of population, births, immigration and other variables to form a basis for the establishment of new schools, the development of new attendance boundaries, and the programming of new school facilities.
2. Develop building programs for the establishment of new schools and children's centers; for the purchase of land; for the relocation of portable buildings; and for the addition of buildings to existing sites in accordance with a pre-determined schedule to meet the enrollment changes in the District; recommend the sale or lease of property not needed for school purposes and the demolition of obsolete or unsafe buildings.
3. Interpret the need, conduct research, and cooperatively plan space requirements for all educational activities prescribed by the approved curriculum at all levels.
4. Develop manuals for educational housing needs for school buildings, to interpret the physical layout for each educational activity, and to be used as a guide by the School Building Planning and Construction Services personnel and outside architects.
5. Serve as a liaison between the superintendent, associate superintendents, area superintendents, principals, teachers, and the School Building Planning Division personnel in all matters pertaining to sites, buildings, grounds for new schools and children's centers, and improvements to existing facilities; as well as interpreting the planning and building program of the Board of Education to community advisory groups affected.
6. Prepare and maintain all official school maps; conduct house-to-house canvasses, and make pupil residence distribution studies in order to establish new attendance areas and necessary boundary changes.
7. Process and coordinate capital outlay expenditures for alterations to buildings and improvements of grounds for the District as authorized.
8. Develop and prepare the building programs for the strengthening or replacement of buildings that do not conform to the requirements for earthquake safety.
9. Develop and prepare the capital outlay bond building and land programs.

REAL ESTATE BRANCH

STATEMENT OF FUNCTIONS

A. OBJECTIVE

To perform the functions essential to the acquisition and/or disposal of real property for the carrying out of the school program in accordance with Board of Education policies and procedures.

B. FUNCTIONS

1. Make surveys and recommendations for the acquisition of additional property for existing sites, and for the selection of new sites, gathering such data as size, shape, topography, drainage, soil, accessibility, street pattern, proximity to transportation, sewer and storm drain facilities, utilities, street improvements, and proposed public improvements, such as freeways, etc., that might affect the site at some future time.
2. Appraise real property, using approved methods and techniques; this requires the maintenance of careful records, including supporting data which are available at all times for public examination.
3. Negotiate with property owners for the acquisition of real property on the basis of proper appraisal preparation and utmost tact; perform escrow and title work to consummate the transaction, and secure title insurance policies.
4. Cooperate with and assist County Counsel in instituting eminent domain proceedings (condemnation actions), where negotiations are not successful.
5. Lease real property, both as Lessor and Lessee, and obtain permits for use of real property.
6. Sell real property, including buildings, structures and other improvements.
7. Process street and alley vacations, assessment matters, tract maps, freeway contracts, street openings and widenings, and rights of way and easements as both Grantor and Grantee.
8. Provide relocation assistance to families, individuals and businesses displaced by Board of Education acquisitions.

DISTRICT PLAN

FOR THE

EDUCATION AND EMPLOYMENT RIGHTS OF THE HANDICAPPED

May, 1978

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MANAGEMENT PLANS

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Division of Career & Continuing Education

Personnel Division

School Building Planning Division

APPENDIX

Bulletin No. 20 - January 31, 1978

Membership List - Committee for the Education & Employment Rights
of the Handicapped

Summary of Responses to Questionnaire from the Committee for the
Education & Employment Rights of the Handicapped

PREFACE

On October 27, 1977 staff presented a report to the Board of Education at a Special 3:00 p.m. Board meeting. The purpose of this presentation was to provide Board members with information concerning the compliance requirements contained in PL 94-142 entitled, "The Education for all Handicapped Children Act" and in Section 504 of the "Rehabilitation Act."

Staff presented information concerning services and instruction relating to the Division of Special Education, responsibilities of the Personnel Division and the Personnel Commission for the employment of the handicapped, and the implications for housing both the handicapped student and the handicapped employee. It was recommended that a coordinated planning effort be initiated to facilitate compliance requirements.

Therefore, on January 31, 1978, the Superintendent issued policy Bulletin No. 20 (see Appendix). This bulletin details the background and identifies the responsibilities of all appropriate operating Divisions and Branches. You will note on page 3 a short summary of the major responsibilities of the Division of Special Education followed by a list of the responsibilities assigned to the Personnel Division and the Personnel Commission. Responsibilities assigned to the School Building Planning Division are delineated on page 4; Support Services and Auxiliary Services Branch on page 5.

Under Part V, page 6 of this Bulletin you will note that the District is responsible for preparing a District plan to reach compliance. This Plan, has been completed and is herein contained. This document must be available for public inspection and is the Plan against which the U.S. Office of Civil Rights will conduct on-site compliance evaluations.

A management plan format was developed by staff consisting of several major components. The purpose of this plan format was to insure compatibility and continuity of information among and between the responsible operating units. Additionally, a format for management plans was developed to provide an organized strategy to move toward compliance. The information contained within these management plans provide criteria against which internal assessments can be conducted to determine our progress toward compliance.

The major components of these plans are:

1. Reference information concerning the legislative authorities impacting the scope and extent of our services and policy position statements adopted by the Board of Education concerning handicapped persons.
2. A second component deals with a description of in-place District capabilities. Within this section descriptions of operational systems, existing services, current manpower resources, capital and material resources, plus other appropriate in-place capabilities are described. The purpose of this section is to insure that full utilization of all existing capabilities are used to reach compliance.

3. The third section deals with the necessary management or milestone objectives and describes both products to be developed and processes to be initiated and maintained. These are then superimposed on a time schedule to facilitate internal or external monitoring.
4. The resource analysis section is the fourth major component. This component identifies the required people resources and the thing resources such as facilities, transportation and supplies, necessary for the achievement of each objective. Estimated costs are contained in the Summary Table for each specific requirement. This summary provides information about the total cost to produce the desired objective, less the cost for in-place capabilities and the amount of funds needed to bring a specific division up to an operational level sufficient to reach compliance. Each operating division that has been assigned a major responsibility (as indicated in our policy Bulletin No. 20) has prepared a management plan for the fiscal period July 1, 1978 through June 30, 1979.

During the development of these plans, it became quite apparent that there are a significant number of unanswered questions concerning external mandates. For example, the number and extent of modifications required in our school buildings and classrooms. Regulations in Section 504 indicate that not all buildings or all classrooms have to be modified for compliance. However, several recent federal court decisions have ruled against this interpretation. Therefore, the direction our school district should take is yet to be clarified. From a practical and economic standpoint, the management plan of our Housing Division takes a very conservative approach regarding this issue.

Other unanswered questions deal with issues with which the Board of Education has a more direct control, such as providing instructional services and procedural safeguards for handicapped students. Under the free and appropriate education provisions of P.L. 94-142, an additional 7,000 District pupils will require special education services during the coming school year. Procedural safeguards will be mandated for the presently enrolled 50,000 handicapped pupils and their parents. It is estimated that 4.0 million dollars will be needed to meet these educational issues.

Given these, plus several other unanswered questions, we have prepared management plans which are not designed to bring the District into full compliance within the next fiscal year, but rather are designed to move the District toward compliance given the economic constraints facing the District plus the lack of definitive direction currently available from our state and federal agencies.

SCHOOL BUILDING PLANNING DIVISION

MANAGEMENT PLAN FOR COMPLIANCE WITH HANDICAPPED LEGISLATION
FOR THE PERIOD FROM FEBRUARY, 1978 THROUGH JUNE, 1980

Reporting Periods 1, 2 and 3

APPROVED BY:
HARRY B. SAUNDERS, DIRECTOR
SCHOOL BUILDING PLANNING DIVISION

May 10, 1978

MANAGEMENT PLAN FOR HANDICAPPED COMPLIANCE

SCHOOL BUILDING PLANNING DIVISION

May 10, 1978

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HANDICAPPED COMPLIANCE

SCHOOL BUILDING PLANNING DIVISION STATEMENT OF GOALS

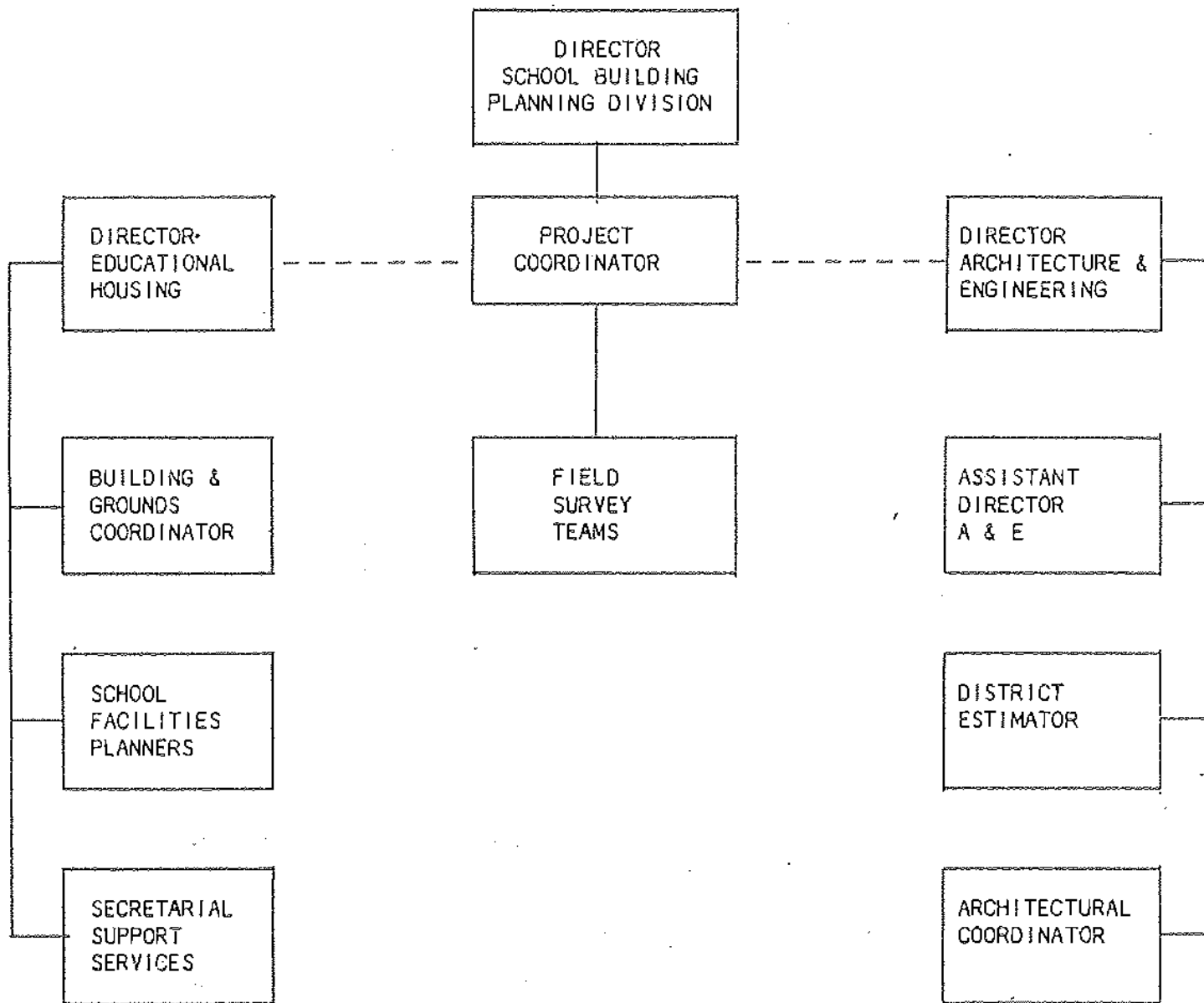
The School Building Planning Division will:

Ensure that new District facilities will meet all existing laws and regulations regarding access to and usability by handicapped persons, and will ensure that in existing facilities, modifications for the benefit of handicapped persons will be made, as funds are provided, in those buildings in each Administrative Area identified to house programs for the handicapped.

SCHOOL BUILDING PLANNING DIVISION

HANDICAPPED SURVEY: REPORTING PERIOD #1, FEBRUARY-JUNE, 1978, INCLUSIVE

ORGANIZATIONAL CHART FOR SURVEY PURPOSES



IN-PLACE CAPABILITIES

The School Building Planning Division is divided into four Branches: Architecture and Engineering, Construction, Educational Housing, and Real Estate.

The capacity and functions of each Branch, and the Division as a whole, are detailed in the attached Statement of Functions.

The objective of the Division is, "To administer, coordinate, and expedite all operations involved in the planning of school facilities and related activities in order to house the pupils, personnel, and pertinent operations of the Los Angeles Unified School District."

The Division's basic in-place capabilities, as related to the physically handicapped, are as follows:

- To consult with District and site administrators regarding housing appropriate to function.

- To identify work that needs to be done.

- To estimate related costs.

- To process projects for Board decisions and funding.

- To design or supervise project design.

- To refer approved projects to Maintenance Branch, or put projects out to bid for construction.

- To award contracts to contractors.

- To check and inspect projects.

- To process projects through acceptance phase.

The Division is budgeted for 193 positions.

PHYSICALLY HANDICAPPED SURVEY

MAJOR MILESTONES/OBJECTIVES - REPORTING PERIOD #1

M/O #1 - Conducting Physically Handicapped Survey

- A. The District has approximately 67,227 rooms in 9,784 buildings at 856 locations. The buildings and grounds at each location will be examined; every physical barrier to accessibility and usability by physically handicapped persons will be listed. (OP)

Qualifying conditions and assumptions:

1. That copies of all needed site and architectural plans are available.
2. That four qualified survey team members will be identified and employed by January 23, 1978.
3. That planned retirement of Architect and other key personnel this spring will not disrupt flow of survey information.

B. Method of Conducting Survey (P)

Complete survey data will be obtained for the majority of locations from computer printouts, site and architectural plans, School Facilities Planners, and other "in-house" sources. When it is determined that an office survey will not be adequate, a field survey team will travel to the location and conduct an on-site inspection. The survey will be completed with the assistance of handicapped persons.

Qualifying conditions and assumptions:

1. That copies of all needed site and architectural plans are available.
2. That four qualified survey team members will be identified and employed by January 23, 1978.
3. That planned retirement of Architect and other key personnel this spring will not disrupt the flow of survey information.

M/O #2 - Collation of Data by Site

- A. The data gathered from office and field surveys, computer printouts, School Facilities Planners, and other sources will be assembled in appropriate format for the Estimator. (OP)

Qualifying conditions and assumptions:

1. That needed data is included in available printouts.
2. That sufficient clerical time be available to retrieve needed data from printouts.

3. That the office and field surveys be conducted on schedule, and that data from those surveys be made available to the Estimator in a timely fashion.
4. That data from the Materiel Section concerning movable equipment for handicapped usability be furnished in a timely manner.

B. Method of Collating Data (P)

An "Estimate Work Sheet," which summarizes the kind and quantity of identified deficiencies has been developed. A separate form will be made for each location and given to the Estimator. Responsibility for completing these forms is assigned as follows:

Educational Housing clerical staff: Data from printouts
 Field Survey Teams: Data from field surveys
 Estimator: Data from architect and from Materiel Section

Qualifying conditions and assumptions:

1. That needed data be included in available printouts.
2. That sufficient clerical time be available to retrieve needed data from printouts.
3. That the office and field surveys be conducted on schedule and that data from those surveys be made available to the Estimator in a timely fashion.
4. That data from the Materiel Section concerning movable equipment for handicapped usability be furnished in a timely manner.

M/O #3 - Prepare Estimates

A. Estimated Cost of Modifications (OP)

An estimate Work Sheet will be prepared for each of the approximately 856 District locations. The Estimate Work Sheet will contain the following information:

1. Name of facility.
2. Summary of physical barriers at that facility.
3. Estimated cost of modifying each physical barrier at that facility.
4. Allowance for movable equipment at that facility.

NOTE: These estimates are conceptual in nature, i.e., not made from drawings, and are based on January, 1978 costs. Design, inspection, and other customary

costs (which total 15% of project cost) are not included. An inflationary cost factor would also need to be added after January, 1978. When a project has been authorized for completion, and funds made available, a more precise estimate can be made.

Qualifying conditions and assumptions: That M/O's #1 and #2 be accomplished in a timely manner.

B. Method of Estimating Costs (P)

The Estimator, Architect, and project coordinator have surveyed representative elementary, junior high, and senior high school plants. From these on-site surveys, the Estimator has developed "unit costs," i.e., typical costs of modifying one toilet room, one ramp or connecting bridge between buildings, of installing one visual warning light, one set of Braille direction signs, etc. The survey of facilities will furnish the number and kind of such needed modifications. Using this data, the Estimator will compute the cost of each item, line by line, and enter the cost onto the site Estimate Work Sheet.

Qualifying conditions and assumptions: That M/O's #1 and #2 be accomplished in a timely manner.

M/O #4 - Final Survey Report

- A. The Final Survey Report will include data on all District facilities. It will include: (OP)
1. An index of contents.
 2. An explanation of how survey was made.
 3. An explanation of how to extract data from survey.
 4. A schedule of unit costs.
 5. Files containing annotated plot plans of District facilities.
 6. Files containing completed Estimate Work Sheets for District facilities.

Qualifying conditions and assumptions: That all previously mentioned M/O's be completed by June 15, 1978.

B. Method of Preparing Final Survey Report (P)

Responsibility for furnishing material for the final

report is apportioned as follows (Item #'s refer to "A" above):

1. Items #1 and #2: Project Coordinator
2. Item #3: Project Coordinator, Architect, Estimator
3. Items #4 and #6: Estimator
4. Item #5: Architect, survey teams

The clerical staff of Educational Housing Branch will assemble the report in files according to established categories.

Qualifying conditions and assumptions: That all previously mentioned M/O's be completed by June 15, 1978.

M/O #5 - Transition Plan

A. Content of Transition Plan (OP)

A Transition Plan will be prepared by June 30, 1978. It will include information listed below as required by Article 84.22, Section 504, Rehabilitation Act of 1973. The Transition Plan will be written so as to:

1. Identify physical obstacles in District facilities which limit the accessibility of programs or activities to handicapped persons.
2. Describe in detail the methods that will be used to make the facilities accessible.
3. Specify the schedule for taking the steps necessary to achieve full program accessibility by June 5, 1980.
4. Indicate the person responsible for implementation of the plan.

Qualifying conditions and assumptions:

1. That the final handicapped survey report be in completed form by June 30, 1978.
2. That the District determine which modifications need to be made in specific facilities and allocate sufficient funds for such modifications by December 5, 1978, (assuming that an 18-month period before compliance date of June 5, 1980, is required to accomplish processes of design, design check, bidding, construction, inspection, and acceptance).
3. That the District will designate by June 30, 1978, the person or persons responsible for implementation of the plan.

B. Method of Developing the Transition Plan (P)

1. The identification of physical obstacles in the District's facilities is detailed in the final survey report. A copy of this report will fulfill this requirement of the Transition Plan.
2. A description of the methods to be used to make facilities accessible will be in two parts:
 - a. The Personnel Division, Division of Special Education, Division of Career and Continuing Education, and other divisions, as they are identified by the Assessment Office, will indicate how they plan to offer full program accessibility to the handicapped.

Their responses, which will likely include the use of aides, reassignment of classes to accessible locations, modification of equipment, and transportation will be noted in this section of the Transition Plan.

Responses from the various divisions will be due no later than June 15, 1978.

- b. If alternative methods do not provide full program accessibility, the methods of modifying facilities for handicapped accessibility and usability by persons who have orthopedic, visual or hearing handicaps will be detailed: installation of ramps, elevators, railings, grab bars, warning signals, Braille signs, modification of washrooms, offices, rooms, equipment, etc.
3. The time schedule and processes necessary to fulfill handicapped requirements are:
 - a. Various divisions, as they examine their programs, will meet handicapped requirements whenever possible by alternative means, i.e., by means other than architectural modifications.
 - b. By September 1, 1978, these divisions will inform the School Building Planning Division if alternative means are not sufficient to meet program requirements and request physical modifications at specific locations.
 - c. The School Building Planning Division will examine requests, consult with the referring division, and process these requests for approval and assignment of funds no later than December 5, 1978.
 - d. The School Building Planning Division will process the approved projects through completion by June 5, 1980 (compliance date).

4. The Transition Plan will be completed with the involvement of handicapped persons.

Qualifying conditions and assumptions:

1. That all previously mentioned M/O's be completed by June 15, 1978.
2. That the material requested in Part 3 above be completed on time.
3. That unforeseen events such as strikes, work stoppages, material shortages, etc., will not prolong the typical 18-month long process.

M/O #6 - Inventory and Assessment of Existing Capabilities

- A. An inventory of the division's capacity to complete each M/O will be made to determine whether the M/O can be completed on schedule with the current people/thing allocation.

Additional resources will be identified as needed. (OP)

- B. Method of Conducting Inventory and Assessment of Existing Capabilities (P)

A PERT-type chart will be developed with involvement of survey staff. This chart will indicate tasks needing to be accomplished, the sequential order, the time line, assigned responsibilities and assessment periods.

The adequacy of allocated resources and any additional needs will be communicated to the Assessment Office. (P)

M/O #7 - Process Evaluation of Project

- A. The project will be monitored on the first of each month to determine whether the scheduled processes are providing the anticipated results. (OP)
- B. A form requiring data listed below will be completed monthly by the Architect, Estimator, and survey teams. These actual results will be compared with the planned results to evaluate process effectiveness. (P)
 1. The quantitative scope of the reporting person's responsibility, i.e., the work that each person is to accomplish.
 2. The amount of that work which has been accomplished during the reporting period.
 3. The amount of that work which remains to be done.
 4. Whether, in the opinion of the reporting person, the systems used are effective and what improvements need to be considered.

Qualifying conditions:

1. That retirement from the District of key personnel this spring does not impede the completion of assigned tasks.

M/O #8 - Analysis of Management Data

- A. Management data from M/O's #6 and #7 will be analyzed at the first of each month to determine whether goals are being met. A written monthly status report will be produced. (OP)

Qualifying conditions and assumptions:

1. That retirement from the District of key personnel this spring does not impede the completion of assigned tasks.

- B. Method of Analyzing Data (P)

Information from the PERT chart described in M/O #6, "B", will be compared against the data from M/O #7, "A" to determine to what degree target goals are being met. (P)

M/O #9 - Reassessment and Adjustment of M/O's

- A. Each M/O will be reassessed monthly and necessary adjustments will be made. (OP)
- B. Method of Reassessing and Adjusting M/O's (P)

The M/O's will be reassessed and adjusted, when appropriate, by utilizing data which flows from the following sources:

1. M/O's #6, #7, #8, #10, and #11.
2. The Office of the Superintendent and the Assessment Office.
3. The monthly subcommittee meetings.
4. The Architect, Estimator, and survey teams.
5. Federal and State regulations and other requirements as interpreted by the District's Legal Advisor's Office.

M/O #10 - Preparation and Dissemination of Quarterly and Yearly Reports

- A. A progress report will be made on April 12, 1978, and on June 30, 1978. (OP)

It will define the scope of the project, state whether the target dates have been maintained, summarize the work which has been accomplished and the work that remains to be done, list the problems which need to be resolved, and give the prognosis for completion of the project as scheduled.

B. Method of Preparing Report (P)

Data from all relevant M/O's will be examined and recast in simple narrative form with appropriate charts.

M/O #11 - Scheduling and Conducting Subcommittee Advisory Meetings

A. The Housing Subcommittee is scheduled to meet once a month, from 1:30 to 3:30 p.m. at a location to be announced. (OP)

The following will be done in preparation for each monthly meeting:

1. An Agenda will be prepared and distributed at the meeting.
2. The minutes from previous meeting will be distributed by mail to each member.
3. Information requested at previous meeting will be researched.
4. Resource persons will be identified and scheduled to appear at next meeting.
5. A monthly report on status of survey will be made.
6. Matters relating to District plan for achieving accessibility and usability of facilities will be regularly reported. Committee input will be solicited and carefully considered.

B. Method of Scheduling and Conducting Subcommittee Meetings (P)

Agenda items will be solicited from the Committee as a whole, from individual members and from items furnished by the Assessment Office. Matters on which the Chairperson desires committee reaction or direction will also be included on the Agenda.

A secretary from Educational Housing will take the minutes; the Chairperson will edit the minutes, and the Assessment Office will duplicate and distribute the combined minutes from the three subcommittees to all members.

Survey progress reports will be furnished committee members for their information and comment.

The Chairperson will contact and schedule resource persons or otherwise furnish requested information to the committee.

M/O #12 - Performing Selected Modifications in District Facilities during Reporting Period #1

A. The District will modify certain facilities, as directed, before the entire survey is completed. (OP)

These modifications will be funded from current appropriations.

Qualifying conditions:

1. That the needed modifications are identified promptly.
2. That design approval and other processing will take place in time to utilize the current year's existing appropriation account.

B. Method of Accomplishing Selected Modifications (OP)

The modifications which are authorized and funded will be processed in the regular manner by the various branches of this Division, through the design, bidding, construction, inspection, and acceptance phases.

Qualifying conditions:

1. That the needed modifications are identified promptly.
2. That design approval and other processing will take place in time to utilize the current year's existing appropriation account.

RESOURCE ANALYSIS CHART

Reporting Period #1

(1)	M/O (2)	PEOPLE FACTORS			THING FACTORS	
		(3)	(4)	(5)	(6)	(7)
No.	Description	Est. No. of man-days by Category	Time Allowed to Complete (working days)	Average Daily Rate	Est. Cost	Est. Require- ment by Category
1	Conduct Survey	(1.1) 20	20	\$165	\$ 3,300	(2.2) \$ 4,200
		(1.2) 624	103	107	66,768	(2.4) 8,000
2	Collate Data	(1.1) 2	2	165	330	(2.4) 500
		(1.2) 18	18	77	1,386	
3	Prepare Estimate	(1.1) 2	2	165	330	(2.4) 250
		(1.2) 70	70	120	8,400	
4	Prepare Final Report	(1.1) 19	19	165	3,135	(2.4) 500
		(1.2) 6	6	65	390	
5	Prepare Transition Plan	(1.1) 16	16	165	2,640	(2.4) 250
		(1.2) 7	7	113	791	
6	Inventory of Capabilities	(1.1) 2	2	165	330	
7	Process Evaluation	(1.1) 6	6	165	990	
		(1.2) 1	1	235	235	
8	Analysis of Evaluation Data	(1.1) 6	6	165	990	
		(1.2) 1	1	235	235	
9	Adjustment of M/O's	(1.1) 6	6	165	990	
		(1.2) 2	2	65	130	
10	Progress Reports	(1.1) 6	6	165	990	(2.4) 250
		(1.2) 4	4	107	428	
11	Subcommittee Advisory Meetings	(1.1) 15	15	165	2,475	(2.4) 250
		(1.2) 5	5	65	325	
12	Selected Modifications	(1.2) 327	104	92	30,000	(2.5) \$170,000

RESOURCE ANALYSIS CHART - Reporting Period #1 (Continued)

				<u>\$125,588</u>	<u>\$184,200</u>	
Subtotals	(1.1)	100	(1.1)	100	Total	Total
	(1.2)	1165	(1.2)	321	People	Thing
	(1.3)	-0-	(1.3)	-0-	Costs	Costs

F. SUMMARY TABLE - Reporting Period No. One - February - June, 1978

Instructions:

- Step 1 - Separate the "Total People Costs" according to each major factor and enter on Summary Table.
- Step 2 - To calculate the full-time equivalents (FTE's) for each people factor divide the column 4 subtotal figure by the subtotal figure in column 3 as entered off the Resource Analysis Chart and enter on Summary Table (round off to the nearest hundredth).
- Step 3 - Separate the "Total Thing Costs" according to each major factor and enter on Summary Table.

Total People Costs \$ 125,588 less In-place \$ 125,588 = \$ - 0 -
Need

Cost by Major Factor:

1.1 Certificated \$ 16,500 less In-place \$ 16,500 = \$ - 0 -
Need

1.2 Classified \$ 109,088 less In-place \$ 109,088 = \$ - 0 -
Need

1.3 Non-classified \$ -0- less In-place \$ -0- = \$ - 0 -
Need

FTE's by Major Factor:

1.1 Certificated 1 less In-place 1 = - 0 -
(No. FTE's) Need

1.2 Classified 6.8 less In-place 6.8 = - 0 -
(No. FTE's) Need

1.3 Non-classified - 0 - less In-place - 0 - = - 0 -
(No. FTE's) Need

Total Thing Costs \$ 184,200 less In-place \$ 184,200 = \$ - 0 -
Need

Cost by Major Factor:

2.1 Facilities \$ - 0 - less In-place \$ - 0 - = \$ - 0 -
Need

2.2 Transportation \$ 4,200 less In-place \$ 4,200 = \$ - 0 -
Need

2.3 Maintenance \$ - 0 - less In-place \$ - 0 - = \$ - 0 -
Need

2.4 Supplies \$ 10,000 less In-place \$ 10,000 = \$ - 0 -
Need

2.5 Construction \$ 170,000 less In-place \$ 170,000 = \$ - 0 -
Need

REPORTING PERIOD #2 - JULY, 1978 THROUGH JUNE, 1979

The School Building Planning Division will be extensively involved with handicapped projects during this period. A detailed analysis of our needs cannot be made at this time due to insufficient data. The information listed below is our best estimate of what will be required.

The School Building Planning Division's handicapped compliance efforts in Reporting Period #2 will require these resources:

A. Personnel Resources

- | | | |
|---|-----------------|------------------|
| 1. The regular staffing of all four branches (Architecture & Engineering, Construction, Educational Housing, and Real Estate) to remain at present levels. | | |
| 2. A Temporary Adviser position to continue from July 1 - August 25, 1978 (John Welch) | Estimated Cost: | \$ 6,657 |
| 3. A School Facilities Planner position to be added. | Estimated Cost: | 34,377 |
| 4. A Consultant to the handicapped position to be added. | Estimated Cost: | 25,000 |
| 5. An Intermediate Clerk-Stenographer to be added. | Estimated Cost: | 14,166 |
| 5. 15% of the \$7,400,000 requested in "B" below for Architecture & Engineering and Construction Branches, and other personnel required to process projects | Estimated Cost: | <u>1,110,000</u> |
| | TOTAL COST | \$1,190,200 |

B. Non-Personnel Resources

- | | | |
|--|---------------------------|------------------|
| 1. Construction of modifications as needed at 21 Special Education schools | *Estimated Cost: | \$ 1,000,000 |
| 2. Construction of selected modifications at 11 Personnel Offices locations | *Estimated Cost: | 150,000 |
| 3. Construction of modifications, in priority order, at cluster concept schools in each Administrative Area or as otherwise determined (to include K-12 and Career and Continuing Education locations) | *Estimated Cost: | <u>6,250,000</u> |
| | TOTAL COST | \$ 7,400,000 |
| | Less 15% (See A-6 above): | <u>1,110,000</u> |
| | ADJUSTED TOTAL: | \$ 6,290,000 |

*Costs as of January 20, 1978

Total Estimated Cost:	Personnel Resources:	\$ 1,190,200
	Non-Personnel Resources:	6,290,000
		<u>\$ 7,480,200</u>

Assuming the availability of the personnel and non-personnel resources listed above in Reporting Period #2, the School Building Planning Division will undertake the following major Milestones/Objectives to effect compliance with the handicapped requirements for July, 1978 through June, 1979.

- M/O #1 - Maintain records, document division compliance.
- M/O #2 - Prepare reports for division, District, State and Federal purposes.
- M/O #3 - Prepare division management plan.
- M/O #4 - Monitor and document progress of management plan and individual projects.
- M/O #5 - Provide liaison between School Building Planning Division and the public, other agencies, District personnel.
- M/O #6 - Process grievances filed against the division.
- M/O #7 - Involve the handicapped and public in reports, or other aspects of compliance regulations.
- M/O #8 - Direct requests for information from the public, other divisions, and agencies to the proper channel.
- M/O #9 - Inventory and assess existing division capabilities.
- M/O #10 - Conduct process evaluation of project.
- M/O #11 - Analyze management data.
- M/O #12 - Reassess and adjust major Milestones/Objectives.
- M/O #13 - Prepare and disseminate quarterly and yearly progress reports.
- M/O #14 - Schedule and conduct subcommittee advisory committees.
- M/O #15 - Consult with District and site administrators regarding housing appropriate to function.
- M/O #16 - Identify work that needs to be done.
- M/O #17 - Estimate related costs.
- M/O #18 - Process projects for Board decision and funding.
- M/O #20 - Refer approved projects to Maintenance Branch, or put projects out to bid for construction.

M/O #21 - Award contracts to contractors.

M/O #22 - Check and inspect projects.

M/O #27 - Process projects through acceptance phase.

M/O #28 - Train School Facilities Planner to assume duties of coordinator.

F. Summary Table - Reporting Period No. Two - July, 1978 - June, 1979

Total People Costs \$ 1,190,200 less In-place \$ -0- = \$ 1,190,200
Need

Cost by Major Factor:

1.1 Certificated \$ 6,657 less In-place \$ -0- = \$ 6,657
Need

1.2 Classified \$ 1,158,543 less In-place \$ -0- = \$ 1,158,543
Need

1.3 Non-Classified \$ 25,000 less In-place \$ -0- = \$ 25,000
Need

FTE's by Major Factor:

1.1 Certificated .15 less In-place -0- = .15
(No. FTE's) Need

1.2 Classified * less In-place * = *
(No. FTE's) Need

1.3 Non-Classified 1 less In-place -0- = 1
(No. FTE's) Need

Total Thing Costs \$ 6,290,000 less In-place \$ -0- = \$ 6,290,000
Need

Cost by Major Factor:

2.1 Facilities \$ _____ less In-place \$ _____ = \$ _____
Need

2.2 Transportation \$ _____ less In-place \$ _____ = \$ _____
Need

2.3 Maintenance \$ _____ less In-place \$ _____ = \$ _____
Need

2.4 Supplies \$ _____ less In-place \$ _____ = \$ _____
Need

2.5 Construction Funds \$ 6,290,000 less In-place \$ -0- = \$ 6,290,000
Need

*An estimate of the personnel required to process projects cannot be made until the scope and type of various programs are identified and until it is determined whether design work will be done in the Architecture & Engineering Branch or contracted for with outside designers.

REPORTING PERIOD #3 - JULY, 1979 THROUGH JUNE, 1980

A detailed estimate of total division needs during Reporting Period #3 cannot be made at this time since the nature and scope of authorized modifications of District facilities have not been determined.

A preliminary estimate of costs to continue modifications, in priority order, at cluster concept K-12 and Career & Continuing Education schools in each Administrative Area is \$14,529,750.

ATTACHMENT

STATEMENT OF FUNCTIONS

SCHOOL BUILDING PLANNING DIVISION

STATEMENT OF FUNCTIONS

A. OBJECTIVE

To administer, coordinate and expedite all operations involved in the planning of school facilities and related activities in order to house the pupils, personnel and pertinent operations of the Los Angeles Unified School District.

B. FUNCTIONS

1. Conduct a research program involving population and school enrollment growth data and trends to be used as a basis for school bond proposals, land acquisition, building programs, service boundaries, and related activities.
2. Maintain an expenditure control of funds provided by current budget and school bonds for land acquisition, construction of new schools and buildings, alterations and improvements of existing buildings, ground improvements, and related activities.
3. Administer a land acquisition program based on need and available funds.
4. Develop and maintain school building standards in accordance with curriculum and educational activities approved by the Operating Divisions, the Superintendent, and the Board of Education.
5. Direct and coordinate the planning operations involving architects, engineers, and technicians in the development of plans for school plants in accordance with approved educational standards and legal requirements.
6. Develop and coordinate a school building schedule in relation to the school calendar and enrollment needs.
7. Administer the operations involved in the completion of plans and specifications in preparation for advertising for bids and awarding of contracts.
8. Direct the supervision and control of construction operations.
9. Plan and schedule an alterations and improvements program for buildings and grounds based on a priority of need system.
10. Conduct a program based on enrollment studies for the establishing of school service boundaries, and providing and servicing of maps showing locations of schools and boundaries and other pertinent data.

11. Determine the need, priorities, and schedules of construction for new schools, additions to existing schools, alterations and ground improvements.
12. Interpret and clarify to parents, educators and the public, the educational implications, technical aspects, legal requirements, and procedures involved in the various processes of providing educational housing.
13. Conduct studies and research in cooperation with the educational staff and technical agencies for continuous improvement in the educational environment provided by school buildings.

ARCHITECTURE AND ENGINEERING BRANCH

STATEMENT OF FUNCTIONS

A. OBJECTIVE

To direct, coordinate, and supervise the design and preparation of plans, specifications and construction estimates for school buildings, support facilities, electronic installations, ground improvements, structural rehabilitation, and alteration and modernization projects for the Los Angeles City Unified School District.

B. FUNCTIONS

1. Develop, coordinate, and prepare District designed plans, specifications, and estimates for ground and site improvements, off-site sewer, storm drain and street improvements, new buildings, alterations and improvements to existing buildings, moving or demolition of existing structures, lease/purchase of portable buildings, and State and Federal funded projects.
2. Direct and guide commissioned architects and engineers in the development of plans, specifications, and estimates for building and grounds projects and provide a professional review thereto.
3. Prepare, evaluate, maintain, and review the priority listings and disposition of all pre-1933 District buildings.
4. Confer with District administrators, contractors, professional and expert groups as assigned, and officials of other public agencies with regard to architectural and engineering planning, District policy, and associated problems.
5. Conduct land, topographical, geological, seismicity, and construction surveys and site development and cost studies for land acquisitions and for building and grounds improvement projects.
6. Prepare applications and submit plans and specifications for approvals by the State Office of Architecture and Construction, State Fire Marshall, State Department of Rehabilitation and other Public Agencies where required for all Branch and Commissioned projects.
7. Coordinate and prepare Contract Documents for Advertising for Bids for all projects as assigned by the Division.
8. Prepare plans, specifications, and estimates for security-intrusion alarm systems, personnel security alarm systems, and television antenna systems from a pre-determined priority list; evaluate and research systems for special application by the District.
9. Provide general supervision of inspection for Branch-designed projects during construction, prepare change orders, recommend approval of Contractor's payment requests, and submit job progress report as legally required.
10. Prepare guide standard drawings, specification guides and directives of design criteria, materials and methods.

11. Assist in the selection of commissioned architects and engineers to be recommended for specific projects.
12. Assist in the negotiation of fees with commissioned architects and engineers.
13. Provide technical and professional services and advise District administrators in the field of architecture and engineering.

CONSTRUCTION BRANCH

STATEMENT OF FUNCTIONS

A. OBJECTIVE

To direct and coordinate the inspection of the construction phase of new school buildings, rehabilitation projects, alterations to existing buildings, and ground improvements for the Los Angeles Unified School District.

B. FUNCTIONS

1. Direct and supervise the inspection of all school building construction and services connected therewith in collaboration with the project architect.
2. Consult with and advise the School Building Planning Division staff regarding problems allied to construction projects.
3. Coordinate the receiving of equipment delivered to school buildings under construction.
4. Coordinate with the school administrator and contractor construction schedules affecting the operation of the school and the placement of safety controls for pupil protection.
5. Maintain up-to-date information regarding occupancy dates for all construction projects.
6. Certify to the State Office of Architecture and Construction to the placement of all controlled fills according to approved plans and specifications.
7. Certify to the State Office of Architecture and Construction the construction of school buildings according to the approved plans and specifications.

EDUCATIONAL HOUSING BRANCH

STATEMENT OF FUNCTIONS

A. OBJECTIVE

To accomplish the planning necessary to provide a sufficient number of safe and functional facilities for the education of pupils at all levels, and for the personnel responsible for the accomplishment of the approved educational program.

B. FUNCTIONS

1. Conduct continuous studies of actual and anticipated changes in school enrollment due to shifting of population, births, immigration and other variables to form a basis for the establishment of new schools, the development of new attendance boundaries, and the programming of new school facilities.
2. Develop building programs for the establishment of new schools and children's centers; for the purchase of land; for the relocation of portable buildings; and for the addition of buildings to existing sites in accordance with a pre-determined schedule to meet the enrollment changes in the District; recommend the sale or lease of property not needed for school purposes and the demolition of obsolete or unsafe buildings.
3. Interpret the need, conduct research, and cooperatively plan space requirements for all educational activities prescribed by the approved curriculum at all levels.
4. Develop manuals for educational housing needs for school buildings, to interpret the physical layout for each educational activity, and to be used as a guide by the School Building Planning and Construction Services personnel and outside architects.
5. Serve as a liaison between the superintendent, associate superintendents, area superintendents, principals, teachers, and the School Building Planning Division personnel in all matters pertaining to sites, buildings, grounds for new schools and children's centers, and improvements to existing facilities; as well as interpreting the planning and building program of the Board of Education to community advisory groups affected.
6. Prepare and maintain all official school maps; conduct house-to-house canvasses, and make pupil residence distribution studies in order to establish new attendance areas and necessary boundary changes.
7. Process and coordinate capital outlay expenditures for alterations to buildings and improvements of grounds for the District as authorized.
8. Develop and prepare the building programs for the strengthening or replacement of buildings that do not conform to the requirements for earthquake safety.
9. Develop and prepare the capital outlay bond building and land programs.

REAL ESTATE BRANCH

STATEMENT OF FUNCTIONS

A. OBJECTIVE

To perform the functions essential to the acquisition and/or disposal of real property for the carrying out of the school program in accordance with Board of Education policies and procedures.

B. FUNCTIONS

1. Make surveys and recommendations for the acquisition of additional property for existing sites, and for the selection of new sites, gathering such data as size, shape, topography, drainage, soil, accessibility, street pattern, proximity to transportation, sewer and storm drain facilities, utilities, street improvements, and proposed public improvements, such as freeways, etc., that might affect the site at some future time.
2. Appraise real property, using approved methods and techniques; this requires the maintenance of careful records, including supporting data which are available at all times for public examination.
3. Negotiate with property owners for the acquisition of real property on the basis of proper appraisal preparation and utmost fact; perform escrow and title work to consummate the transaction, and secure title insurance policies.
4. Cooperate with and assist County Counsel in instituting eminent domain proceedings (condemnation actions), where negotiations are not successful.
5. Lease real property, both as Lessor and Lessee, and obtain permits for use of real property.
6. Sell real property, including buildings, structures and other improvements.
7. Process street and alley vacations, assessment matters, tract maps, freeway contracts, street openings and widenings, and rights of way and easements as both Grantor and Grantee.
8. Provide relocation assistance to families, individuals and businesses displaced by Board of Education acquisitions.