



Governing Board Members
Mr. Matthew D. Balzarini, President – Mr. Shane Nielson, Clerk
Mr. Colin Clements – Ms. Sharon Lampel – Mr. David Pombo

Committee Meeting Agenda

District Office, Board Room
111 S. De Anza Blvd., Mountain House, CA 95391
Tuesday, March 8, 2016
6:30 P.M. – Facilities Use Committee Meeting

- I. Call to order at _____ P.M.
- II. Roll call: Shane Nielson, Chair ____; David Pombo, Board Member ____ Alvina Keyser, CBO-Staff ____; Jimmy LeGrande, DMOT-Staff ____; Airika Smith-Payne, Community Member ____; Corey Strock, Community Member ____
- III. Facility Use Update
 - A. Facility Use Minutes, 02/16/2016 P. 2 and 3
 - B. Facility Usage Reports P. 4 and 5
 - C. Denied Applications -
 - For lack of district coverage:**
 - 1. Royal Kings
 - D. Unapproved Use Notifications
 - E. Change of Tier Status Notification
 - F. Civic Permit Software Update
 - G. Reimbursement to Organization(s)
- IV. Receiving Public Comments
- V. Finance Report P. 6
 - A. Staff Hours Report
- VI. Information and Discussion Items
 - A. MHHS Track for Public Use: Proposal from staff P. 7 and 8
 - B. Kitchen Use
 - C. Facility Use process
 - D. School Events - summer
 - E. Custodians working hours for Tier 1 organizations
 - F. Reservation dates valid with Certificate of Insurance dates
- VII. Action Items
 - A. Kam Learning Center, two classrooms, location flexible for 6/13-7/22, 9:00 a.m. to 1:00 p.m.
APPROVED _____ NOT APPROVED _____
- VIII. Future Agenda Topics and Meeting Dates
- IX. Adjournment of the Facilities Use Committee Meeting of the Lammersville Unified School District, March 8, 2016 at _____ P.M.

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Governing Board Members
Mr. Matthew D. Balzarini, President – Mr. Shane Nielson, Clerk
Mr. Colin Clements – Ms. Sharon Lampel – Mr. David Pombo

III - A
3-8-2016

Committee Meeting Minutes

District Office, Board Room

111 S. De Anza Blvd., Mountain House, CA 95391

February 16, 2016

6:30 P.M. – Facilities Use Committee Meeting

- I. Call to order at 6:33 p.m.
- II. Facility Use Committee Members present included: David Pombo, Alvina Keyser, Airika Smith-Payne, and Corey Strock.
- III. Facility Use Update
 - A. Facility Use Minutes, 01/12/2016
 - B. Facility Usage Reports presented continues to show high usage of multi-purpose rooms between the hours of 5 p.m. and 10 p.m.
 - C. Denied Applications for various reasons below.
 1. Elevate Youth Program - Tier 3 for Bethany Elementary, art classes: original request denied, but alternate accommodation provided to organization.
 2. Elevate Youth Program - Tier 3 for Wicklund Elementary, art classes: original request denied, but alternate accommodation provided to organization.
 3. Fun Damentals - Tier 2B for MHHS, track not available.
 4. Steelhouse AAU – Tier 3 for Lammersville Elementary, MPR due to lack of district coverage.
 5. Mountain House Wolverines – MHHS from March to May not available and lack of district coverage.For lack of district coverage and did not submit 30 days' notice:
 6. Jason Jeffery – Tier 3 for Wicklund Elementary, MPR and usage of piano.
 7. Mountain House Tamil Association – Tier 3 for Altamont Elementary, MPR.
 8. Mountain House Little League – Tier 2A for MHHS, Small Gym & Stadium.
 - D. Unapproved Use Notifications- No unapproved use notifications.
 - E. Change of Tier Status Notification- No changes of tiers.
 - F. Civic Permit Software Update: Met with the Software Company, discussed issues regarding software compatibility. The software company will be resolving the issue on how to retrieve reports on each tier, set up online payment method, and merge duplicate accounts created by organizations and sites.
 - G. Reimbursement to Organization(s) – No reimbursements made.
- IV. Receiving Public Comments: None
- V. Finance Report :
 - A. Staff Hours Report – Mrs. Robertson unable to finalize staff hours report but time spent has improved a little.
- VI. Information and Discussion Items
 - A. Explore Quad Area Options: There are no exterior restrooms in the Quad area, the closest accessible restrooms are in Building C. The quad area is not equipped with infrastructure for future building of a restroom. Mr. Pombo suggested the gates with locks be numbered for convenience.
 - B. Restrooms at High School: Mr. Nielson, Mr. Pombo, and Ms. Keyser had a walk through the quad area to check for closest accessible restrooms and found that the organizations renting the quad area would need to use the restrooms that are inside one of the buildings. It was suggested that future projects should look into restroom accessibility from the outside.
 - C. MHHS Track – Public Use: Mountain House High School Principal Ben Fobert addressed the committee and expressed concerns like proper care, spillage of beverages, and damage to the track if it is open

for public use. He would like to help the community and assured the committee that he will work with the MHHS Athletic Director to work out a schedule to open the track for public use. He mentioned that the track and fields are heavily used by the school teams and they are expecting an increase of usage in future. There was a suggestion that the track could potentially be open for public use in the morning hours daily from 6:00 to 7:00 a.m. Mr. Fobert envisions potential availability of the high school track during summer time with one custodian coverage; times would need to be determined. The committee agreed that we have to work with the high school and the need to be flexible on community usage.

D. MHHS Kitchen: Food Service Director Bernie Hill expressed concerns on high school kitchen requests. There is a 2-year warranty for the kitchen equipment and organizations that have used elementary site kitchens have not respected the equipment and have not cleaned them well which could lead to bugs, roaches, and foodborne illness. In the case we open the high school kitchen for facility use, Ms. Hill said she wants one of her staff members to be present during the event and the organization will have to sign-in and sign-out the Inventory Sheet in addition to the Check Out/In form. The committee mentioned that the proposal for the high school kitchen was to explore cooking classes and they will gather more information on how other schools/organizations work. Mrs. Hill recommended waiting until after the warranty period is over before considering high school kitchen use.

E. Amendment to Handbook Policy:

1. Valid Certificate of Insurance determines reservation: Committee tabled item for more information regarding coverage date purchases.
2. Authorize site Civic Permit users per organization: It was agreed that one user per site/organization will be authorized to avoid duplication. A list of authorized persons to be submitted to the Committee. Ms. Keyser will prepare an Amendment #5 for the next board meeting.

VII. Action Items

- A. Handbook Amendment – Reservation dates valid with Certificate of Insurance dates. Committee tabled this item.
- B. Handbook Amendment – Organization Civic Permit Users. Committee approved creating Handbook Amendment #5 to approve limiting number of users per organization to provide few contacts and limit staff time.
- C. Relay for Life at Wicklund Elementary on June 18, 2016- Committee approved request for use of Wicklund quad area, one classroom, and restrooms.

VIII. Future Agenda Topics and Meeting Dates: Next meeting to be held Tuesday, March 8, 2016.

A. Mobile School Vendors

IX. Adjournment of the Facilities Use Committee Special Meeting of the Lammersville Unified School District, February 16, 2016 at 8:10 p.m.

III - B

3-8-2016

Lammersville Unified School District

Online Facility Use Permits

Logged in as Rita Salins

My Permits Insurance Policies Calendar Reports Settings

Quick Find: Permit #

Facility Usage Report

Other Reports

From

07/01/2015

To

03/04/2016

Site

All Sites

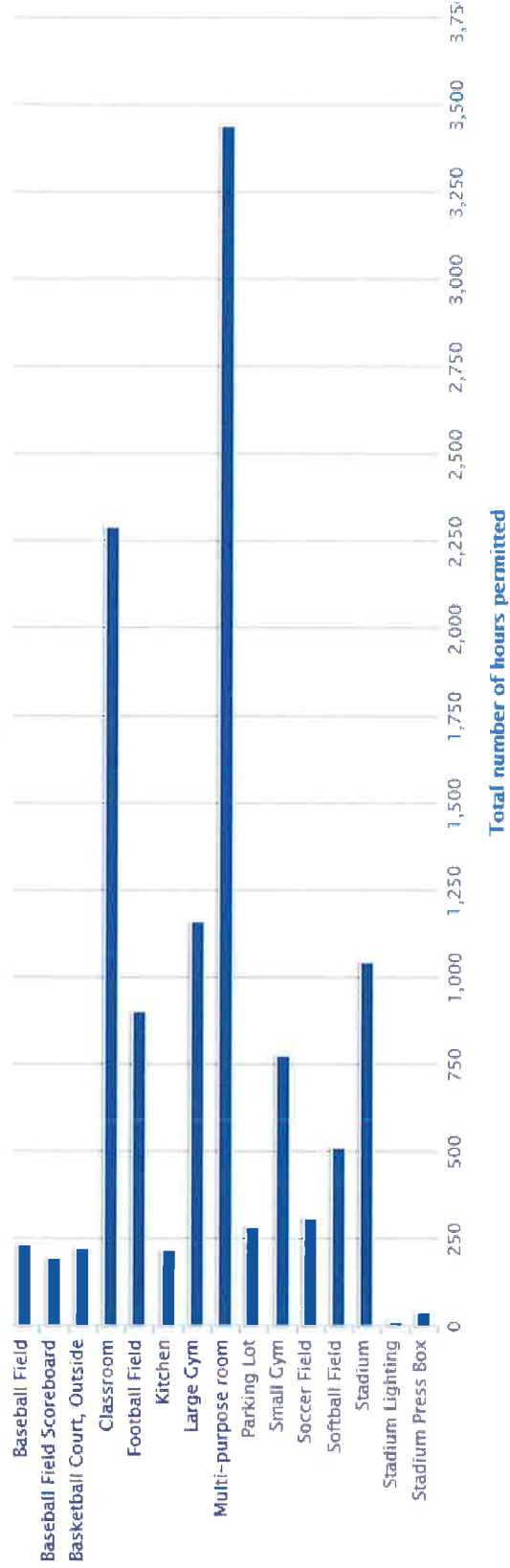
Group

All Groups

Status

All Statuses

Facility Usage



Total number of hours permitted

III - B
3-8-2016

Lammersville Unified School District

Online Facility Use Permits

Logged in as Rita Salins

My Permits Insurance Policies Calendar Reports Settings

Quick Find: Permit #

Hourly Usage Report

Other Reports

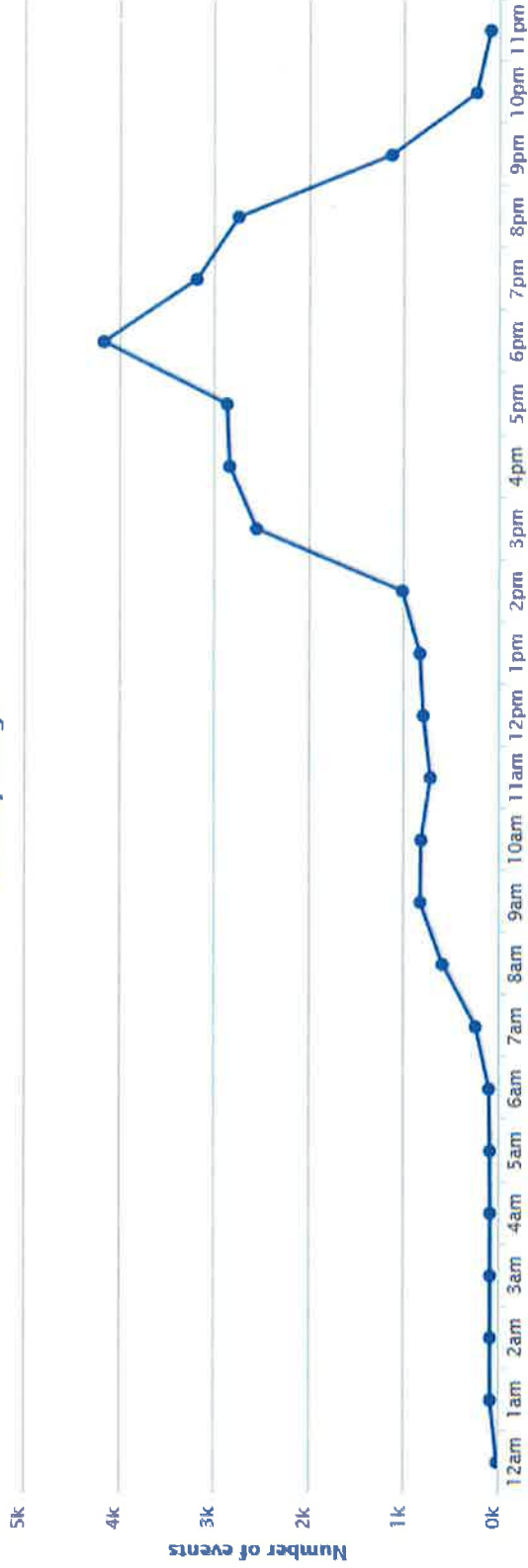
From To

Site

Group

Status

Hourly Usage

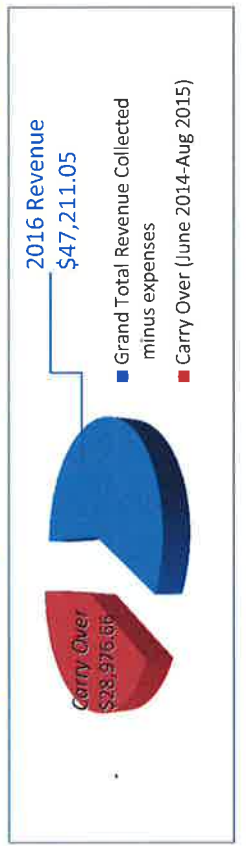


V
3-8-2016

Use of Facility (UOF) Collection

(July 1, 2015 - March 3, 2016)

School Site	Meeting Rooms	Carry Over (14-15)	Revenue	Deposit	Food Svcs Fees	Custodial Fees	Def Rev
District	-	(\$373.07)					
Altamont Elementary School	Classroom Use	\$2,236.66	\$4,142.20	\$200.00		\$641.00	\$ -
Altamont Elementary School	Multi-Purpose Room		\$4,207.15	\$200.00		\$561.00	
Altamont Elementary School	Field Use	\$730.00	\$1,004.00				\$ -
Bethany Elementary School	Field Use		\$80.00			\$80.00	\$ -
Bethany Elementary School	Multi-Purpose Room	\$6,659.58	\$4,500.77	\$200.00		\$1,122.34	\$ -
Lammersville Elementary	Multi-Purpose Room	\$269.56	\$1,939.44			\$400.54	
Lammersville Elementary	Field Use						\$ -
Mountain House High School	Multi-Purpose Room		\$1,698.49	\$200.00		\$312.00	\$ -
Mountain House High School	Stadium		\$2,556.00	\$200.00		\$3,549.10	\$ -
Mountain House High School	Small Gym	\$6,933.25	\$1,275.16				\$ -
Mountain House High School	Large Gym		\$2,854.04			\$2,170.25	\$ -
Mountain House High School	Classroom Use		\$7,221.91	\$400.00		\$2,430.00	\$ -
Questa Elementary School	Field Use		\$215.00				\$ -
Questa Elementary School	Classroom Use		\$427.30				
Questa Elementary School	MPR/Kitchen	\$9,038.57				\$106.42	
Questa Elementary School	Multi-Purpose Room		\$10,428.72	\$400.00		\$2,111.41	\$ -
Wicklund Elementary School	Multi-Purpose Room		\$2,135.19	\$200.00		\$319.47	\$ -
Wicklund Elementary School	Field Use	\$3,482.11	\$250.00				\$ -
Wicklund Elementary School	Classroom Use		\$275.68				\$ -
UOF Revenue Collected & Expenses		\$28,976.66	\$45,211.05	\$2,000.00	\$0.00	\$13,803.53	\$0.00
Total UOF Expenses (Food Svcs, Custodial & Other Fees)							
Grand Total Revenue Collected <i>minus expenses</i>							
Carry Over (June 2014-Aug 2015)							
Total Collected (Carry Over+Deferred + Rev)							



Public Track Usage Proposal

In an effort to provide public access to the all-weather running track at Mountain House High School, Mountain House High School has prepared this document to detail the following information:

- Available Dates/Times of use
- Public Usage Rules and Best Practices
- Pilot Data Collection

Available Dates of Use:

- Every Monday and Friday from 6:45 P.M. until Sunset Starting on March 14th.
- Every Saturday from 9:00 A.M. to 4:00 P.M. (unless the stadium has been rented or scheduled)
- Pilot program and all data collected will be reviewed at the Facilities Use Meeting at the beginning of May for further consideration.

Date	Open	Sunset	Minutes of Use
3/14/2016	6:45 PM	7:12 PM	27
3/18/2016	6:45 PM	7:15 PM	30
3/19/2016	9:00 AM	4:00 PM	6 hours
3/21/2016	6:45 PM	7:18 PM	33
3/25/2016	6:45 PM	7:22 PM	37
3/26/2016	9:00 AM	4:00 PM	6 hours
3/28/2016	7:00 AM	2:00 PM	7 hours
3/29/2016	7:00 AM	2:00 PM	7 hours
3/30/2016	7:00 AM	2:00 PM	7 hours
3/31/2016	7:00 AM	2:00 PM	7 hours
4/1/2016	7:00 AM	2:00 PM	7 hours
4/2/2016	9:00 AM	4:00 PM	6 hours
4/4/2016	6:45 PM	7:31 PM	46
4/8/2016	6:45 PM	7:35 PM	50
4/9/2016	9:00 AM	4:00 PM	6 hours
4/11/2016	6:45 PM	7:37 PM	52
4/15/2016	6:45 PM	7:41 PM	56
4/16/2016	9:00 AM	4:00 PM	6 hours
4/18/2016	6:45 PM	7:44 PM	59
4/22/2016	6:45 PM	7:47 PM	1 hour 3 minutes
4/23/2016	9:00 AM	4:00 PM	6 hours
4/25/2016	6:45 PM	7:49 PM	1 hour 5 minutes
4/29/2016	6:45 PM	7:54 PM	1 hour 9 minutes
4/30/2016	9:00 AM	4:00 PM	6 hours
5/2/2016	6:45 PM	7:57 PM	1 hour 11 minutes

Public Usage Rules and Best Practices

Posted Rules to be visibly placed in multiple places in the stadium

- No wheeled vehicles on track (strollers, bikes, scooters, roller blades, skateboards, anything with wheels)
- No food on track
- Use of the Stadium Field is strictly prohibited
- Running shoes only (no cleats, spikes, heeled shoes, etc.)
- Running/walking on the track is not supervised, use caution to avoid injury
- Public users are encouraged to supervise one another. Violation of posted rules by any individual can lead to public use closure for all.
- Public use hours are subject to change if stadium is being rented or scheduled by the school.

Pilot Data Collection

In an effort to collect data during this pilot period, custodians will take data at the beginning and end of each weekday public use session, and once per hour during the weekend and holiday use sessions. The following data will be tracked

- Number of public users
- Infractions of rules (if any) and what the infractions are
- Amount of time spent to open/close the track
- Damages sustained during public use sessions
- Problems or injuries during public use sessions (if any)

Data will be shared with the facilities use committee during the May Facilities Use committee meeting.