



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

## Committee Meeting Agenda

District Office, Board Room  
111 S. De Anza Blvd., Mountain House, CA 95391  
November 18, 2015  
6:30 P.M. – Facilities Use Committee Meeting

- I. Call to order at \_\_\_\_\_ P.M.
- II. Roll call: Matthew Balzarini, Chair \_\_\_\_; Shane Nielson, Board Member \_\_\_\_ Alvena Keyser, CBO-Staff \_\_\_\_; James Nolan, DMOT-Staff \_\_\_\_; Airika Smith-Payne, Community Member \_\_\_\_; Corey Strock, Community Member \_\_\_\_
- III. Facility Use Update
  - A. Facility Use Minutes, 10/20/2015 .....P. 2
  - B. Facility Usage Reports .....P. 4
  - C. Denied Application
  - D. Unapproved Use Notifications
    1. Public during Organization Reserved Time
  - E. Change of Tier Status Notification
  - F. Civic Permit Software Update
  - G. Reimbursement to Organization(s)
    1. Jr. Mustangs– Issues with public users on Altamont field
- IV. Finance Report .....P. 6
  - A. Staff Hours Report
  - B. Proposed Expenditures from Collected Funds
    1. Microphones/Cables
    2. Mountain House High School MPR
    3. Questa Baseball Bases
    4. LCD Projectors
    5. MHHS Backup Controller Scoreboard
- V. Information and Discussion Items
  - A. Facility Use Handbook
    1. Board Approved 11/4/15, Amendment #2 .....P. 7
    2. Custodian Rate Change to \$28/hour, beginning with new applications
    3. Custodian Coverage at High School for Events 2A - 3
  - B. MHHS Athletics – Confirmation of schedules affecting two organizations
  - C. Application Process for Fundraising and Charity Events – High-Risk Activities
- VI. Action Items
  - A. Facility Use Handbook Revision: Recommendation for LUSD Employee presence at high school events for Tier 2A – 3.  
Approved: \_\_\_\_ Not Approved: \_\_\_\_
- VII. Receiving Public Comments
- VIII. Future Agenda Topics and Meeting Dates
- IX. Adjournment of the Facilities Use Committee Special Meeting of the Lammersville Unified School District, November 18, 2015 at \_\_\_\_\_ P.M.

AMERICAN WITH DISABILITIES COMPLIANCE NOTICE: In compliance with the Americans with Disabilities Act, those requiring special assistance to access the Board of Trustees meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact Mrs. Noel Balzarini at (209) 836-7400. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodation, auxiliary aids or services. DOCUMENT AVAILABILITY: Documents provided to a majority of the Governing Board regarding an open session item on this agenda, including documents distributed to the Board less than 72 hours in advance of a board meeting are available for public inspection at the front desk of the District offices located at 111 S. De Anza Blvd., Mountain House, CA 95391 during normal business hours.

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Governing Board Members  
Mr. Matthew D. Balzarini, President – Mr. David Pombo, Clerk  
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11-18-2015

III - A

## Committee Meeting Minutes

District Office, Board Room

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

October 20, 2015

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

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- I. Call to order at 6:31 P.M.
- II. Facility Use Members present included: Matthew Balzarini, Shane Nielson, Alvina Keyser, James Nolan, Airika Smith-Payne, Corey Strock
- III. Facility Use Update
  - A. Facility Use Minutes, 9/10/2015
  - B. Denied Application
    1. MH Muslims Organization, initial application denied.
    2. Royal Kings, initial application denied.
  - C. Unapproved Use Notifications
    1. Junior Mustangs rent the Altamont field and West Coast Soccer coaches were using that field, so notifications were sent out that West Coast Soccer team are approved to use. Wicklund fields so they should not be using Altamont field.
  - D. Change of Tier Status Notification: Kam Learning Center was originally recognized as a Tier 2A organization since they applied for non-profit status. They received notification they were denied non-profit status since they are a limited resource organization so status changed to Tier 3.
  - E. CivicPermit Software Update: No update, but will schedule meeting with vendor.
  - F. Reimbursement to Organization(s): None
- IV. Finance Report
  - A. Staff Hours Report
- V. Information and Discussion Items
  - A. Facility Use Handbook
    1. Changes need to be made for future site calendar events.
    2. Additional questions to be considered in the applications of all the fundraising or charity events for high-risk activity.
    3. Check-in and check-out process need to be revisited with a couple of school sites.
  - B. MHHS Athletics – Confirmation of schedules affecting two organizations
    1. MH Youth Basketball: There is a hold on application until the site basketball and volleyball schedules are received then the application for MH Youth Basketball team will be processed. Committee will be informed of the results.
    2. Xplosion Volleyball: There is a hold on application until the site basketball and volleyball schedules are received then the application for Xplosion Volleyball team. Committee will be informed of the results.
  - C. AAU Membership – MHHS Coach Application: MHHS coaches that are playing for AAUU need the high school gyms from April to May and September to October. An amendment will be submitted to Governing Board for approval to place the group in Tier 1.
  - D. Custodial – Additional Clean-up Time: Resolved itself.
  - E. Application Process for Fundraising and Charity Events: A process will presented during the next Facility Use Committee Meeting.

VI. Action Items

- A. Tier 2A Request for Fee Reduction – MH Youth Basketball approved
- B. Tier 2A Request for Fee Reduction – Wolverines approved
- C. West Coast Soccer Ice-Cream Truck, not approved since proceeds do not go to any of our schools.

VII. Receiving Public Comments

Royal Kings Basketball Youth Organization commented that the time allotted is very late for them. They also requested high school gym for March 2016. Mountain House Muslim Association Badminton Team for Altamont, we cannot accommodate all their requests due to change of schedule by the school site. Matthew Balzarini, Chair of the Facility Use Committee, thanked and appreciated Alvina, Lori, and Jim for all their hard work and effort.

VIII. Future Agenda Topics and Meeting Dates: Wednesday, November 18 at 6:30 P.M.

IX. Adjournment of the Facilities Use Committee Special Meeting of the Lammersville Unified School District, October 20, 2015 at 7:55 P.M.

**Lammersville Unified School District**  
Online Facility Use Permits

Logged in as Alvina Keyser

- My Permits
- Insurance Policies
- Calendar
- Reports
- Settings

Quick Find: Permit #  [Go](#)

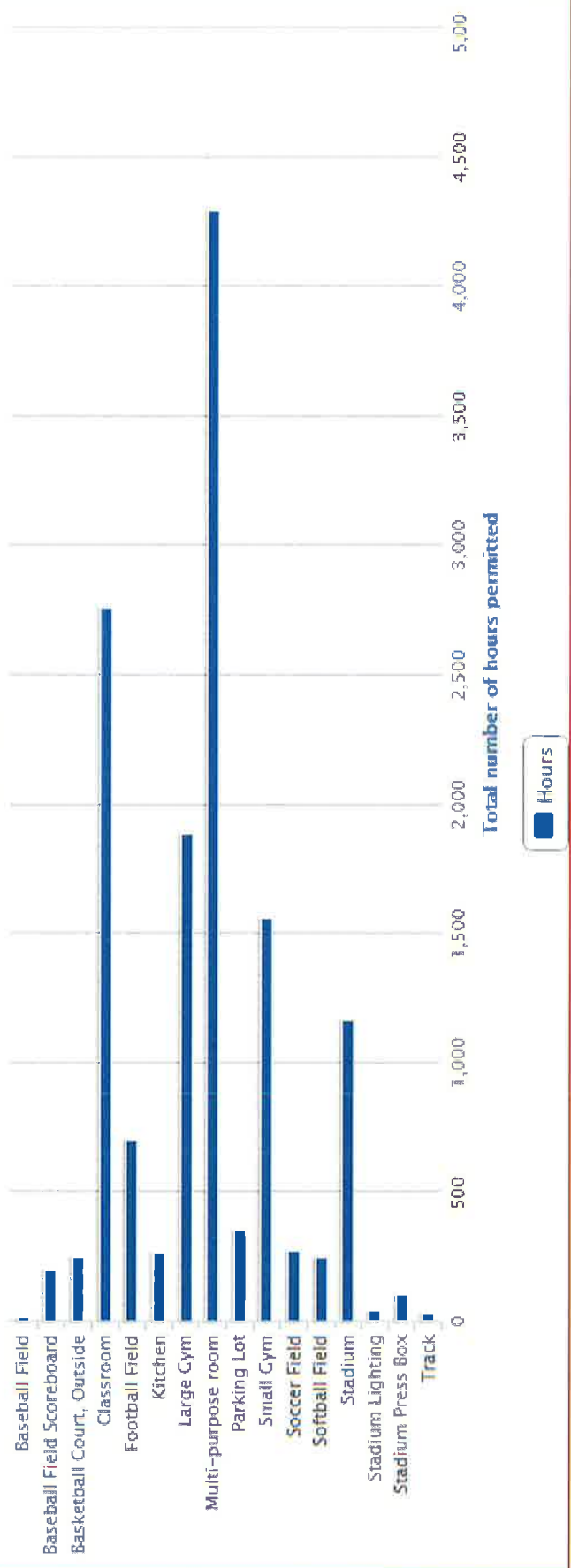
**Facility Usage Report**

Other Reports

From:  To:  Site:  Group:  Status:

[View Report](#)

Facility Usage



11-18-2015  
III-B

# Lammersville Unified School District

## Online Facility Use Permits

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Quick Find: Permit #  [Go](#)

### Hourly Usage Report

From:  To:  Site:  Group:  Status:  Other Reports:

[View Report](#)

### Hourly Usage



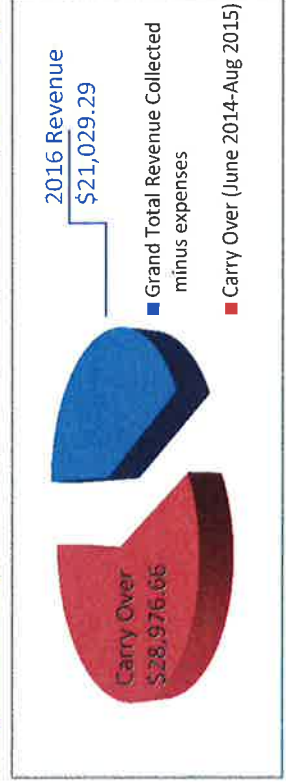
# Use of Facility (UOF) Collection

(July 1, 2015 - Nov 10, 2015)

11-18-2015

IV

School Site	Meeting Rooms	Carry Over (14-15)	Revenue	Deposit	Food Svcs Fees	Custodial Fees	Def Rev	Other Exp
District	-	(\$373.07)						
Altamont Elementary School	Classroom Use	\$2,236.66	\$587.04	\$200.00			\$ -	\$ 708.00
Altamont Elementary School	Multi-Purpose Room		\$699.30					
Altamont Elementary School	Field Use	\$730.00	\$630.00				\$ -	\$ -
Bethany Elementary School	Field Use		\$80.00				\$ -	\$ -
Bethany Elementary School	Multi-Purpose Room	\$6,659.58	\$2,020.33		\$464.77		\$ -	\$ -
Lammersville Elementary	Multi-Purpose Room	\$269.56	\$142.64					
Lammersville Elementary	Field Use						\$ -	\$ -
Mountain House High School	Multi-Purpose Room		\$311.08				\$ -	\$ -
Mountain House High School	Stadium		\$2,756.00		\$947.86		\$ -	\$ 502.00
Mountain House High School	Small Gym	\$6,933.25	\$432.16				\$ -	\$ -
Mountain House High School	Large Gym		\$3,254.04				\$ -	\$ -
Mountain House High School	Classroom Use		\$3,068.56	\$200.00			\$ -	\$ -
Questa Elementary School	Field Use	\$9,038.57					\$ -	\$ -
Questa Elementary School	Multi-Purpose Room		\$4,683.93			\$807.88	\$ -	\$ 1,022.00
Wicklund Elementary School	Multi-Purpose Room		\$1,438.53			\$319.47	\$ -	\$ 560.00
Wicklund Elementary School	Field Use	\$3,482.11	\$250.00				\$ -	\$ 250.00
Wicklund Elementary School	Classroom Use		\$275.68				\$ -	\$ 276.00
<b>UOF Revenue Collected &amp; Expenses</b>		<b>\$28,976.66</b>	<b>\$20,629.29</b>	<b>\$400.00</b>	<b>\$0.00</b>	<b>\$2,539.98</b>	<b>\$0.00</b>	<b>\$3,318.00</b>
<b>Total UOF Expenses</b> <i>(Food Svcs, Custodial &amp; Other Fees)</i>								
<b>Grand Total Revenue Collected</b> <i>minus expenses</i>			<b>\$5,857.98</b>					
<b>Carry Over (June 2014-Aug 2015)</b>			<b>\$21,029.29</b>					
<b>Total Collected</b> <i>(Carry Over+Deferred + Rev)</i>			<b>\$28,976.66</b>					



## 2015/16 Facility Use Rental Policy Handbook, Amendment #2

Page		Summary of Change
3	Notification	<i>Existing language:</i> The district and its school sites have priority use of Lammersville Unified facilities over outside requests for rental. <b>Add to sentence:</b> <u>in case of construction, maintenance, or other district departmental project's needs. If a conflict occurs with other organizations, every effort will be made to provide an alternate district facility with advance notification or refund.</u> (Recommendation 30-day advance notification).
15	AAU Organizations	<i>Existing language for Tier 1:</i> Curricular, co-curricular and extracurricular school events of any official Lammersville Unified School District course, team or activity group, and no participation fee is charged. <b>Add:</b> <u>includes LUSD high school AAU teams.</u>