



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
Tuesday, January 12th, 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 ____; TBD, DMOT-Staff ____; Airika Smith-Payne, Community Member ____; Corey Strock, Community Member ____
- III. Facility Use Update
 - A. Facility Use Minutes, 12/14/2015.....pg. 2-3
 - B. Amendment #4, Board Approved 01/06/2016.....pg. 4
 - C. Facility Usage Reports.....pg. 5-6
 - D. Denied Application
 1. NCVA – Volleyball
 - E. Unapproved Use Notifications
 - F. Change of Tier Status Notification
 - G. Civic Permit Software Update
 - H. Reimbursement to Organization(s)
 1. Mountain House Youth Basketball, BES 01/04/16-01/08/16, \$138.78; QES to AES 12/17/15, \$96.39
- IV. Finance Report.....pg. 7
 - A. Staff Hours Report
- V. Information and Discussion Items
 - A. Mountain House High School Quad Area Reservations
 - B. LUSD Athletics
 1. MH Youth Basketball
 2. MH Wolverines
 - C. Site Events
 1. MHHS- 01/09
 - D. Trespassing
 1. MHHS
 2. Altamont Elementary School
- VI. Action Items
 - A. Mountain House High School Quad Area Reservation
- 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, January 12, 2016 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.



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

1-12-16
III A

Committee Meeting Minutes

District Office, Board Room
111 S. De Anza Blvd., Mountain House, CA 95391
December 14, 2015
6:30 P.M. – Facilities Use Committee Meeting

- I. Call to order at 6:30P.M.
- II. Facility Use Members present included: Matthew Balzarini, Alvina Keyser, James Nolan, Airika Smith-Payne, and Corey Strock.
- III. Facility Use Update
 - A. Facility Use Minutes, 11/18/2015
 - B. Amendment # 3, Board Approved 12/09/2015
 - C. Facility Usage Reports
 - D. Denied Applications- No denied applications.
 - E. Unapproved Use Notifications- No unapproved use notifications
 - F. Change of Tier Status Notification- No changes of tiers.
 - G. Civic Permit Software Update: Meeting between Business Services and Software Company is to take place in near future.
 - H. Reimbursement to Organization(s):
 1. Mountain House Youth Basketball, QES 10/26-10/30, AES 12/2, QES 12/8, \$373.95
- IV. Finance Report
 - A. Staff Hours Report
- V. Information and Discussion Items
 - A. Facility Use Handbook
 1. Indoor Facility Rental Selection Periods: Alvina Keyser expressed the issue of lack of space at school sites to accommodate their own activities as well as outside organizations. She quoted page 7 of the Facility Use Rental Policy Handbook where she expressed that the term “entire year” needs to be revisited for “indoor facility rental selections for the **entire year** will be September 1st-10th.” Principal Deborah Wingo explained how her school site administers and faculty sit down at the beginning of every school year and try to calendar their year. Principal Wingo went on to explain that potential schedule conflicts are not able to be seen in August when planning takes place. She then explains how those conflicts result in principals, including her, having to focus their attention on coordinating facility use over her school site duties. Matthew Balzarini, in turn, explained the growing challenges of accommodating student activities while also trying to accommodate outside organizations. The Committee affirmed they are open to suggestions. Principal Wingo also informed the Committee of issues surrounding outside organizations using the P.A. system at the school sites, which results in the need for replacement due to damage. She suggested purchasing additional tools for visiting site renters to use.
 2. High and Extreme Risk Activities: Certain words are to be amended in the Handbook revolving around risky activities including open flames.
 3. Trash Disposal Fees: The Committee decided organizations will be charged on a case to case basis.

B. Trespassing: Lt. George informed that trespassing letters are good for a maximum of 30 days until a new letter is required. For school sites, options include putting an officer on class to cite trespassers. First steps would be to inform trespassers to leave the area. Then if further action is required, authorized personnel from the school district would need to sign off. Lt. George assured that he will inform his deputies of school trespassing issues in their next meeting. He suggested that there be a school personnel name and contact phone number on the permit in case of discrepancies.

VI. Action Items

- A. MH Little League, 02/2016-04/2016: Approved
- B. MH Flag Football, 06/2016-11/30/2016: Approved

VII. Receiving Public Comments: **None**

VIII. Future Agenda Topics and Meeting Dates: Tuesday, January 12th, 2016.

IX. Adjournment of the Facilities Use Committee Special Meeting of the Lammersville Unified School District, December 14th, 2015 at 8:00 P.M.

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2015/16 Facility Use Rental Policy Handbook, Amendment #4

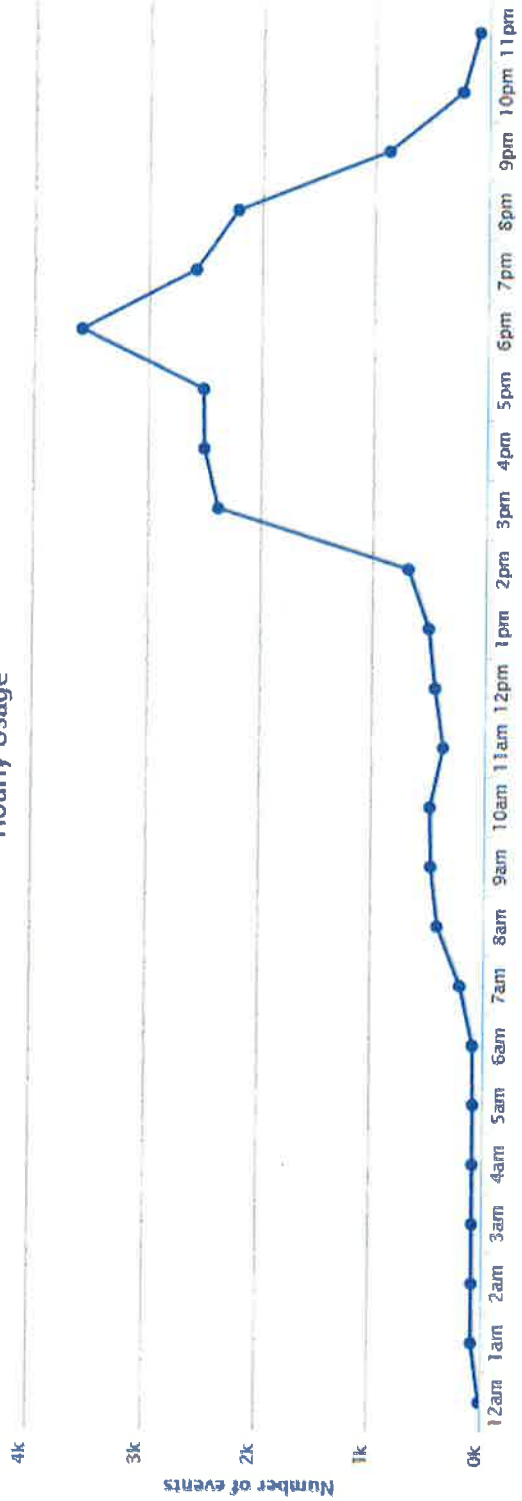
Page		Summary of Change
5	Reservation of high school gym	This page should have been included in Amendment #3, approved 12/9/2015 with page 19 adjustment. Change in second paragraph, last sentence: <i>An organization must pay for an LUSD employee to be present at all times when reserve the high school stadium and gyms.</i>
9	High Risk Activities	Add to paragraph regarding flames on district property to include no portable propane allowed on any school campus. Authorized barbeques is defined as charcoal barbeques. User is responsible for proper disposal of charcoal offsite.
14	Extreme risk Activities	<p>Change existing paragraph regarding extreme hazardous risks to read: <i>Any extreme hazardous risks including but not limited to (example trampolines, bungees, and jumping devices, motorized vehicles aircraft, parachutes, domesticated or wild animals, rodeo, racing, circuses, climbing walls, deep fat fryers, dunk tanks, bull rides) will require prior approval by the Facility Use Committee described later in this policy in the section entitled "Exceptions." These uses will require \$5,000,000 liability limits per occurrence.</i></p> <p>In paragraph regarding domesticated or wild animals on district property paragraph to read: <i>prior approval is required by the Lammersville Unified School District Facility Use Committee.</i></p>
15	Tier I – High Risk and Extreme risk Activities	To be consistent with previous revision, change Tier 1, #3 extreme activities: <i>Note extreme hazardous risks include: trampolines, bungees, and jumping devices, motorized vehicles aircraft, parachutes, domesticated or wild animals, rodeo, racing, circuses, climbing walls, deep fat fryers, dunk tanks, bull rides.</i>

Quick Find: Permit #

Hourly Usage Report

From To Site Group Status

Hourly Usage



1-12-16
 III C

Lammersville Unified School District
 Online Facility Use Permits

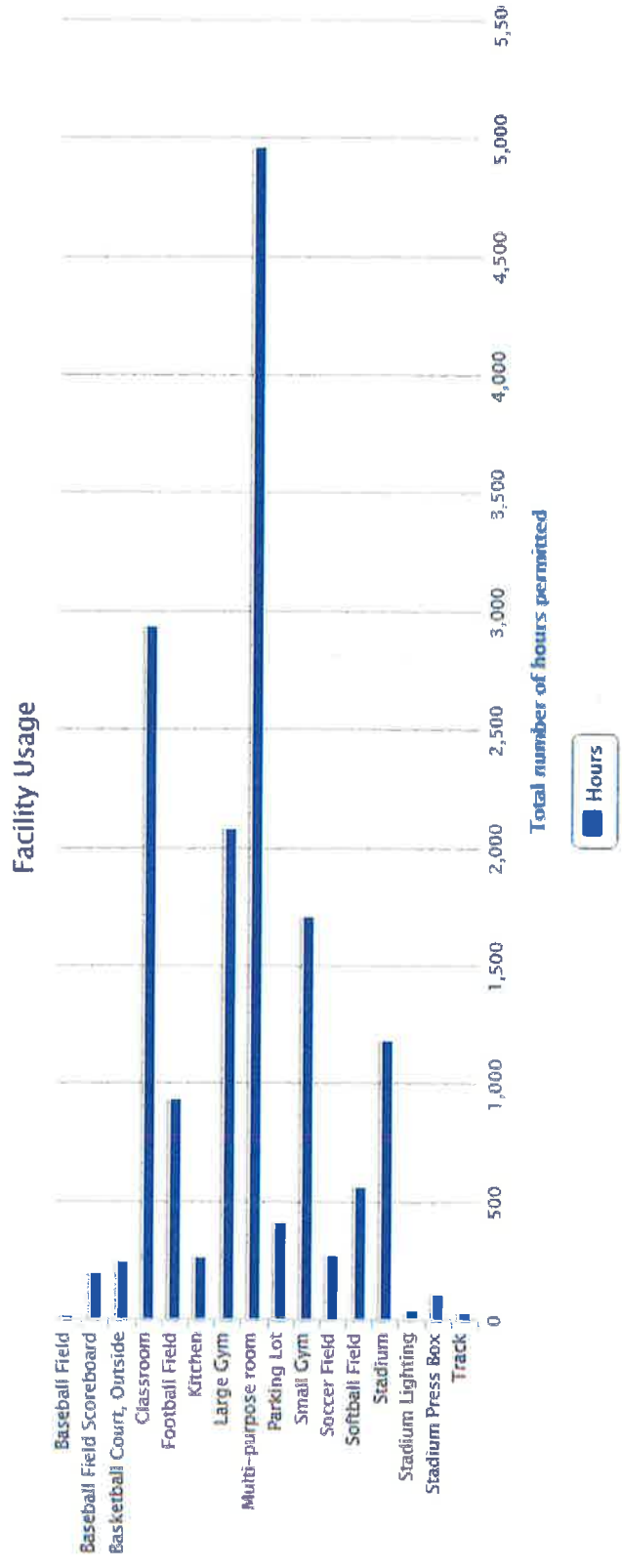
Logged in as Rita Salins

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

Quick Find: Permit #

Facility Usage Report

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



1-12-16
 III C

Use of Facility (UOF) Collection

(July 1, 2015 -January 8, 2016)

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	\$3,204.30			\$80.00	\$ -	\$ 834.00
Altamont Elementary School	Multi-Purpose Room		\$2,306.84			\$561.00		
Altamont Elementary School	Field Use	\$730.00	\$504.00				\$ -	\$ -
Bethany Elementary School	Field Use	\$6,659.58	\$80.00				\$ -	\$ -
Bethany Elementary School	Multi-Purpose Room		\$3,276.42			\$872.40	\$ -	\$ -
Lammersville Elementary	Multi-Purpose Room	\$269.56	\$967.84			\$400.54		
Lammersville Elementary	Field Use						\$ -	\$ -
Mountain House High School	Multi-Purpose Room		\$1,444.13				\$ -	\$ 312.00
Mountain House High School	Stadium		\$2,756.00			\$2,875.22	\$ -	\$ 502.00
Mountain House High School	Small Gym	\$6,933.25	\$1,275.16				\$ -	\$ -
Mountain House High School	Large Gym		\$3,254.04			\$892.01	\$ -	\$ -
Mountain House High School	Classroom Use		\$5,250.35			\$2,430.00	\$ -	\$ -
Questa Elementary School	Field Use						\$ -	\$ -
Questa Elementary School	MPPR/Kitchen	\$9,038.57				\$106.42		
Questa Elementary School	Multi-Purpose Room		\$5,947.51			\$1,807.01	\$ -	\$ 1,022.00
Wicklund Elementary School	Multi-Purpose Room		\$1,911.05			\$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
UOF Revenue Collected & Expenses		\$28,976.66	\$32,703.32	\$0.00	\$0.00	\$10,344.07	\$0.00	\$3,756.00
Total UOF Expenses (Food Svcs, Custodial & Other Fees)								
Grand Total Revenue Collected minus expenses								
Carry Over (June 2014-Aug 2015)								
Total Collected (Carry Over+Deferred + Rev)								

