



# Santa Clara Unified School District

## Facilities Use Update

November 14, 2019

# Introduction

- In 2017, the District began to address several issues related to Facilities Use
  - Field Maintenance
    - Complaints from user groups
    - Quality of maintenance under existing program
    - Availability of district staff to take over maintenance
  - Field Scheduling
    - Cities managed scheduling at schools
    - Schools had to request use of their own facilities through the cities
    - Schools did not know who the users were on their campuses
    - District did not always have adequate insurance protection from groups who rented through the cities
  - Facility Use Fees

# Use of Facilities Task Force

Kay Kim – Community Member  
Tino Silva - Santa Clara Parks & Rec Commissioner  
Mike Walke – PAL President  
Sandra Todd - Sunnyvale Soccer Alliance  
Mario Samora – Briarwood Little League  
Sue Harris – Middle School Principal  
Wayne Leach – Elementary Principal  
Corinne Ghaffari – Elementary Principal  
Linda Pfeifer – Middle School Secretary  
Nicole Piscionere Lentz – SCUSD Teacher  
William Beadell – SCUSD Teacher  
Patty Piccard – CSEA President  
Jim Canova – SCUSD Board Member  
Steve Neese – Partnerships Manager  
Melissa Kersh - SCUSD FDP  
Patricia Eagles – SCUSD Accounting  
Jim Bakos – SCUSD Director, MOG  
Peter Auth – Grounds Lead  
Rod Cardin – SCUSD Maintenance Manager  
Richard Duchscherer – SCUSD Custodial Manager  
Eugene Soares – SCUSD Maintenance Manager  
Mark Allgire; Eric Dill – CBO

- Use of Facilities Task Force was created to evaluate and recommend a streamlined approach for Use of Facilities requests.
- The Task Force included principals, a school secretary, community members, current facilities users, and representatives from the Grounds Department and the Business Office.
- This was also a topic of discussion with the Custodial Needs Task Force

# Use of Facilities Task Force

- **SCUSD Use of Facilities Task Force Meetings**

- 11-13-17 Goals of Task Force, Timeline
- 12-13-17 Reservation System Presentation
- 1-17-18 Facilitron to present the District side of the interface
- 2-15-18 Review Facilitron Contract
- 3-8-18 Review Board Policies
- 4-30-18 Continue reviewing Board Policies and discuss length of grace periods
- 6-20-18 Group Reservations (non MOU)
- 8-8-18 Review signs and Terms of Use
- 8-30-18 Updated sign sample, Input & Decisions - BP/AR 1330
- 3-5-19 Review Fee Schedule, Priority Groups, Roll out Schedule, and custodial charges

- **Internal Task Force Meetings**

- 4-11-19 Summer Camps, custodial overtime, pools, fields, groups, COI requirements
- 4-25-19 Groups, direct cost, custodial overtime, fields, account codes
- 5-2-19 Custodial overtime, fields, account codes, COI requirements
- 5-9-19 Review AR 1330 updates, custodial assignments/overtime, summer camp, fields

# Old Process for Renting Facilities

- Inconsistent fees
  - Confusion with fee schedule
  - Schools charged differently throughout the district
- Triplicate paper process
- Inconsistent availability
  - Some schools did not allow outside groups
  - Some only allowed certain groups
  - Fields double-booked or scheduled when Grounds needed to maintain
- Retroactive charges
  - Accounting department invoiced users after the fact
  - Many accounts never paid
- Site supervision and security issues

# Scheduling Platform

- Facilitron
  - Online Facility Use scheduling platform specializing in school districts
  - Recommended by Use of Facilities Task Force
  - April 12, 2018—Planning-Discussion-Action Item for contract approved 7-0
- Consistency of pricing across all venues at all schools
  - Implemented existing pricing schedule district-wide
- Availability of facilities increased
  - More venues with open online scheduling
- Visibility of scheduling improved
  - School, maintenance, custodial, and grounds share common calendar
- Security of resources
  - Fees are paid on time, costs are recovered for staff overtime
  - User Group insurance is verified to meet district standards

# Cost Analysis

- Annual cost to operate and maintain facilities was documented at \$18.7 million in 2017-18
- Total available space by site and district-wide was determined
- Existing facility use fees do not fully cover the district's direct operating costs
- General Obligation bond funds can only be used to construct facilities
- General Fund is used for operating costs and upkeep

	Actual Per-Hour Cost	Current Per-Hour Fees
Grass Field	\$27.42	\$15
Multi-Purpose	\$32.96 – 69.23	\$15 - 20
Vars Baseball	\$33.72	\$150 / Day
Gym / Aux	\$70.58 – 107.48	\$15 - 25
Classroom	\$8.59	\$10

# New Rate Structure for Youth Groups

- New Group 2 applies to any user serving greater than 80% Santa Clara Unified Youth
- Any users charging participation fees saw a rate decrease

	Old Non-Profit No Participation Fees	Old Non-Profit With Participation Fees	REVISED Group 2	Actual Per-Hour Cost
Grass Field	\$0	\$50 / Day	\$15	\$27.42
MPR	\$0	\$30	\$15	\$32.96 – 69.23
Gym / Aux	\$0	\$50	\$25	\$70.58 – 107.48
Classroom	\$0	\$20	\$10	\$8.59



# What do neighboring school districts charge Group 2 Users?

Hourly Charge Unless Noted	Santa Clara USD	Campbell UHSD	San Jose USD	Fremont UHSD	Sunnyvale (via City)	Milpitas USD	Palo Alto USD
Grass Field	\$15	\$24	\$53.50 / day	\$156	\$25	\$10	\$30
Varsity Baseball	\$150 / Day	\$18	\$53.50 / day	\$156	NA	\$105	\$100
Gym / Aux	\$25	\$42	\$0	\$101	\$60 – 84	\$41 – 56	\$103
Classroom	\$10	\$24	\$0	\$51	\$60	\$16	\$33
Registration	\$10	\$40	\$0	\$50	\$20	\$25	NA

# Facility User Group Definitions Modified

## June 11, 2019

- Group 1:
  - Schools, clubs, and official school groups continue to use venues without incurring facility use fees
- Group 2:
  - Combined two previous non-profit categories to eliminate confusion between groups that do and do not charge participation fees
  - Included any group that provides youth activities with more than 80% participation by SCUSD students
- Implemented cost recovery for additional staff overtime related to facility use

# How Groups are Classified

	Group 1	Group 2	Group 3	Group 4
Number of Users Reserved Hours	<b>39</b> <b>2,496</b>	<b>43</b> <b>26,562</b>	<b>49</b> <b>7,644</b>	<b>103</b> <b>17,444</b>
Criteria	District Use: School activities, sports, clubs, festivals, and professional development	Local youth organizations with at least 80% of participants attending District	Local youth organizations with less than 80% of participants attending District schools	Adult organizations, any organization or events with participants over and under 18 years of age
Examples	Parent Teacher groups, the SCUSD School Foundations, boosters	After-school or weekend programs or sports: One-on-One Basketball (Non Profit), Bricks4Kidz (Non-Profit), Bricks 4 Kidz (Commercial Business), KidzToPros (Commercial Business)	Athletic Youth Organization (Non Profit from LaFayette, Volleyball Tournament) TianMu Education Foundation (Non Profit, Basketball Ages 8-15, mostly outside our Boundaries)	California Cricket Club (Non Profit, Adult League), IVL Volleyball (Commercial Business, Adult League), Phoenix Physical Arts, LLC (Commercial Business, Volleyball Adult League)
Fee Structure				
Classroom	No Fee	\$10 / Hour	\$20 / Hour	\$30 / Hour
Field	No Fee	\$15 / Hour	\$30 / Hour	\$40 / Hour
MPR	No Fee	\$15-20 / Hour	\$30-40 / Hour	\$60-80 / Hour

# Board Updates

- Board Policy 1330 – Use of District Facilities
  - “The Board believes that the use of school facilities or grounds should not result in an expense to the district. The Superintendent or designee shall charge all groups granted the use of school facilities or grounds under the Civic Center Act an amount not exceeding direct costs...”
    - Policy update approved 7-0 on November 8, 2018
    - Administrative Regulation presented to Board Policy Committee June 11, 2019
- Facilities Planning Reports
  - Task Force progress reported in routine Board updates 18 times between 2017-2019
  - Use of Facilities Update Presentation May 23, 2019

# SCUSD Use of Facilities Feedback From General Administration Meeting

What is Going Well	What Needs to Improve	What Needs to Change
Increase in Funds for Schools	Communication on Updates	Work with Google Calendar
Third Party Insurance Verification	Custodian Coordination	Simplify Revenue Report
Visibility of Available Spaces	More Training – Clerks/Secretaries	Easier Way to Upload School Events
Online Communication with Renters in Comments Section	Clarify which Groups Need Accounts (PTA, YMCA)	
Payments Collected in Advance		
Consistency Across all Schools		

# Alternatives to Facility Use Fees

- Joint Use or Reciprocal Use Agreements
  - Shared use between public agencies
- License Agreements
  - Memoranda of Understanding recognizing investment by outside groups in district facilities
  - Offsets facility use fees for an identified period of time

# Next Steps

- Meeting with City of Santa Clara
  - Discussion of existing joint use agreements and addressing upcoming expiration
- Solicit feedback from users
  - Site staff on training needs
  - User groups on reservation system and use fees
- Continual Evaluation of Program
- Questions?