

**FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION**

October 5, 2015

**Work Session:
Strategic Plan Update, Including Facility Rentals/User Fees;
and the 2016-17 Budget**

6:30 p.m.

(Please Note: The meeting start time was pushed back from 6:00 p.m.)

Board Room
Administrative Center
520 Fifth Avenue

AGENDA

- 1. Call to Order**
- 2. OUR MISSION:** *Our mission is to provide an excellent, equitable education in a safe, supportive environment so all students will succeed and contribute to a diverse and changing society.*
- 3. Roll Call**
 - Heidi Haas, President
 - Wendy Dominique, Vice President
 - Allyson Lambert, Treasurer
 - Lisa Gentry, Clerk
 - Sue Hull, Member
 - Michael O'Brien, Member
 - Sean Rice, Member
- 4. Facility Rentals/User Fees**
- 5. 2016-17 Budget**
- 6. Board Comments/Announcements**
- 7. Adjournment**

Executive Session: The board reserves the right to enter into executive session on any agenda item as and to the extent allowed for in State law. Executive sessions will be entered into by motion for the following subjects as permitted by law: (1) matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the District; (2) subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion; (3) matters which by law, municipal charter, or ordinance are required to be confidential; (4) matters involving consideration of government records that by law are not subject to public disclosure. Motions to go into executive session should specify the subject of the proposed executive session without defeating the purpose of addressing the subject in private. Reference: AS 44.62.310 and Board Policy 264, D.

Work Sessions are an opportunity to study and review, in-depth, matters that may be too lengthy for a regular or special meeting. No action may be taken at a work session. All work sessions, special, and regular meetings are open to the public.

FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

MEMORANDUM

To: School Board Members

From: Dr. Karen Gaborik, Superintendent



Date: October 5, 2015

Re: Work Session: Facilities Rentals

District Administration will review the Administrative Regulation regarding the July 1, 2015 increase in facility rental fees.

Recommendation

Administration recommends the Facilities Department maintain the fee structure presented to the board at the June 2, 2015 regular school board meeting. This will allow the district to cover personnel, utilities and other costs associated with facility rentals.

ADMINISTRATIVE REGULATION

1160 Facility Use Information

- 1.0 Facility Use Information
 - 1.1 General Information
 - 1.2 Summer Use of Indoor Facilities
 - 1.3 Playgrounds
 - 1.4 Kitchen Use
 - 1.5 Before- and After-School Child Care Activities
 - 1.6 Long Term Weekend or Holiday Use
 - 1.7 Computer Lab Use

- 2.0 Procedural Information
 - 2.1 Application Procedures
 - 2.2 Scheduling Procedures
 - 2.3 Facility Use Agreement Procedures
 - 2.4 Cancellation Procedures
 - 2.5 Invoice Payment

- 3.0 Rules and Regulations

- 4.0 Commercial and Auditorium Activities

- 5.0 Assignment of Group Priorities

- 6.0 Fee Schedules
 - 6.1 Waiver For Placement Change

- 7.0 Fiscal Considerations

- 8.0 Basis For Fee Requirements

EFFECTIVE DATE: JULY 1, 2015



ADMINISTRATIVE REGULATION**1.0 FACILITY USE INFORMATION****1.1 General Information**

- A. Upon request, district facilities shall be available to non-school as well as school related activities, in order of priority, and under the terms and conditions specified with regard to individual Facility Use Agreements.
- B. Facility Use Agreements will not be granted for any activity that in the judgment of the Superintendent of Schools may in any way be detrimental to the best interest of the facility or the educational system. Facilities will not be made available for any use that might result in undue damage or wear, or is not consistent with the use for which the space was designed.
- C. All inquiries regarding application for use of district facilities must be made to the district's Building Rentals Representative. Non-district person(s) or group(s) shall be entitled to the use of district facilities when a Facility Use Agreement for such use has been issued, and signed by both the group and the district's Building Rentals Representative.
- D. Use of District Facilities for purposes other than the regular K through 12th grade program, and its specifically related activities, will be scheduled through the district's Building Rentals Representative.
- E. Except for regular school activities, no school shall be occupied by other than the Facility Administrator (Principal), his/her assistant(s), or office, maintenance, and custodial personnel without a Facility Use Agreement in hand, signed by the district's Building Rentals Representative. District curricular and extra-curricular activities receive scheduling priority.
- F. Scheduling of the regular K through 12th grade school activities, and other activities associated with the regular K through 12th grade program, will be done by the Facility Administrator; e.g., PTA, parent groups, school clubs, athletics, and other school-related activities.
- G. A master schedule of use for each school will be kept in the district's Building Rentals Office. Each Facility Administrator will provide a schedule of regular K through 12th grade activities to the district's Building Rentals Representative in a timely manner.
- H. District keys for building rental use shall be issued or loaned only to district personnel or agents authorized by the Superintendent of Schools. Keys will be checked out through the district's Building Rentals Representative only.



ADMINISTRATIVE REGULATION**1.2 Summer Use of Indoor Facilities**

- A. Indoor use of district facilities is limited and any long-term usage is subject to cancellation for the purpose of district maintenance or custodial priorities.
- B. Summer custodial hours are 8:00 am – 4:00 pm. Any activities scheduled to be in a building before 8:00 am or after 4:00 pm will be charged monitor fees according to their fee category for all hours before or after the summer custodial hours.
- C. Under normal circumstances use of district facilities will not be scheduled outside of custodial hours or on weekends or holidays during the summer.

1.3 Playgrounds

- A. School playgrounds cannot be reserved, but may be used at other than regular school hours in accordance with the following conditions:
 - 1. The use shall not interfere in any way with school activities.
 - 2. The user will remove any waste or litter resulting from an activity.
 - 3. No use will be allowed that subjects the grounds to undue damage or wear.
 - 4. No use of playgrounds will be permitted which creates a hazard or unreasonable restriction of use by others.
 - 5. Playgrounds will be open for casual play at all times under the above conditions.
 - 6. No person or group shall effect physical changes to outside grounds without prior approval and subsequent supervision by the district's Facilities Management Department and the Facility Administrator.
 - 7. Any substance used to mark school grounds for activities such as softball, soccer, or football must be approved by the district.
 - 8. Users must comply with restrictions on tobacco, nicotine, alcohol, unauthorized substances, firearms, and weapons possession and use.
 - 9. Failure to comply with these conditions may result in consequences for the user.
- B. Signs are posted warning the public that the grounds are not supervised for non-district activities. Groups will be using the grounds at their own risk. For more information call the district's Facilities Management Department at 452-4461.



ADMINISTRATIVE REGULATION**1.4 Kitchen Use**

- A. All groups using a kitchen for an event open to the public will need to acquire a permit from the Alaska Department of Environmental Conservation (DEC) Division of Environmental Health, Department of Food Safety and Sanitation (DFSS). An application and more information can be obtained online at: <http://www.state.ak.us/dec/deh/sanitat/tempfood.htm>, or by calling the Fairbanks DEC DFSS office at 451-2120.

A copy of the permit must be turned in to the Building Rentals Representative and Nutrition Services prior to use of the facility.

All groups using a kitchen, regardless of:

- whether kitchen equipment or storage facilities are used or not
- whether the group is affiliated with the school district or not,
- why the kitchen is being used, or
- to whom food is being served

must complete a Kitchen Use Agreement with Nutrition Services prior to use of the kitchen facility. Contact the Nutrition Services administration office for assistance at 451-1004, extension 16600.

[\[http://www.k12northstar.org/departments/nutrition\]](http://www.k12northstar.org/departments/nutrition)

- B. If major kitchen equipment or storage facilities are used, except for school activities, an approved district Nutrition Services employee must be on duty. The Facility Use Agreement Holder/Group will be charged monitor fees as outlined in Section 6.0 Fee Schedules, C. Monitor Fees.
- C. No food or other items are permitted to be stored in the kitchen except during the hours stated on the Facility Use Agreement and the Kitchen Use Agreement. Sport fish or wild game is not permitted to be stored in a school refrigerator or freezer unless it is for school educational purposes and is properly packaged and labeled according to DEC regulations.
- D. The Facility Administrator will assume responsibility for supervision of the kitchen for school functions not involving use of major equipment or storage facilities (i.e., when the presence of a Nutrition Services employee is not required). The Facility Administrator will make appropriate arrangements for the use of the kitchen with the district's Nutrition Services Office and the site Kitchen Manager.

1.5 Before- and After-School Child Care Activities

- A. An operator of a Before and/or After School Child Care Program may apply for on-site placement in a district facility.
- B. The program may not compete with existing child care providers in the area immediately surrounding the facility requested.



ADMINISTRATIVE REGULATION

- C. Each facility site will be evaluated on an individual basis and approved by both the Facility Administrator and the district's Building Rentals Representative.
- D. Programs will be approved on a yearly basis, for a specific school year, if appropriate space is available at that site.
- E. Application for space for an on-site Before- and After-School Child Care Program will be made in writing to the district's Building Rentals Representative and the Facility Administrator. A meeting will then be scheduled for evaluation of the request.
- F. Child care program operators requesting use of district facilities shall meet the following criteria when making application for such use:
1. Meet all the criteria set forth in the State of Alaska Administrative Code. [7 AAC 10 and 7 AAC 57]
 2. Prior to use of the facility, the child care program operator shall furnish the district's Building Rental Representative with a certificate of insurance evidencing all required coverage in a form acceptable to the Fairbanks North Star Borough and the Fairbanks North Star Borough School District. The child care program operator shall obtain and maintain in force, during the term of this agreement, the insurance coverage specified in this section with an insurance company rated "Excellent" or "Superior" by A.M. Best Company or specifically approved by the Fairbanks North Star Borough's Risk Manager.
 - a. Commercial General Liability protecting against liability for both bodily injury and property damage, for limits not less than \$1,000,000 for each occurrence for bodily injury or property damage sustained by one or more persons as the result of any one occurrence.
 - I) The policy shall include a provision that for the term of this agreement the policy shall not be canceled, allowed to lapse, or materially altered unless at least thirty (30) days' written notice thereof has been given to the Fairbanks North Star Borough and School District.
 - II) The Fairbanks North Star Borough and School District shall be added and maintained during the term of the agreement as an additional insured and as certificate holder in the commercial general liability policy.
 - b. Workers Compensation Insurance at not less than the required statutory limits unless the Facility Use Agreement holder provides:
 - I) A certificate of waiver approved by the Department of Labor; or
 - II) Other sufficient written proof and/or affidavit that establishes to the satisfaction of the Fairbanks North Star Borough and Fairbanks North



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Star Borough School District that the Facility Use Agreement holder does not have any employees covered by Alaska Workers Compensation.

3. File with the district's Building Rentals Representative copies of:
 - a. Child Care License.
 - b. Non-profit certificate.
 - c. Parent Manual.
 - d. Any other license or certificates required to license the program by the State of Alaska.
 4. Show proof that the request for child care services in the requested district facility will not compete with existing child care providers in that area.
- G. A commitment by the district to provide space exists only after all of the appropriate certificates, licenses, agreements, permits, etc., as outlined, have been received and approved by the district's Building Rentals Representative, and the Facility Use Agreement is issued.
- H. Upon acceptance of the application for a specific district facility, the applicant will meet with the district's Building Rentals Representative and the Facility Administrator, to determine:
1. Space requirements and what area(s) of the facility will be utilized.
 2. Hours of the program, before- and after-school.
 3. Kitchen use, if applicable.
 4. Any other needs as requested.
- I. The program will pay regular rental fees per Section 6.0, Fee Schedules, and any and all additional costs incurred by the district that are created by the program at each site, e.g., custodial, maintenance, nutrition services.
- J. The district will not be held liable or financially responsible to or for anything resulting from the program.
- K. If during the school year, the space used by the program is required for district educational use, then the program's Facility Use Agreement will be revoked at the end of the next school quarter.
- L. The Facility Administrator will report problems with the program in writing to the district's Building Rentals Representative. The district's Building Rentals Representative will verbally contact the program's director to inform him or her of the problems and formally give five (5) school days' notice of possible revocation of the Facility Use Agreement. The Building Rentals Representative shall send written notice stating the same information on the same day as the verbal contact.



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If the problem is not adequately resolved, the district will revoke the Facility Use Agreement after providing five (5) school days' written notice.

- M. After the program's director, Facility Administrator, and the district's Building Rentals Representative reach agreement, a signed Facility Use Agreement will be issued.

1.6 Weekend or Holiday Use

- A. Short-term weekend rental activities may be scheduled. Short term will be a period not to exceed three months. This is subject to periodic review and possible revocation according to the general needs of the District, and whether the group concerned has made a good faith effort to obtain suitable alternative facilities. A three month extension may be re-negotiated.
- B. Generally, Facility Use Agreements will not be issued for activities on long weekends and holidays. Exceptions will be approved on a case by case basis.

1.7 Computer Lab Use

- A. Computer labs may only be rented by non-profit groups providing direct instructional programs to District staff or students.
- B. A computer lab monitor must be on duty and may assist in the instructional program. The computer lab monitor fee will be added to the rental cost and may vary according to the actual personnel costs of each individual monitor. These monitors must:
1. be typically employed at that school with duties that include running that computer lab;
 2. be approved by the Facility Administrator;
 3. be on the District's payroll while performing monitor duties;
 4. sign for the keys and open and secure the building and lab daily; and
 5. be present in the lab continuously during the entire rental.

2.0 PROCEDURAL INFORMATION**2.1 Application Procedures**

- A. Anyone applying for the use of district facilities, except for scheduled school activities, must make advance request to the district's Building Rentals Representative not less than five (5) working days prior to the time it is needed (refer to Section 2.2, Scheduling Procedures, for additional information). The time frame for submitting requests for a commercial activity or an auditorium is an exception (refer to Section 4.0, Commercial and Auditorium Activities).



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- B. Application for use of district facilities is made by completing an on-line application form and submitting it to the district's Building Rentals Representative.
- C. Arrangements for space to teach classes for which tuition is charged or credit is issued by a university or college must be made with the university or college concerned. The use of a facility must be requested by the university or college or the district's Curriculum Department when applicable.
- D. Application for use of a district facility shall constitute acceptance by the applicant of the responsibilities stated and the willingness to comply with all rules and regulations as outlined regarding the use of facilities.
- E. An application may be rejected for lack of appropriate space, or as not appropriate per Section 1.1.B., or if a previous activity sponsored by the applicant/group resulted in violation of this regulation, or of other specific conditions of a Facility Use Agreement.

2.2 Scheduling Procedures

- A. The district's Building Rentals Representative will send out a notice around July 1 to the previous school year's Facility Use Agreement Holders/Groups.
- B. Completed applications received by the district's Building Rentals Representative by August 1 will be included in the initial scheduling effort for the upcoming school year. Applications received after August 1 will be processed after the initial scheduling effort is complete.
- C. The district's Building Rentals Representative will review the applications that are received by August 1. These applications will be sorted, conflicting requests resolved, and space assigned according to Section 5.0, Assignment of Group Priorities. A proposed schedule of these activities will be submitted to each Facility Administrator two weeks prior to the first day of school.
- D. The Facility Administrator will notify the district's Building Rentals Representative of known conflicts and concerns about the proposed schedule by the end of the week after the first day of school.
- E. Facility Use Agreements will be issued after the initial schedule is approved.
- F. The first dates of use will be in the third week after the beginning of the school year. The last dates of use will be two weeks prior to the end of the school year.
- G. Applications that are received after August 1 and throughout the school year will be scheduled according to Section 5.0, Assignment of Group Priorities. This scheduling process will begin during the second week of the school year.



ADMINISTRATIVE REGULATION**2.3 Facility Use Agreement Procedures**

- A. Upon receipt of a completed application form, the district's Building Rentals Representative will confirm availability of space through the appropriate Facility Administrator and the Facilities Management Department and issue a Facility Use Agreement for the activity if approval of the request can be given.
- B. Facility Use Agreements will be issued in order of priority according to Section 5.0, Assignment of Group Priorities. Facilities will be reserved only for available dates according to the district's school calendar that is in effect.
- C. A Facility Use Agreement Processing Fee of ~~\$25.00~~ **\$30.00** will be paid to the district's Building Rentals Representative for each Facility Use Agreement issued.
- D. A Facility Use Agreement may be denied if a previous activity sponsored by an applicant or his/her group has violated the conditions of the Facility Use Agreement or caused damage to district property. Additionally, a Facility Use Agreement may be denied if agreement violations have previously occurred in connection with the type of activity for which the agreement is requested.
- E. Any financial or other commitment given by an applicant to another person, group, or other concern prior to the receipt in hand by such applicant of a Facility Use Agreement shall be at the applicant's own risk and shall have no bearing on the district's Building Rentals Representative issuance or denial of such an agreement or imposition of conditions on such an agreement.

2.4 Cancellation Procedures

- A. An approved Facility Use Agreement shall not be considered by the Facility Use Agreement Holder as a lease and the district reserves the right to cancel an agreement with or without cause. In the event of such cancellation, there shall be no claim or right to compensation as a result of any loss, damage, or expense whatever. Cancellation of an agreement covering commercial or auditorium activities would result in the district refunding any advance payment.
- B. Regular K through 12th grade activities will have priority over all other uses. However, Facility Administrators will exercise discretion and give a minimum of three (3) working days' notice prior to changing or canceling a scheduled Building Rental activity.
- C. When a conflict between scheduled School and Building Rental activities has been identified with less than three (3) working days to give proper notice and it cannot be resolved satisfactorily, the Facility Administrator shall contact the district's Facilities Management Department Executive Director for resolution. This decision may be appealed to the Superintendent of Schools.



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- D. The Facility Use Agreement Holder must notify the district's Building Rentals Representative not less than three (3) working days, during regular scheduled office hours, of their plans to cancel a scheduled activity prior to the date of intended use.
- E. The Facility Use Agreement Holder will be invoiced for Building Rental Fees when notification of cancellation was not received as described in the previous paragraph. When activities are scheduled for Saturdays, Sundays, or Holidays, Custodial/Monitor "show-up" time of 2 hours will also be invoiced.
- F. The Facility Use Agreement Holder will be invoiced for Building Rental Fees at the next highest Fee Category after three (3) cancellations without notice, for any future cancellations without notice. The district reserves the right to cancel a Facility Use Agreement for repeated cancellations without notice.

2.5 Invoice Payment

- A. All invoices are to be paid in full 30 days after invoice date. If payment has not been received by the district's Business Office within the 30 days, a final invoice will be sent and a late fee of \$25.00 will be added. If the final invoice is not paid within 30 days, ongoing activities will be canceled. Any unpaid invoices will be turned over to a collection agency and a collection fee of \$50.00 will be added to the balance due.
- B. Facility Use Agreement Holder/Group(s) with outstanding invoice(s) will be denied further use of district facilities until full payment has been received as stated above. Facility Use Agreement Holder/Group(s) will then be required to make advance payment of the scheduled fee (equal to one month estimated charges) plus a deposit of equal value of the advance payment. Deposits will be refunded at the end of the district's fiscal year (June 30 of each year).

3.0 RULES AND REGULATIONS

- A. No person shall be entitled to the use of district facilities, except for scheduled school activities, unless a Facility Use Agreement for such use has been issued and signed by the district's Building Rentals Representative. A member of the custodial staff/monitor must be present for all activities.
- B. No sub-leasing of facilities shall be permitted.
- C. The Facility Use Agreement Holder shall be responsible for the conduct and control of both patrons, spectators, and participants and must comply with all applicable state and federal laws; city and borough ordinances; district policies, regulations, guidelines, and by-laws; and agreement conditions. (See School Board Policy 170 Tobacco and Nicotine-Free School District) All measures necessary to ensure the safe, healthy, and lawful conduct of agreement activities shall be undertaken and financed by the Facility



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Use Agreement Holder. These measures shall include, but are not limited to, security, crowd control and fire protection.

- D. Any permits required from police, fire, health, and other governmental agencies must be obtained and copies presented to the district's Building Rentals Representative prior to the issuance of any Facility Use Agreement.

When requested, the user shall provide a certificate of insurance.

- E. Facility Use Agreement Holder/Group will be responsible for the cost of and providing any auxiliary aids and services (i.e., qualified interpreters, readers, or equipment) that are required to comply with the Americans With Disabilities Act of 1990, Chapter 126 - Equal Opportunity For Individuals With Disabilities, Subchapter III - Public Accommodations and Services Operated By Private Entities.
- F. In the event of damage to the facility or equipment beyond normal wear and tear, the Facility Use Agreement Holder shall accept the district's estimate of the amount of damage and shall pay all appropriate costs.

Any damage to district facilities, equipment, or property resulting from Facility Use Agreement activities will be charged to the Facility Use Agreement Holder.

A cash bond in the amount of ~~\$5,000~~ **\$10,000** will be required from sponsors who have previously sponsored activities that caused damage or when damage has previously occurred in connection with the type of activity for which a Facility Use Agreement is requested.

- G. All organizations using district facilities shall provide adequate supervision by responsible adult(s), who shall remain with the group during all activities, and shall be responsible for the group's conformance with all appropriate rules and regulations.
- H. In accepting a Facility Use Agreement, the Agreement Holder agrees to hold the district "Save Harmless" from any damage or claims arising from the action of the Facility Use Agreement Holder, his or her employees, or patrons while the facility is in use.
- I. In accordance with Alaska's smoking law, the right to clean, smoke-free air supersedes the rights of smokers.

In accordance with the school district's comprehensive tobacco and nicotine policy (see School Board Policy 170) it is a violation for students, staff, visitors, contractors and others to use, distribute or sell tobacco or nicotine, including any smoking, electronic cigarette or vapor device, on district property (including grounds, buildings and parking areas) at district-sponsored activities on or off campus, and in district vehicles, whether owned, rented or leased. This policy is in effect at all times, 24 hours per day, seven days a week, 365 days per year.

- J. Possession or use of firearms, deadly weapons or weapons are prohibited on district property or within any district facility. The only exceptions are for approved activities, such as a school sponsored gun show, or in approved areas, such as a shooting range.



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Possession or use of alcohol or illegal drugs, fighting, betting, or other forms of illegal activities are prohibited on district property or within any district facility.

- K. Facility Use Agreements include use of normal furniture which is usually assigned to the particular area of the facility (e.g., tables and chairs). The Facility Use Agreement Holder will be expected to furnish his or her own expendable supplies or equipment (basketballs, volleyballs, etc.). There will be no space provided for storage of supplies or equipment.
- L. The Facility Use Agreement does not authorize the use or operation of any district equipment other than that stipulated on the agreement.
- M. Facility use is limited to the specified room/area(s) during the specified hours and dates. The Facility Use Agreement Holder/Group shall ensure that the remainder of the facility is not entered. Facilities will be opened at the time scheduled for the activity to begin and closed at the time scheduled for it to end. No activity shall continue beyond the time listed on the Facility Use Agreement. Strict adherence to the scheduled times is mandatory.
- N. Users are responsible for their own set up and take down, and must leave the facility in an acceptable, clean condition. Failure to do so will result in custodial overtime charges to the group. However, Facility Use Agreement Holders can make advance arrangements for district set up and take down, and cleaning services. The Facility Use Agreement Holder will pay for these services at the custodial overtime rate.
- O. Extra costs, including labor costs for special services performed by district employees, will be charged to the Facility Use Agreement Holder when they have requested such services on their application form.
- P. If the facility is not used in accordance with specified hours or additional personnel are required, a revised invoice will be issued.
- Q. The district's Building Rentals Representative may revoke a Facility Use Agreement for violation of these rules and regulations which occur or come to the district's Building Rentals Representative's attention after issuance of a Facility Use Agreement.
- R. A Facility Use Agreement may be canceled if a facility is required for district use. An agreement may also be canceled due to fires, labor disputes, or acts of God such as epidemics, earthquakes, floods, or abnormal weather conditions (i.e., when the Superintendent of Schools cancels the regular school day.)
- S. The district will not be responsible for loss of personal property by individuals or groups when facilities are being used for activities under a Facility Use Agreement.
- T. The district's Building Rentals Representative shall have the authority to impose reasonable conditions in addition to those specified in this section, when necessary.



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U. Footwear:

Person/group(s) using school gym or multipurpose area(s) must comply with the following policy restrictions:

1. For sport activities only non-marking gym shoes will be worn.
2. For bazaars, concerts or meetings, street and high heeled shoes may be worn providing the event only entails people walking on the floor area.

V. General types of non-school activities prohibited:

1. Any activity not listed in the Building Rental Schedule, including such use by district employees.
2. Public dances. All dances must be school sponsored, and limited to the listed membership and guests of the sponsoring organization.
3. Use of district facilities and/or equipment which is in direct conflict with private enterprise in the area.
4. Training and exhibition of animals, except in approved areas or when the course of instruction requires the presence of an animal. This does not apply to the use of service animals.
5. Any physical change, at any time, to the facility (electrical wiring, telephone installation, etc.), or grounds (temporary structures, out buildings, etc.) without the prior review and written approval of the district's Facilities Management Department Executive Director. It will be the responsibility of the Facility Use Agreement Holder to forward a copy of the approval and arrangements made with the district's Facilities Management Department Executive Director to accomplish the change to the district's Building Rentals Representative no later than five (5) working days prior to the intended use.

Decorations or application of materials to walls, ceilings, and floors will not be permitted without prior approval from the Facility Administrator.

6. No equipment or goods may be removed or transferred from district property for other than district functions.
7. Furniture and/or equipment shall not be moved from room to room unless such instructions appear on the Facility Use Agreement, and has been approved by the Facility Administrator.
8. Sleeping overnight in district facilities is prohibited unless the event is district sponsored and chaperoned by a district designated monitor.

W. Non-School District generated pamphlets or other printed material shall not be left on classroom bulletin boards or in other school areas.



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4.0 COMMERCIAL AND AUDITORIUM ACTIVITIES

- A. In making space available to the public, the district does not wish to compete with private enterprise, the City of Fairbanks or the Fairbanks North Star Borough. The School Board reserves the right to reject any application for use of a district facility when it believes a commercial, City of Fairbanks and/or Fairbanks North Star Borough facility could be utilized.
- B. When appropriate alternative space is not available for a commercial activity, the application will be processed as outlined below:
1. Completed application form should be received by the district's Building Rentals Representative at least four (4) weeks prior to the activity.
 2. For Fee Category 4 (Commercial) Facility Use Agreement applicants, an estimated invoice for rental fees and other charges will be issued and shall be paid when the Facility Use Agreement is granted. If additional costs are incurred by the district because of time over-run for scheduled use, additional unexpected custodial service, or property damage, additional invoice(s) will be issued.
 3. A damage deposit in the form of a cashier's check of up to ~~\$5,000~~ **\$10,000** may be required. Required damage deposits shall be due and payable no later than two (2) weeks prior to the event. Damage deposits are refundable to the Facility Use Agreement Holder if the Facility Use Agreement is canceled. A damage deposit will also be refunded within thirty (30) days of a completed event if damage did not occur during the event.
 4. Before making any use of the facility, the Facility Use Agreement holder shall furnish the district's Building Rental Representative with a certificate of insurance evidencing all required coverage in a form acceptable to the Fairbanks North Star Borough and School District. The Facility Use Agreement Holder shall obtain and maintain in force, during the term of this agreement, the insurance coverage specified in this section with an insurance company rated "Excellent" or Superior" by A.M. Best Company or specifically approved by the Fairbanks North Star Borough's Risk Manager.
 - a. Commercial General Liability protecting against liability for both bodily injury and property damage, for limits not less than \$1,000,000 for each occurrence for bodily injury or property damage sustained by one or more persons as the result of any one occurrence.
 - I) The policy shall include a provision that for the term of this agreement the policy shall not be canceled, allowed to lapse, or materially altered unless at least thirty (30) days' written notice thereof has been given to the Fairbanks North Star Borough and School District.
 - II) The Fairbanks North Star Borough and School District shall be added and maintained during the term of the agreement as an additional insured and as certificate holder in the commercial general liability policy.



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- b. Workers Compensation Insurance at not less than the required statutory limits unless the Facility Use Agreement holder provides:
 - I) A certificate of waiver approved by the Department of Labor; or
 - II) Other sufficient written proof and/or affidavit that establishes to the satisfaction of the Fairbanks North Star Borough and School District that the Facility Use Agreement holder does not have any employees covered by Alaska Workers Compensation.
5. Applicants for Facility Use Agreements must be able to show that an effort has been made to secure other appropriate facilities before requesting district facilities.
6. The district reserves the right to deny a Facility Use Agreement to a sponsor if the sponsor has previously failed to comply with district policies, rules or regulations, or cannot demonstrate adequate experience or ability to successfully promote and produce a public performance in district facilities.
7. The district reserves the right to cancel a Facility Use Agreement in the event of fire, labor disputes, or acts of God such as epidemics, earthquakes, floods, abnormal weather conditions, or for such other reasons if such action is deemed to be necessary and in the best interest of the district. All events will be canceled if the normal school day has been canceled that day or weekend events will be canceled if the normal school day has been canceled on that Friday. In the event of such revocation or cancellation, the district will refund any advance payment made and there shall be no claim or right to damages or expenses on the part of the Facility Use Agreement Holder.
- C. If the application is approved, a Facility Use Agreement shall be signed by the permittee and the district. This Facility Use Agreement will define the terms and conditions of the facility rental. The agreement may be canceled at any time by the district if the permittee fails to comply with any of the terms or conditions of the agreement.
- D. A commitment by the district to provide space exists only after the following items have been received and approved by the district's Building Rentals Representative (refer to Paragraph B. of this Section for additional information):
 1. Signed Facility Use Agreement which includes acceptance of the district's Administrative Regulations and Policies relating to the use of district facilities.
 2. Estimated Invoice Payment and/or Damage Deposit(s) if required.
 3. Certificate of Insurance.



ADMINISTRATIVE REGULATION

4. Signed letter stating that an effort has been made to secure other appropriate facilities. The letter shall indicate the other facilities, list the name of the person contacted at each facility, and the reason each facility was not utilized.

All required documents have to be signed by the person designated as the Facilities Use Applicant (the person authorized to make the request who is liable for any and all financial obligations and/or liabilities resulting from this specific activity).

- E. Fee Schedule: Refer to Section 6.0, Fee Schedules.

5.0 ASSIGNMENT OF GROUP PRIORITIES

- A. Application forms will be processed and Facility Use Agreements will be granted according to the following Priorities:

1. Priority 1 - District Educational Use

The first use of district facilities shall be for district student educational programs and related extra-curricular activities.

This priority group shall include district-related activities such as P.T.A. sponsored activities.

2. Priority 2 - Youth Related Use

Public, non-profit groups and organizations that are open to all school-age children qualify for this priority number.

This priority group shall include youth activities by organizations established for school-age youth or events in which school-age youths are the primary beneficiaries.

Activities must conclude prior to 9:30 p.m.

3. Priority 3 - Local Non-Profit Organizations

Volunteers addressing a public interest through or for a public non-profit organization supported by local, state or federal government (as compared to non-profit/special interest groups).

Priority 3 encompasses local non-profit organizations. This category shall also include employee bargaining units and all activities sponsored by the federal, state, city, or other governmental entities, as well as adult organizations subject to the exception of activities falling into Priority 6. If admission is charged, all proceeds must be used for cultural, educational, or charitable purposes.



ADMINISTRATIVE REGULATION

4. Priority 4 - Adult Educational Institutions

Public, non-profit educational organizations providing formal adult education qualify.

Priority 4 shall include not for profit educational organizations such as colleges, universities, community education programs or religious education programs where tuition and/or registration fees are required.

5. Priority 5 - Basic

All groups that do not meet criteria for Priorities 1, 2, 3, 4, or 6 as listed will be placed in Priority 5.

6. Priority 6 - Commercial Use

Private, for-profit group/business(es) requesting a facility for their own group/business.

Priority 6 includes activities where:

- a. The profits are earned by an individual or a profit oriented organization. The using organization of record does not directly contract for the activity.
- b. The individual organization hires, contracts or gives a percentage reimbursement to an individual or to an organization for the promotion of the activity, unless sponsored by a school associated organization.
- c. Gate receipts or donations are to be used for partisan or non-partisan political activities including political education.
- d. Activities from which the sponsor receives a percentage of the gross or net profits.
- e. Any of the net profit is to be used for other than a cultural, educational, or charitable activity.
- f. District facilities that are used for private teaching for which a tuition charge is made either by a staff member employed by the district or any other outside agency or person. Such activities must have specific approval of the Superintendent of Schools.

A REGISTRATION FEE for the class shall be considered a tuition charge.

- g. Any political candidate conducting a public meeting or campaign activity. This does not apply to current office holders sponsoring community hearings or meetings of an official and deliberative nature in the conduct of their office. (Such use would be considered as Priority 3).

B. Final scheduling decisions will be made by the Building Rentals Representative.



ADMINISTRATIVE REGULATION

6.0 FEE SCHEDULES

A. SCHOOL RENTAL FEE SCHEDULE (Per Hour Rates)

Fee Category	Gym Secondary	Gym Elementary	Special Rooms	Regular Classroom
1	N/C	N/C	N/C	N/C
2	N/C <u>\$2.00/ hr.</u>	N/C <u>\$1.00/ hr.</u>	N/C <u>\$1.00/ hr.</u>	N/C <u>\$.50/ hr.</u>
3	\$20.00/ hr. <u>\$22.00/ hr.</u>	\$17.50/ hr. <u>\$19.50/ hr.</u>	\$17.50/ hr. <u>\$19.50/ hr.</u>	\$15.00/ hr. <u>\$17.00/ hr.</u>
4	\$60.00/ hr. <u>\$65.00/ hr.</u>	\$50.00/ hr. <u>\$55.00/ hr.</u>	\$50.00/ hr. <u>\$55.00/ hr.</u>	\$40.00/ hr. <u>\$45.00/ hr.</u>

Kitchen use may require a district Nutrition Services employee on duty, paid by the user group (except School-sponsored activities). (See Kitchen Use Section 1.4.B.)

DEFINITIONS

FEE CATEGORY 1:

- School related activities (in-service, staff meetings, school bazaars, PTA, etc.)

FEE CATEGORY 2:

- Youth Groups (Public, nonprofit groups/organizations open to all school-age children which provide youth activities in which school-age children are the primary beneficiaries.)

FEE CATEGORY 3:

- Adult Education (Public, nonprofit educational organizations providing formal adult education.)
- State, Local, and Federal Government Groups
- Local Non-Profit Organizations
- Basic Groups (All groups that do not meet criteria for Categories 1, 2 & 4.)

FEE CATEGORY 4:

- Private, for Profit Commercial Groups (Private, for profit groups/businesses)

Facility Use Agreement Processing Fee of ~~\$25.00~~ \$30.00 for each Facility Use Agreement issued (not applicable to Fee Category 1).

Effective Date: July 1, 2015



ADMINISTRATIVE REGULATION

B. AUDITORIUM FEE SCHEDULE

Location	Non-Profit Organizations		For Profit Organizations	
	1st Event	2nd Event	1st Event	2nd Event
North Pole High Oehring Memorial Auditorium	\$300 \$330	\$200 \$220	\$900 \$990	\$600 \$660
Event Preparation Day(s)	\$100/ day \$110/ day *		\$300/ day \$330/ day	
North Pole Middle Ben Eielson High West Valley - DeWild	\$400 \$110	\$75 \$85	\$300 \$330	\$225 \$250
Event Preparation Day(s)	\$40/ day \$45/ day		\$120/ day \$135/ day	
Lathrop High School Hering Auditorium	\$750 \$825	\$550 \$600	\$2,750 \$3,025	\$2,250 \$2,475
Event Preparation Days	\$250/ day \$275/ day *		\$750/ day \$825/ day	
West Valley High Performing Arts Center	\$450 \$495	\$300 \$330	\$1,500 \$1,650	\$1,100 \$1,210
Event Preparation Day(s)	\$160/ day \$175/ day *		\$600/ day \$660/ day	

An event is defined as one activity in a 4 hour block of time (calculated from when the group begins using the facility until the group leaves). Event Preparation Day(s) fees will be charged for setup, rehearsals, etc. (not public performances), for days of use other than event days.

*** - Alternatively, an hourly fee for groups who only need the theater for a couple hours for rehearsal, set-up etc. can rent the theater for \$50.00/ hour, plus Theater Manager Fees.**

The use of Hering Auditorium, West Valley Performing Arts Center, or North Pole High Oehring Memorial Auditorium requires the employment of the Theater Manager, plus at least one monitor/custodial person. All associated personnel fees are costs to be paid by the rental group. (See Section C. below.)

Additional costs for monitor, custodial, and nutrition services personnel will be charged to the rental group as required.

School sponsored activities (involving students) will be no charge.

Effective Date: July 1, 2015



ADMINISTRATIVE REGULATION

C. PERSONNEL AND SPECIAL SERVICES FEE SCHEDULE

Theater Manager or Assistant Manager (<u>First 8 hours</u>)	\$50.00/ hr. <u>\$65.00/ hr.</u>
<u>Theater Manager Overtime (for hours over 8 added to shift, and all day Saturday)</u>	<u>\$85.00/ hr.</u>
<u>Theater Manager Double-time (all hours on Sunday)</u>	<u>\$105.00/ hr.</u>
<u>Theater Manager Holidays (all hours on School District Holidays)</u>	<u>\$125.00/ hr.</u>
Shipping & Receiving Equipment Delivery	\$95.00/ trip
Monitor Fees (includes Custodial, and Nutrition Services Personnel)	
Fee Category 2 – Youth Organizations:	
Overtime (added to shift, and Saturday or 6th Day)	\$40.00/ hr. (7/1/2011) \$45.00/ hr. (7/1/2012) <u>\$65.00/ hr.</u>
Double-time (Sunday or 7th Day)	\$55.00/ hr. (7/1/2011) \$60.00/ hr. (7/1/2012) <u>\$80.00/ hr.</u>
Holidays (School District Holidays)	\$75.00/ hr. (7/1/2011) \$80.00/ hr. (7/1/2012) <u>\$100.00/ hr.</u>
Fee Category 3 & 4	
Overtime (added to Shift, and Saturday or 6th Day)	\$45.00/ hr. (7/1/2011) \$50.00/ hr. (7/1/2012) <u>\$70.00/ hr.</u>
Double-time (Sunday or 7th Day)	\$60.00/ hr. (7/1/2011) \$65.00/ hr. (7/1/2012) <u>\$85.00/ hr.</u>
Holidays (School District Holidays)	\$80.00/ hr. (7/1/2011) \$85.00/ hr. (7/1/2012) <u>\$105.00/ hr.</u>

Effective Date: July 1, 2015



ADMINISTRATIVE REGULATION

6.1 Waiver for Placement Change

- A. A user group seeking a change in fee category placement, or a waiver of or reduction of a rental fee, must submit a petition in writing to the district's Building Rentals Representative a minimum of two (2) weeks prior to the event. The Superintendent of Schools shall make the final decision and notify the group within one (1) week after receipt of the petition. Waivers will be valid for the period of time specified on the Facility Use Agreement and will not carry over from one year to the next year.
- B. School District employees may not request waivers on behalf of user groups. Waivers are typically granted for those events that benefit Fairbanks North Star Borough School District school age children and are granted for the rental fees for room charges only; personnel fees will not be waived.

7.0 FISCAL CONSIDERATIONS

- A. The following factors are utilized in computing facility use costs and charges:
 - 1. Operational costs include utilities, staffing, and custodial services.
 - 2. Special service costs will be charged if an applicant requests special support services such as Shipping and Receiving services for deliveries of furniture not normally located in the facility, custodial/monitor time for furniture or equipment set up/relocation, special clean up, etc. Such services will be outlined on the application form at the time the application is submitted. Building Monitor costs will be charged for activities scheduled at times when building staff are not scheduled in the buildings such as weekends and holidays. Overtime, double-time, and holiday rates of pay will be applied as per the ESSA negotiated agreement (not applicable to Fee Category 1).
 - 3. Facility Use Agreement Processing Fee assessed for all Facility Use Agreements issued (not applicable to Fee Category 1).

8.0 BASIS FOR FEE REQUIREMENTS

A. Fee Category 1

- 1. District Educational Use and School Sponsored Activities:
 - a. No charge.

B. Fee Category 2

- 1. School Age Youth Related Organizations:
 - a. Facility Use Agreement Processing Fee.
 - b. **Rental charge to include operational costs as outlined in Section 7.0 Fiscal Considerations A.1.**



ADMINISTRATIVE REGULATION

- c. Any charges for special services incurred as outlined in Section 7.0 Fiscal Considerations A.2.
- d. Regular fees for Auditorium usage.

C. Fee Category 3

- 1. Adult Educational Institutions, State, Local, and Federal Government Groups, Local Non-Profit Organizations and Basic Groups:
 - a. Facility Use Agreement Processing Fee.
 - b. Rental charge to include operational costs as outlined in Section 7.0 Fiscal Considerations A.1.
 - c. Any charges for special services incurred as outlined in Section 7.0 Fiscal Considerations A.2.
 - d. Regular fees for auditorium usage.

D. Fee Category 4

- 1. Commercial Use:
 - a. Facility Use Agreement Processing Fee.
 - b. Rental charge to include operational costs as outlined in Section 7.0 Fiscal Considerations A.1.
 - c. Any charges for special services incurred as outlined in Section 7.0 Fiscal Considerations A.2.
 - d. For-Profit fees for auditorium usage.

Approved and Effective: July 1, 2000

Revised: May 27, 2003 – Effective: July 1, 2003

Revised: January 2006 – Effective: July 1, 2006

Revised: January 26, 2010 – Effective: July 1, 2011

Revised: April 22, 2015 - Effective July 1, 2015



Sharon P. Tuttle

From: Howard E. Maxwell
Sent: Wednesday, August 12, 2015 12:27 PM
To: schoolboard
Subject: Community Use of Schools and Gym Time

My real job is teacher at Ryan Middle School, my hobby is helping with youth soccer in the community specifically Eclipse Soccer Club Competitive Soccer. We pay building rental lots of money to use the Lathrop and Tanana Gyms on Sundays from 12-8pm October 15 through April 15. Our bill last year was approximately \$23,000.00 this is all born by the soccer parents in the community. This always seemed like an incredible amount. The new fee structure being imposed is projected to be \$39,000.00 for the same rental time! The parents will not be able to handle a 70% increase in fees. We will not be able to involve many youth in the community. It seems to me that this community use should be encouraged. The new fee structure will discourage use. I am sure that FYSA, IYB, and the club volleyball people will feel equal pain!

Please contact me if you feel there is any room for improvement in this increase!

Thanks, Howard

Sharon P. Tuttle

From: Debra Triplehorn <dm3horn@yahoo.com>
Sent: Wednesday, August 12, 2015 10:27 PM
To: schoolboard
Subject: Gym rental fees

Dear School Board Members,

The Eclipse soccer club has recently discovered that our gym rental fees have increased by 78% for this coming year. Our total rental cost last year was \$23,000.00 and projected to increase to \$39,000.00 this year. We are a community based non profit organization that promotes healthy lifestyle and social activity for youth while developing soccer skills; particularly during dark, cold, winter months. Our fees are kept low by fundraising and business sponsors, to allow as many youth to participate as possible. We have also experienced the shrinking of dollars available from business support in this current economy. I am asking for your help to avert a crisis for this club. Please help us keep our fees affordable so that we can continue to provide this wonderful activity for everyone wanting to play, not just the wealthiest families in this community. We are also part of the larger youth soccer organization, Fairbanks Youth Soccer Association, which is greatly impacted as well. Would you be willing to meet with representatives from our club and possibly FYSA to discuss this?

Respectfully,

Deb Triplehorn
Eclipse Soccer Club President

Sharon P. Tuttle

From: Sue T. Hull
Sent: Thursday, August 20, 2015 7:08 AM
To: schoolboard
Subject: Fwd: Re: Concern over community use of schools

Hi Sharon,

Would you share the following email thread with the rest of the board?

Thanks,
Sue

Sue Hull
[1630 Washington Dr.](#)
[Fairbanks, AK 99709](#)
907) [378-7139](#)

----- Forwarded message -----

From: "Howard Maxwell" <howard.maxwell@alaska.edu>
Date: Thu, Aug 20, 2015 at 7:22 AM -0700
Subject: Re: Concern over community use of schools
To: "Sue T. Hull" <sue.hull@k12northstar.org>

Thanks for the reply. Yes feel free to share the email thread. It feels like the "subsidy" is a bit of funny money as the custodians are doing regular work while "monitoring." Maybe there is a "think out side the box" solution in avoiding the double time through part time employee or special monitor paid at a lesser rate or scheduling a regular custodial shift on the weekend. Thanks so much for taking the time to look into this and help with a possible solution.

All the best, Howard

On Wed, Aug 19, 2015 at 11:00 PM, Sue T. Hull <sue.hull@k12northstar.org> wrote:

Hi Howard,

Thanks for taking the time to write. I can certainly understand your frustration. I'm currently out of state and won't be back until next week. I would be happy to sit down with you or whomever you think would best, if you think that would be helpful, though the information in your email is pretty clear and understandable. I think I get it.

As you're well aware, the district faces serious fiscal challenges. Your frustration is not surprising. Believe me, it's frustrating all around. The fee increase is extraordinary, but in light of the district's bleak fiscal outlook, continuing to subsidize the cost to the degree we have in the past is just not possible going forward.

I'll email the board president and ask that the issue be scheduled for board discussion as soon as possible. I don't know how soon that can happen. We've already received explanation from the administration and other email from concerned user groups. Perhaps there are ways to reduce the cost of personnel or other out of the box ways to minimize the increase. We should at least take a closer look, it seems to me.

Do you mind if I share your email and my response with the rest of the board and the superintendent? I always ask before doing so, out of respect. If you don't mind, it helps to keep everyone informed.

Thanks again for your email. I'll let you know what I find out.

Sue

Sue Hull
1630 Washington Dr.
Fairbanks, AK 99709
907) [378-7139](tel:378-7139)

From: Howard Maxwell <howard.maxwell@alaska.edu>
Sent: Tuesday, August 18, 2015 8:09 PM
Subject: Concern over community use of schools
To: Michael E. O'Brien <michael.obrien@k12northstar.org>, Sue T. Hull <sue.hull@k12northstar.org>, Sean P. Rice <sean.rice@k12northstar.org>
Cc: Deb Triplehorn <dm3horn@yahoo.com>

Hello Members: Hull, O'Brien, Rice

I sent a generic all school board email last week that you may or may not have seen and read. I write you three specifically because I know all of you have had athletic kids doing extracurricular activities and because I respect your work on the school board as I listen in. My immediate concern is a dramatic (over 70%) increase in Fees for using empty school gyms on the weekends. It has always been crazy expensive for the community (in this case our small non-profit youth organization) to use gyms on the weekends. Our Club model in the winter has us looking for indoor space From Oct through April and the empty gyms are the best solution for our players (Eclipse Soccer). We let folks go to church then we rent Lathrop and Tanana from 1-9 (or thereabouts). We charge the parents winter fees to cover these steep fees but it is really our only true available space. Suddenly with very little or no notice, our already incredibly expensive fees have been proposed to raise approximately 70% ! Passing this on to parents will be unacceptable to them we will get pressure and push back and I am trying to hold that off a bit. Our parents will be mad. My two children have graduated and are off to college now, but 5 years ago, I would have been mad, and now, as a homeowner, employee of the district, community member who supports public policy that improves quality of life, I myself am very frustrated. Our Club parents are awesome folks--These are parents who generally support the district, who generally support public money for quality of life trade off and support quality education, who generally support bond issues, who attend PT conferences etc. I have been holding off a few who want to storm into the borough assembly and ask why their mill rates are up and yet their community use of gym costs are sky rocketing. I asked them to give us some time to communicate with the district. The crux of the issue is added charges. Our club spent approximately \$23,000.00 on simple gym rental space last year and our projected spending for this year using same amount of gym time is \$39,000.00 If we lived in the village we would all be using the gym free as a community resource. I understand the need to recover some revenue, but I truly believe this is absurd. Would any of you be willing to sit with our Club President Deb Triplehorn and myself

to discuss this issue? I believe that at the heart of the issue is a double-time charge of \$80 an hour being added to our bill for custodian monitoring. This seems somewhat disingenuous because the custodian is always working on something like cleaning or shampooing or vacuuming etc. so essentially under this new plan we are paying someone \$80 per hour to do their regular work or at least needed work. If we "split that amount" with the district or if the district used a part time employee who didn't require overtime or if one custodian's regular shift was scheduled on Sunday regardless of rental or not, we would save \$40 per hour. (at lathrop the new fees works out to about \$107.00 an hour for us now with this new scheme). Philosophically, to me this whole fee and this dramatic increase seems wrong. A Small town competitive soccer club is going to pay nearly \$40,000.00 a winter to use Weekend gym space.

I believe a meeting with Dave Norum and a Superintendents' office member and a school board member would be beneficial to examine this issue and see if we can mitigate such a huge cost to our 200+ community members affected.

Thank you for your time,
Feel free to call or email me any time.

Sharon P. Tuttle

From: FYSA <director@fairbanksyouthsoccer.com>
Sent: Friday, August 21, 2015 2:17 PM
To: schoolboard
Subject: Public school gym/facility usage costs

To the FNSBSD School Board

I am the Executive Director for Fairbanks Youth Soccer Association. I grew up playing soccer with FYSA and spent many years as a referee, coach and volunteer. In my role as an administrator I've come to appreciate much more all of the work that goes into managing a non-profit youth sports league and hope to always give my all to ensure that the youth in our community have access to our programs and experience some of the joy I did at their age.

Last year, FYSA's bill for gym rentals to the district approximately \$30,000. While we are not the only user group to utilize these facilities, I am confident that we make up one of, if not the largest slice of pie, in the overall fees billed over the course of each winter. This year, the increased facility usage fees are increasing so drastically that it will impact our programs in ways that will be unbearable to our membership.

Last year, for a full day of indoor soccer, we would pay \$382.50. With the new facility usage fees, the exact same gym for the same hours will result in a \$682.50 bill, a literal increase of 78.4%. The new rates will absolutely reduce the number of youth who's parents can afford to handle the resulting increase in program costs. In fact, compared to fall of 2014, our registration numbers for fall indoor soccer programs is barely half of what it was a year ago. This is after one of the best summer youth soccer has experienced in years.

I will be greatly dismayed to see hundreds of youth not participating in this great sport because of the new fee structure, but even more so if the resulting bill is over \$50,000. I have read through the explanation behind such changes but do not feel like other solutions have been sufficiently explored. One of the main contributing factors is the payroll of custodians on the weekends. The fact that they are scheduled for overtime when the majority of weekend facility usage is planned months in advance, seems like a very inefficient use of funds. I've spoken to many custodians on the weekends who admit that while the larger paychecks are nice, they usually would prefer to have their days off. It is not my place to say how scheduling occurs within the district's custodial staff, but I've never known an employer who would prefer to pay a large group of employees overtime again and again, weekend after weekend, when they could fill the same need (district staff on site) with a part time employee. There is a great opportunity, in my opinion, to provide some wonderful weekend employment, while reducing payroll expenses, and ensuring that community groups such as youth soccer, basketball, scouts, and more, can continue to operate, without pricing out the families who can't afford an increase of 78.4% to activities that already involve a great financial commitment.

I am never one to simply want to complain for complaints sake, and when I do have need to express such thoughts, I am more than willing to help be part of the solution, in whatever way I can. Please contact me if there are ways in which this significant challenge can be improved upon. Thank you for your time in this matter and for your service

--

Colt Chase
Executive Director
Fairbanks Youth Soccer Association
PO Box 73915
Fairbanks, AK 99707
(907) 456-FYSA (456-3972)
director@fairbanksyouthsoccer.com

Sharon P. Tuttle

From: Heidi Haas
Sent: Monday, September 14, 2015 10:05 AM
To: Howard Maxwell; David Norum
Cc: schoolboard
Subject: Re: Youth User Group Gym Fees

Mr. Maxwell,
The work session regarding building rental fees is scheduled for October 5th at 6pm at the school district office and is open to the public.
Thank you,
Heidi

*Heidi Haas, President
Board of Education*

"Alone we can do so little; together we can do so much." ~ Helen Keller

From: Howard Maxwell <howard.maxwell@alaska.edu>
Sent: Thursday, September 10, 2015 2:08 PM
To: Heidi Haas; David Norum
Subject: Youth User Group Gym Fees

Dear President Haas,

I am following up on our previous email threads.
Where are we at on addressing the new charges being assessed for gym rental for youth non-profit user groups on weekends? I believe our President Deb Triplehorn said there was a scheduled discussion at a work session? Is this true and are such sessions open to the public?

We are contemplating our Winter fees we will assess members as our normal indoor gym usage starts in October was hoping for some relief and wondering if there is any information we can pass along to members.

Best, Howard.

--
=====
Howard E. Maxwell -- Mobile=907-388-4073
Director of Coaching, Eclipse Soccer Club -- Alaska

Fairbanks North Star Borough School District
2016-2017 Budget Process

Citizen's Budget Review Committee
Thursday, October 1, 2015 5:30 pm
ADC Board Room



FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

520 Fifth Avenue Fairbanks, Alaska 99701-4756 (907) 452-2000



1

Agenda

1. Introductions
2. Committee purpose/time commitment
3. Board Strategic Plan
4. 2015-16 Budget review
5. 2016-17 assumptions and starting point
6. Future meeting topics
7. Set meeting times
8. Other topics of interest

CBRC Presentation 10/1/2015

2

Board Strategic Plan


- Process Overview
- Strategic Goals
 - Personalized Learning
 - Effective Communication
 - Parent & Community Engagement
 - Organizational Support
 - Technology Integration
- Roadmap
- District Objectives

CBRC Presentation 10/1/2015

3

2015-16 Budget Review

Revenue Adjustments			
<i>Local Borough Contribution Increase</i>	\$ 4,500,000		
<i>Borough Offset for Property Valuation</i>	\$ 963,000		
<i>Increase of Fund Balance Utilization</i>	\$ 950,846		
	\$ 6,413,846	3.33%	
Final Revenue Variance	\$ (1,375,065)	-0.71%	
Expense Increases			
<i>Contractual Salary & Benefit Increases</i>	\$ 3,997,949		
<i>Instructional Non-Personnel Increases <small>(Program, curriculum, facilities, equipment)</small></i>	\$ 2,156,606		
Fund Balance Increase	\$ 1,145,300		
Final Expense/Fund Balance Variance	\$ 7,299,855		
TOTAL BUDGET ADJUSTMENT	\$ 8,674,920	% Change -8.53% from 2014-15	



K12NORTHSTAR.ORG/BUDGET

CBRC Presentation 10/1/2015

4

2015-16 Budget Adjustments

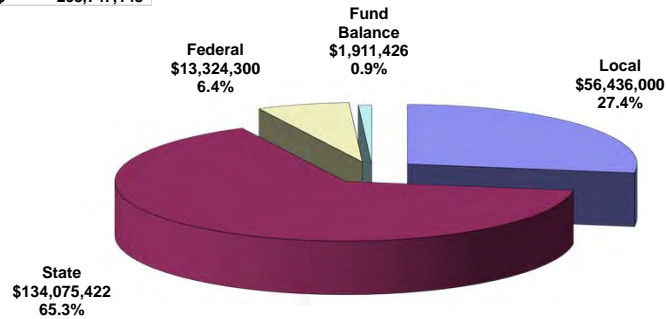
	2015-16			2015-16	
	FTE	Adjustment	FTE	Adjustment	
Classroom Instruction					
Teachers - Reg Ed - Decreased Enrollment	Enrollment (13.5)	(\$1,213,223)			
Teachers - Reg Ed - Increased Enrollment - gr 7-12	Enrollment 2.0	\$222,700			
Principals - Salch's Two Rivers	Reduction (2.0)	(\$175,700)			
Teachers - Head Teacher Salch's Two Rivers - 5 each	Reduction 1.0	\$111,350			
Teachers - DW Art	Reduction (1.0)	(\$111,350)			
Teachers - General Music	Reduction (1.0)	(\$111,350)			
Teacher - Guidance Counselor	Reduction (1.0)	(\$130,050)			
Teachers - ITT	Reduction (4.0)	(\$445,400)			
Non-Personnel Supplies/Prof Tech 15% decrease	Reduction	(\$168,302)			
	Enrollment (21.5)	(\$2,635,950)			
	Reduction (10.0)				
Elementary Response to Intervention (RTI)					
RTI Assistants	Reduction (7.5)	(\$363,045)			
RTI Assistants - Additional	Reduction (9.5)	(\$413,451)			
RTI Scale Back of Building Level Intervention Plans	Reduction	(\$636,953)			
RTI Assistants - ADD BACK	9.5	\$483,859			
RTI Delivery Model Adjustment - ADD BACK		\$18,210			
RTI Delivery Model Adjustment - ADD BACK	4.0	\$668,100			
	(6.5)	(\$65,284.0)			
Student Activities					
Activities Coordinator - Teacher	(1.5)	(\$167,025)			
Activities Coordinator - Exempt (1 remain DW)	(1.0)	(\$113,350)			
Activities State Travel		(\$75,000)			
Activities Coordinator - Teacher - ADD BACK	1.5	\$167,025			
Activities Coordinator - Exempt (1 remain DW) - ADD BACK	1.0	\$113,350			
SDA/SAS Allocations 10% decrease	0.0	(\$241,292)			
Administrative Center/Districtwide Instruction					
ELL Tutor	(1.0)	(\$30,270)			
Exec Director of Research & Accountability	(1.0)	(\$205,209)			
Exempt Secretary	(0.5)	(\$46,554)			
Facilities Management Admin Secretary	(1.0)	(\$86,806)			
BEST Leadership	1.0	\$153,496			
Computer Technician	(1.0)	(\$98,993)			
Library Media Services Director	(1.0)	(\$145,494)			
Library Media Secretary	(1.0)	(\$88,300)			
Payroll Clerk	1.0	\$69,918			
Additional Non-personnel decrease (10%)		(\$640,000)			
Scale Back Travel to IV level		(\$103,600)			
Additional Staff Travel Reduction		(\$100,000)			
BEST Allotments		(\$100,000)			
Curriculum - Materials		(\$1,061,000)			
Curriculum - PD Tracking system		\$50,000			
Elimination of Terra Nova & DW standardized testing		(\$56,285)			
Facilities Management Temporaries		\$195,000			
FMD Restructure		(\$250,000)			
Reduce Utilities		(\$670,749)			
Reduce Utilities - Shut Off Laptops		(\$125,000)			
Reserve Teaching Position		(\$111,350)			
Technology - Teacher Computer Replacement		(\$400,000)			
Technology - Chromebook Carts		\$100,000			
	(4.5)	(\$3,854,127)			
Charter Schools					
Charter School Reduction					
CEC Intercession			1.0	(\$301,315)	
Human Resources Department					
Exempt Secretary	1.0	\$93,108			
Investigation Specialist	1.0	\$132,249			
Sr. HR Technician	1.0	\$96,522			
Training Specialist	1.0	\$132,249			
Reserve Board of Education - ADD BACK		(\$411,600)			
Reserve Board of Education - ADD BACK		\$150,000			
HR Department Reduction		(\$129,288)	4.0	\$68,848	
Non-Departmental					
Reduce Nutrition Services Subsidy		(\$100,000)	0.0	(\$100,000)	
Special Education Instruction					
Program Secretary	(1.0)	(\$54,232)			
Secretary	(1.0)	(\$50,100)			
Sign Language Interpreter	0.4	\$24,548			
Speech/Language Pathologist Assistant	0.4	\$24,548			
Non-personnel decrease		(\$100,000)			
	(1.4)	(\$224,250)			
Student Support Services					
Classroom Aides OPTIONS	(3.0)	(\$138,591)			
Elementary Attendance Secretary Grade 5 - Location TBD	(1.0)	(\$54,673)			
Secondary Secretary Grade 5 - Location TBD	(4.0)	(\$233,880)			
Intervention Room Aides	(8.5)	(\$443,177)			
Behavior Intervention Aides	(9.0)	(\$443,175)			
Nurses - 5 ea at Anderson Crawford Hutchison Salcha	(2.0)	(\$138,798)			
School Safety Lessons	(2.0)	(\$153,373)			
Department Heads		(\$275,000)			
Secondary Secretary Grade 5 - Location TBD - ADD BACK	4.0	\$223,980			
Behavior Intervention Aides - ADD BACK	9.0	\$443,175			
Department Heads - ADD BACK		\$275,000			
SRO Contract with City		(\$16.3)	(16.3)	(\$1,131,541)	
TOTAL BUDGET ADJUSTMENT	(39.4)	(\$6,744,920)			

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2015-16 BUDGETED REVENUE

Revenue Source	Operating Fund
Local	\$ 56,436,000
State	\$ 134,075,422
Federal	\$ 13,324,300
Other	\$ 1,911,426
	\$ 205,747,148

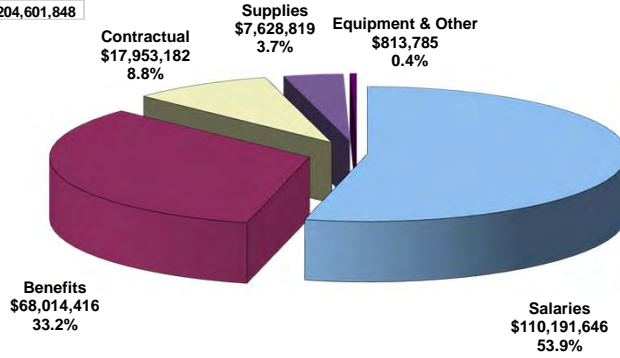


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2015-16 BUDGETED EXPENSE by Object

Expense Object	Operating Fund
Salaries	\$ 110,191,646
Benefits	\$ 68,014,416
Contractual	\$ 17,953,182
Supplies	\$ 7,628,819
Equipment & Other	\$ 813,785
	\$ 204,601,848

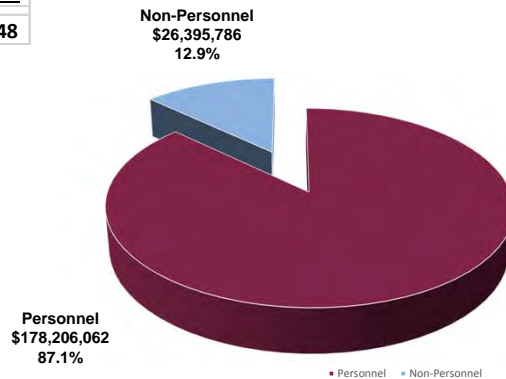


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2015-16 BUDGETED EXPENSE by Category

Personnel	\$ 178,206,062
Non-Personnel	\$ 26,395,786
	\$ 204,601,848

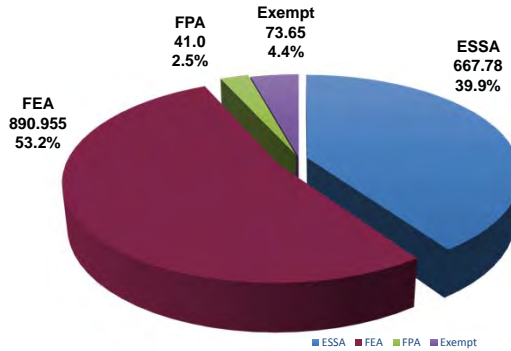


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2015-16 FTE Summary by Employee Group

Employee Group	FTE
ESSA	667.78
FEA	890.95
FPA	41.00
Exempt	73.65
	1673.38

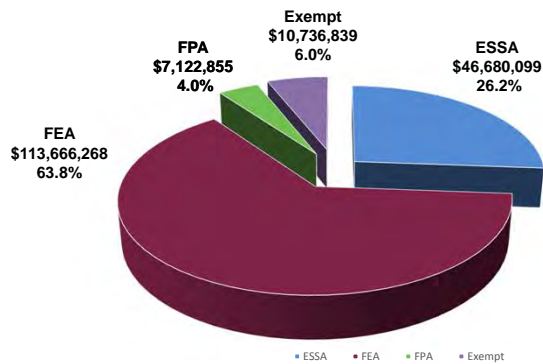


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2015-16 Cost Summary by Employee Group

Employee Group	S&B
ESSA	\$ 46,680,099
FEA	\$ 113,666,268
FPA	\$ 7,122,855
Exempt	\$ 10,736,839
	\$ 178,206,061



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2016-17 Initial Budget Assumptions as of October 1, 2015

- Estimated Enrollment Increased by 140
- Static Local Funding Level (\$55,639,000 + \$1,067,000)
- 10% Reduction in State Foundation funding
- Increase in Impact Aid based on identified students 2016 Application (estimate 4% increase from FY16)
- Static Fund Balance Contribution

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2016-17 Initial Budget

Revenue Adjustments

<i>Projected Enrollment Increase</i> (Based on 10 day count with 10 year trend data -140)	\$ 2,294,961	
<i>State Foundation Decrease</i> (10% Estimate decrease to BSA)	\$ (15,436,160)	
<i>Impact Aid Funding Increase</i> (Estimate 4% increase from 2015-16)	\$ 408,213	
	\$ (12,732,986)	Reduction of Operating Revenue -6.19% from 2015-16

Expense Adjustments

<i>Salary & Benefit Increases</i> (Negotiations TBD)	\$ -	
<i>Estimated Increase in Health Rate</i> Preliminary Rate Adjustment 2.0%	\$ (2,203,838)	
<i>Non-Personnel Costs</i>	\$ -	
Fund Balance Increase Budgeted in 2015-16 remove for 2016-17	\$ 1,145,300	
Final Expense/Fund Balance Variance	\$ (1,058,538)	
TOTAL BUDGET ADJUSTMENT	\$ (13,791,524)	6.70% % Change from 2015-16



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What does (\$13,791,524) look like?

Flat 6.7% Reduction across Budget

6.70% FEA = 60 Teachers	60.0 FTE	\$	7,534,724
6.70% ESSA = 45 Staff	45.0 FTE	\$	3,145,500
6.70% FPA = 3 Principals	3.0 FTE	\$	521,175
6.70% Exempt = 5 Staff	5.0 FTE	\$	728,750
6.70% Non-Personnel Expenses		\$	1,768,518
		\$	13,698,667

Class Size Target Worksheet

Grade Band	2015-16 Target	PTR Adjust	2016-17 Adjusted PTR Target	Adjusted FTE	Savings	Adjusted	
						Lower	Upper
K	22.5	3.0	25.5	-5.0	-\$56,750	19.5	31.0
1-3	24.0	3.5	27.5	-15.0	-\$1,670,250	16.5	33.0
4-6	26.0	3.5	29.5	-10.0	-\$1,113,500	17.5	35.0
7-8	26.5	4.0	30.5	-11.5	-\$1,280,525		
9-12	28.5	4.0	32.5	-18.0	-\$2,004,300		
				-59.5	-\$6,625,325		

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What does (\$13,791,524) look like?

Add Back Items from 2015-16 Budget

High School Activities Coordinators	2.5 FTE	\$	278,375
Department Heads		\$	275,000
RTI Assistants	9.5 FTE	\$	459,857
Certified staff	6.0 FTE	\$	668,100
AIMSWEB		\$	18,210
Secondary Grade 5 Secretaries	4.0 FTE	\$	223,980
Behavior Intervention Aides	9.0 FTE	\$	443,970
		\$	2,367,492

2015-16 Reduction Considerations

OPTIONS Program	3.0 FTE	\$	178,019
DW Art	4.0 FTE	\$	445,400
Elem Music 50%	8.5 FTE	\$	946,475
ITT	4.0 FTE	\$	445,400
		\$	2,015,294

10% Reduction Non-Personnel \$ 2,639,579

Class Size Based on 2015-16 ADM - PROPOSED Budget

PTR	K +0.5 to 23.0	2.0 FTE	\$	222,700
	1-3 +1.0 to 25.0	3.0 FTE	\$	334,050
	4-6 +1.0 to 27.0	5.0 FTE	\$	556,750
	7-8 +1.5 to 28.0	4.5 FTE	\$	501,075
	9-12 +2.0 to	9.0 FTE	\$	1,002,150
			\$	2,616,725

School of Choice Considerations

Reduce Magnet supplemental Exploratory (+2)	1.0 FTE	\$	111,350
Secretarial Support (+1)	0.5 FTE	\$	29,500
		\$	140,850
6.70% Charter Schools		\$	513,267

Student Activities (net 1 DW AD's and ASAA Dues)

Elementary SDA & SAS	\$	206,620
MS SDA & SAS	\$	253,600
Jr/Sr High SDA & SAS	\$	246,381
HS SDA & SAS	\$	1,235,332
	\$	1,941,933

\$1,556,384 cuts still needed

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2016-17 Unresolved Issues

- **Legislative Outcomes**
 - Governor’s proposed budget anticipated by early December
 - State Revenue Challenge
- **Local Contribution TBD**
 - Borough commitment (April/May)
 - Ketchikan ruling
- **FEA, ESSA, FPA Negotiations**
- **Transportation Contract – (Likely subsidy required)**

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Future Meeting Topics

- **State Funding Formula Review**
- **Establish Community Values**
 - Cut list priorities
- **In-depth Review of 2015-16 Approved Budget**
- **Program presentations**
 - Class Size scenarios
 - Technology
 - Curriculum
 - Facilities
 - Transportation
- **Anything Else?**

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Set Meeting Schedule

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