


LUCIA MAR UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

Date: June 12, 2018

To: Raynee J. Daley, Ed.D.
Superintendent

From: 
Andy Stenson
Assistant Superintendent, Business Services

Subject: Approval, Facility Use Agreement between the San Luis Obispo County Community College District (Cuesta College) and Lucia Mar Unified School District, FY 2018-2019

Background:

San Luis Obispo County Community College District (Cuesta College) has used Lucia Mar's high school facilities for its South County Campus for many years. Cuesta Community College and District staffs have negotiated a facility use agreement for FY 2018-2019 (July 1, 2018 through June 30, 2019). There are no significant changes in the agreement this year.

Recommendation:

Staff recommends that the Board approve the Facility Use Agreement between San Luis Obispo County Community College District (Cuesta College) and Lucia Mar Unified School District for FY 2018-2019.

Fiscal Impact:

The costs to cover the scheduled use and associated fees as stipulated in the accompanying agreement are paid by Cuesta College; \$50,000 Revenue – Fund 01, Unrestricted General Fund, Other Local Revenue.

Board Goal: Student & Staff Success

Attachment: LMUSD-Cuesta Facility Use Agreement FY 2018-2019

Contact Person:

Andy Stenson
Assistant Superintendent, Business Services

Facility Use Agreement
Between
San Luis Obispo County Community College District
&
Lucia Mar Unified School District

Effective July 1, 2018 through June 30, 2019

Lucia Mar Unified School District ("LMUSD") and San Luis Obispo County Community College District ("Cuesta College") have agreed to this one (1) year FACILITY USE AGREEMENT based on a negotiated rate as referenced in the LMUSD Civic Center Fee Schedule

SCHEDULED USE

Classroom and Computer Lab:

AGHS: Fifteen to Twenty (15-20) Classrooms; Computer Labs 907, 914, and 959 and Classroom 963 for Adult ESL Student Childcare

NHS: One (1) Classroom or Computer Lab (e.g. room 132) with the intended Use of "WEXP 210-Intro Wrk Readiness". Details to be determined later.

Cuesta College Classroom Use Detail:

- Courses scheduled, as associated with this Agreement, will not exceed thirty (30) sections per semester. A section is defined as any course offering regardless of unit value.
- All classrooms used by Cuesta College at Arroyo Grande H.S. ("AGHS") are now centralized in the 900 Wing on Orchard Avenue.
- Classrooms will be used for a standard (18) week semester or less.
- If an assigned LMUSD classroom is not ready to use or not properly equipped on a given night, an alternate classroom will be made available.
- The earliest class will be scheduled during the term of this agreement is 4:30 p.m., unless otherwise agreed by the two parties. Exception: As agreed to by the two parties, currently one (1) course, "WEXP 210 – Intro Wrk Readiness", is offered beginning at 3 p.m., at both AGHS and Nipomo H.S. ("NHS") during the term of this agreement.
- Cuesta College will provide its instructors with whiteboard markers and erasers.
- Use of classroom equipment and teaching aids available to Cuesta College will include items regularly available in the classrooms at AGHS and NHS.

- Cuesta College will abide by LMUSD's request that Cuesta College instructors not use AGHS or NHS PowerPoint projectors/laptop sets unless specific permission is given on a classroom-by-classroom basis.

Cuesta College Computer Lab Use Detail:

- Computer Labs at AGHS will be used four (4) days a week; any computer lab that may be used at NHS will be as the parties agree.
- Compute Labs will be supervised by Cuesta College faculty when in use.
- LMUSD shall have District computers in working order on supported Microsoft and Chrome OS operating systems. LMUSD will provide technical support and maintenance of the computers, laptops, projectors, and other technology, which are the property of LMUSD, during regular work hours (7 a.m. to 3:30 p.m.) on all school days per the Instructional Calendar (See Exhibit A).
- LMUSD primarily uses Chromebooks as student devices. Unless explicitly agreed otherwise, Cuesta shall ensure that all Cuesta College software is web-based and operable on Chromebooks.
- LMUSD will assist Cuesta College in finding a remedy when hardware or software problems are experienced.
- Cuesta College will cooperate with LMUSD's plans and efforts to ensure and protect Computer Lab.
- Cuesta College will instruct staff and students to properly shut down the Windows computers using the built-in Windows "Shut Down" functionality and letting the shutdown process complete.
- LMUSD will provide computer logins and passwords annually for Cuesta College students and faculty.

Restroom Access and Custodial Services:

- One (1) men's and one (1) women's restroom at NHS will be accessible during hours of instruction.
- Two (2) restroom facilities at AGHS will be accessible during the hours of instruction. The designated AGHS restrooms include (1) men's/women's restroom in the 900 Wing and (1) men's/women's restroom in the faculty room adjacent to the copy room in the 900 Wing.
- Custodial services are to be provided for actual use of the entire lease period including times when LMUSD sites are not in session.

Cuesta College Auxiliary Use:

- Cuesta College will use two (2) offices in the 900 Wing of AGHS:
 1. One (1) office (Room 913) for General Admissions/Registration/Administrative Office with faculty mail boxes, and
 2. One (1) office for Student Services/Counseling/Financial Aid.

- Cuesta College will use two (2) rooms (907 and 914) at AGHS for monthly Math and English Assessments and student orientation activities.
- Cuesta College will use room 933 to provide childcare services during the hours of instruction for children of adult English language learner students. Cuesta College will ensure the ratio of children to adult supervision/care provider meets LMUSD requirements.
- Cuesta College will use the LMUSD Board Room for a faculty briefing each semester.
- LMUSD will provide tables and chairs at the beginning of each semester as associated will start of semester activities.
- LMUSD will notify Cuesta College with a minimum of three (3) weeks of any dates the leased facilities will not be available. Paulding Middle School shall be available to Cuesta College when AGHS events preclude Cuesta College from holding classes scheduled at AGHS or NHS.
- LMUSD instructional calendars will be provided to Cuesta College as **Exhibit A** of this agreement.
- Student, staff, and faculty vehicle parking areas at AGHS and NHS will be made available to Cuesta College students and faculty on the evening of instruction including the lot on Orchard Avenue. It is understood that this is shared use and not exclusive use of parking areas.
- Cuesta College will use the LMUSD faculty copier located in the 900 Wing and agrees to provide paper for copies. Cuesta College will use an exclusive password to access the copier at all times.
- In the event that a large block of classrooms (including restroom facilities) is being requested for an extended period of time, a reduced rate may be negotiated, subject to the Superintendent's/designee's approval. Large blocks constitute no less than eight (8) classrooms, plus two (2) restrooms, and parking lot use, for no less than a five (5)-day minimum, 3 (3) hours per day for the block.

ACADEMIC YEAR 2018-2019

TERM	TYPE	START	END
Fall 2018	Offices	Monday, July 30, 2018	Thursday, December 14, 2018
	Classes	Monday, August 13, 2018	Thursday, December 14, 2018
Spring 2019	Offices	Monday, January 14, 2019	Thursday, May 23, 2019
	Classes	Tuesday, January 22, 2019	Thursday, May 23, 2019

GENERAL CONSIDERATIONS

- Cuesta College and LMUSD will collaborate on effective communication to high school and college faculty regarding expectations for joint use of classroom and other LMUSD facilities.
- Cuesta College and LMUSD will continue to investigate potential partnership opportunities at Central Coast New Tech High School.
- Cuesta College and LMUSD agree to modify this agreement in the event that Cuesta College facility needs changes significantly/and/or if course scheduling exceeds thirty (30) sections, or drops below twenty (20) sections.

- The term of this agreement is July 1, 2018 through June 30, 2019. If the parties desire to extend their relationship beyond June 30, 2019, a new agreement shall be executed.
- Cuesta College agrees to insurance requirements as follows: \$2,000,000 public liability and property damage insurance (combined single limit) per occurrence rather than aggregate basis and shall cover personal injury as well as bodily injury, all of which shall be stated on the certificate.
- \$15 application fee shall be consolidated into one-time fee. However, Facilities Use Applications will be submitted for facility use which is in addition to normal classroom schedules, as identified under Auxiliary Use in this agreement.
- Copies of this Agreement will be made available to Cuesta College office staff, LMUSD site administrators, and any other parties involved in the scheduling/billing of this agreement.

FACILITY USE FEES

Cuesta College will pay LMUSD the sum of \$50,000 annually to cover the cost of Cuesta College’s facility use within Arroyo Grande High School (“AGHS”) and Nipomo High School (“NHS”). This sum is payable in two (2) installments of \$25,000 as follows:

1. First installment is due in September 2018 for the fall semester.
2. Second installment is due in February 2019 for the spring semester.

Invoices are to be submitted to:

Cuesta College
Office of Administrative Services
P.O. Box 8106, San Luis Obispo, CA 93403-8106,
Attention Vice President of Administrative Services.

COPY

Dan Troy,
Assistant Superintendent/Vice President
Administrative Services, SLOCCCD

Date: _____

COPY

Andy Stenson,
Assistant Superintendent, Business
LMUSD

Date: _____

LMUSD Board Approved: _____

LUCIA MAR UNIFIED SCHOOL DISTRICT
Instructional Calendar 2018-2019

Date	Event	Month	S	M	T	W	Th	F	S	Stu. days in month	Total stu. days
July 4	Independence Day	JULY	1	2	3	H	5	6	7		
			8	9	10	11	12	13	14		
			15	16	17	18	19	20	21		
			22	23	24	25	26	27	28		
			29	30	31						
Aug 13, 14	Staff Development Day (no students)	AUGUST	5	6	7	8	9	10	11	12	12
Aug 15	Teacher Work Day (no students)		12	SD	SD	WD	16	17	18		
Aug 16	First Day of School		19	20	21	22	23	24	25		
			26	27	28	29	30	31			
Sept 3	Labor Day Holiday	SEPTEMBER	2	H	4	5	6	7	8	19	31
			9	10	11	12	13	14	15		
			16	17	18	19	20	21	22		
			23	24	25	26	27	28	29		
			30						1		
Oct 12	1st Quarter Ends (HS/MS) [41 days]	OCTOBER	7	8	9	10	11	12	13	23	54
			14	15	16	17	18	19	20		
			21	22	23	24	25	26	27		
			28	29	30	31					
Nov 9	1st Trimester Ends (ES) [61 days]	NOVEMBER	4	5	6	7	8	9	10	16	70
Nov 12	Veterans Day Holiday		11	H	13	14	15	16	17		
Nov 19-23	Thanksgiving Recess		18	19	20	21	H	H	24		
Nov 22	Thanksgiving Day Holiday		25	26	27	28	29	30			
Dec 21	First Semester Ends (MS/HS)(85 days)	DECEMBER	2	3	4	5	6	7	8	15	85
Dec 24-28	Winter Recess		9	10	11	12	13	14	15		
Dec 25	Christmas Holiday		16	17	18	19	20	21	22		
			23	H	H	26	27	28	29		
Jan 1	New Year's Day Holiday	JANUARY	6	7	8	9	10	11	12	13	98
Jan 2-11	Winter Recess		13	14	15	16	17	18	19		
Jan 14	School Resumes		20	H	22	23	24	25	26		
Jan 21	Martin Luther King, Jr. Holiday		27	28	29	30	31				
									1		
Feb 11	Lincoln Day Holiday	FEBRUARY	3	4	5	6	7	8	9	18	116
Feb 18	Washington Day Holiday		10	H	12	13	14	15	16		
			17	H	19	20	21	22	23		
			24	25	26	27	28				
March 7	2nd Trimester Ends (ES) [60 days]	MARCH	3	4	5	6	7	WD	9	20	136
March 8	Teacher Work Day (no students)		10	11	12	13	14	15	16		
March 22	3rd Quarter Ends (HS/MS) [46 days]		17	18	19	20	21	22	23		
			24	25	26	27	28	29	30		
			31								
April 21	Easter Sunday	APRIL	7	8	9	10	11	12	13	17	153
April 22-26	Spring Break		14	15	16	17	18	19	20		
			21	22	23	24	25	26	27		
			28	29	30						
May 27	Memorial Day Holiday	MAY	5	6	7	8	9	10	11	22	175
			12	13	14	15	16	17	18		
			19	20	21	22	23	24	25		
			26	H	28	29	30	31			
June 7	Last Day of School	JUNE	2	3	4	5	6	F	8	5	180
June 7	3rd Trimester Ends (ES) [59 days]		9	10	11	12	13	14	15		
June 7	2nd Semester Ends (HS/MS) [95 days]		16	17	18	19	20	21	22		
			23	24	25	26	27	28	29		
			30								

KEY

- No Instruction (Recess, WD, SD, NS)
- Holiday Observed
- First day of school for students

- SD Staff Development (no students)
- WD Teacher Work Day (no students)
- MD District Wide Minimum Day (for Students)