

OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501



BOARD OF TRUSTEES

Mrs. Veronica Robles-Solis, President

Ms. Monica Madrigal Lopez, Clerk

Mr. Denis O'Leary, Member

Dr. Jesus Vega, Member

Mrs. Debra M. Cordes, Member

ADMINISTRATION

Karling Aguilera-Fort

District Superintendent

Ms. Janet Penanhoat

Assistant Superintendent,

Business & Fiscal Services

Dr. Jesus Vaca

Assistant Superintendent,

Human Resources & Support Services

Dr. Anabolena DeGenna

Assistant Superintendent,

Educational Services

AGENDA

SPECIAL BOARD MEETING

Wednesday, December 11, 2019

6:00 - 8:00 p.m.

Board Room

***NOTE:** In accordance with requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent's office at least two days before the meeting date.

Persons wishing to address the Board of Trustees, on any agenda item may do so by completing a "Speaker Request Form" and submitting the form to the Asst. Supt. of Human Resources. The Speaker should indicate on the card whether they wish to speak during Public Comment or when a specific agenda item is considered.

Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct

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Section A: PRELIMINARY

A.1 Call to Order and Roll Call (6:00 p.m.)

The President of the Board will call the meeting to order. A roll call of the Board will be conducted.

Time: _____

ROLL CALL VOTE:

Cordes ____, Vega ____, O’Leary ____, Madrigal Lopez ____, Robles-Solis ____

A.2 Pledge of Allegiance to the Flag

A.3 Adoption of Agenda (Superintendent)

Moved:

Seconded:

Vote:

ROLL CALL VOTE:

Cordes ____, Vega ____, O’Leary ____, Madrigal Lopez ____, Robles-Solis ____

A.4 Closed Session - Public Participation/Comment

Persons wishing to address the Board of Trustees on any agenda item identified in the Closed Session agenda may do so by completing a “Speaker Request Form” and submitting the form to the Assistant Superintendent of Human Resources and Support Services. Public Comment shall be limited to fifteen (15) minutes per subject with a maximum of three (3) minutes per speaker.

The Board may not deliberate or take any action on items raised during this portion of the meeting that are not on the agenda. The Board will now convene in closed session to consider the items listed under Closed Session.

A.5 Closed Session

The Board of Trustees will convene to closed session for the following item:

1. Pursuant to Section 54957 of the Government Code and Section 44943 of the Education Code the Board will consider personnel matters, including:

Public Employee Evaluation:

- District Superintendent

A.6 Reconvene to Open Session

Moved:

Seconded:

Vote:

Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct

A.7 Report Out of Closed Session:

Moved:

Seconded:

Vote:

A.8 Board Workshop Presentation - Enhanced Master Construct Program (Aguilera-Fort/Penanhoat/CFW)

The Board will be presented with the second in a series of Board study session workshops to review data, analysis, and options for the Enhanced Master Construct Program prior to presenting a draft of the program to the Board. Key topics for review under this second Board workshop include school site capacity and site configuration, considerations for improvements, program requirements, and options for new construction and facilities replacement/renovation.

Section B: ACTION ITEMS

B.1 Approval of Overnight Field Trip and Agreement #19-162 – Camp Whittier – Soria School (DeGenna/Johnson)

One hundred (100) 6th grade students and four (4) teachers from Juan Soria School will participate in an instructional program of Outdoor Science & Conservation Education at Camp Whittier in Santa Barbara, December 16 - 19, 2019.

It is the recommendation of the Principal, Soria School, and the Assistant Superintendent, Educational Services, that the Board of Trustees approve the Overnight Field Trip and Agreement #19-162 with Camp Whittier, at no cost to the district.

Public Comment:

Presentation:

Moved:

Seconded:

Board Discussion:

Vote:

ROLL CALL VOTE:

Cordes __, Vega __, O’Leary __, Madrigal Lopez __, Robles-Solis __

Section C: CONCLUSION

C.1 Adjournment

Moved:

Seconded:

Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct

Vote:

Time Adjourned: _____

ROLL CALL:

Cordes ____, Vega ____, O'Leary ____, Madrigal Lopez ____, Robles-Solis ____

Karling Aguilera-Fort, Ed.D.

District Superintendent and Secretary to the Board of Trustees

This notice is posted in conformance with the provisions of Chapter 9 of the Government Code, in the front of the Educational Service Center, 1051 South A Street, Oxnard, California by 5:00 p.m. on Monday, December 9, 2019.

**Note: No new items will be considered after 10:00 p.m. in accordance with
Board Bylaws, BB 9323 – Meeting Conduct**

OSD BOARD AGENDA ITEM

Name of Contributor: Janet Penanhoat

Date of Meeting: December 11, 2019

Agenda Section: Section A: Study Session

**Board Workshop Presentation - Enhanced Master Construct Program
(Aguilera-Fort/Penanhoat/CFW)**

The District has directed Caldwell Flores Winters, Inc. (“CFW”) to present an Enhanced Master Construct Program that provides for additional facilities improvements beyond the current Master Construct Program.

The Board will be presented with the second in a series of Board study session workshops to review data, analysis, and options for the Enhanced Master Construct Program prior to presenting a draft of the program to the Board. Key topics for review under this second Board workshop include school site capacity and site configuration, considerations for improvements, program requirements, and options for new construction and facilities replacement/renovation.

This study session will also offer the Board an opportunity to provide input and direction into the development of recommendations to be incorporated with the draft documentation.

FISCAL IMPACT:

None.

RECOMMENDATION:

Information only.

ADDITIONAL MATERIALS:

Attached: [Presentation - Enhanced Master Construct Study Session \(41 pages\)](#)



Oxnard School District



2019 ENHANCED MASTER CONSTRUCT PROGRAM

BOARD STUDY SESSION 2: ASSESSMENT & ANALYSIS

DECEMBER 2019

6425 CHRISTIE AVENUE
SUITE 270
EMERYVILLE, CA 94608
(510) 596-8170

815 COLORADO BLVD
SUITE 201
LOS ANGELES, CA 90041
(323) 202-2550

1901 S. VICTORIA AVENUE
SUITE 106
OXNARD, CA 93035
(805) 201-1989

180 PROMANADE CIRCLE
SUITE 300
SACRAMENTO, CA 95834
(916) 634-7784

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- In 2012, the District adopted a Facilities Master Plan after a 3-year community process to guide the District's policy and program considerations for facility improvements over the next 15-years
- In 2013, the District adopted a phased Reconfiguration and Implementation Program based on the Master Plan to provide 21st Century Learning environments, beginning with the reconfiguration of the educational program and adoption of facility specifications to support a K-5, K-8 and 6-8 academy program, the reconstruction of older schools, and the removal of portable classrooms
- In 2016, the Board established a Master Construct Program to expand and integrate the Program's goals and specifications, increase the sources of funding and identify and further leverage the level of proposed improvements of older facilities over the next 5-year period
- To date, the facilities component of the Board's direction has led to the design of 8 new schools, the construction of 6 schools to date, the acquisition of 2 new school sites, and the construction of TK/K, and special education facilities at various existing sites
- In August of this year, the Board directed staff to prepare an assessment of remaining K-5 and K-8 school facilities not scheduled for reconstruction and 6-8 facilities that may benefit from similar 21st Century Learning environments, improved support facilities in support of the Educational Program and options to fund and sequence such improvements
- Tonight's presentation is the second of a three part process focused on an assessment at selected schools of existing conditions, potential improvements, estimated costs and potential sequencing of projects

Summary of Assessment Criteria

The following is a summary of some of the major criteria that was applied to school sites in assessing conditions, improvements, costs and sequencing of projects

- Each school was walked and facilities reviewed by a team of trained professionals with appropriate backgrounds, including education, engineering, design, planning, cost estimation, construction, state aid and finance
- As built drawings, adopted Board specifications, CDE/DSA/OPSC requirements, ledgers of prior improvement, and dates of original service were amalgamated into the review
- Based on the built environment, regulatory requirements, existing and required spaces, a plan of action was derived for each site based on the ability to implement the educational program previously selected by the Board for that site
- Pursuant to the adopted scope of work, each site was further evaluated based on the following:
 - ✓ Classrooms, State loading standards, types of facilities, including administrative, meeting/meal/performance spaces, and available parking
 - ✓ Need for classroom and support facility buildings, new construction, replacement and renovation, and educational program requirements
- Prescribed improvements to meet equivalent 21st Century Learning and administrative/support environments were developed, as well as required site specific infrastructure improvements

21st Century Classrooms

The District desires to offer 21st Century Learning environments that provide the needed setting for the implementation of educational programs that call for collaboration, communication, creative thinking and problem solving. Key features include:

- ✓ Flexible space and adaptable furnishings subject to reconfiguration and use as needed
- ✓ Flat screen high definition displays that accommodate mobile and stationary computer and display devices
- ✓ Tack boards and markerboards throughout that allow multiple writing surfaces and designated areas to pin student work and learning concepts
- ✓ Sliding markerboards that reveal windows or storage closets with capacity for existing cabinets and storage solutions currently in use
- ✓ Mobile storage



Support Facilities

The District desires to offer 21st Century modern support facilities with key features that include:

- ✓ Multipurpose and/or gymnasium facilities to support student and community assembly, meal serving and athletics with commercial kitchen, serving/presentation space, lockers (where needed) and storage, audio/lighting/visual support, display monitor, and inviting seating
- ✓ Library/media centers to encourage teacher and student interaction with comfortable and flexible furnishings, display monitor, shelving and storage, open space, interactive break-out spaces included, as well as maker's rooms for additional learning opportunities
- ✓ Inviting and flexible administration facilities to support modern working environments with dedicated reception and office areas to support school functions
- ✓ Special support facilities to provide additional prep and work room areas for science as well as support facilities for special education, RSP, counseling, speech, and support spaces



Additional Improvements

Additional site-specific improvements are required at select sites, including:

- ✓ Replacement of Heating Ventilation Air Conditioning (HVAC) systems
- ✓ Improvements to campus security by providing video security systems
- ✓ Select upgrades to exterior conditions, including painting and waterproofing of exterior walls
- ✓ Roofing upgrades
- ✓ Removal of portable facilities



Selected Schools for Assessment and Consideration

The following school sites have been selected for review and assessment, pursuant to the Board's direction:

- The remaining K-5 schools, Ritche, Ramona, McAuliffe and Brekke have been identified as in need of equivalent 21st Century Learning improvements, upgrade or reconstruction of support facilities to the specifications and additional improvements provided at the newly constructed replacement schools
- The remaining K-8 schools, Drifill, Chavez, Kamala and Curren are in need of similar 21st Century Learning improvements, upgrade or reconstruction of support facilities and provision of additional improvements pursuant to these goals
- The K-5 component of the recently completed Marshall K-8 school is in similar need of 21st Century Learning improvements
- At the middle school level, Frank is in need of 21st Century Learning improvements
- Based on prior consideration, Fremont and Haydock are old and in need of replacement
- Specific reconfiguration options for Haydock have been previously presented and await resolution from the Board

Selected School Sites

K - 5

McAuliffe
Ritche
Brekke
Ramona

K - 8

Drifill
Chavez
Kamala
Curren
Marshall

6 - 8

Fremont
Frank

Typical K-5 Classroom Conditions



Typical K-8 Classroom Conditions



Typical 6-8 Classroom Conditions



Typical Conditions of Support Facilities



K-5 Educational Specifications

- The District’s adopted K-5 specifications provide schools for 700 students housed in 23 general purpose classrooms, 4 kindergarten classrooms, and 1 special education/RSP classroom
- Within the general-purpose classrooms, K-5 schools also feature piano and academy labs and Maker’s/academy rooms
- Other support features include administrative, teaching support spaces, library, and MPR facilities
- MPR facilities are also designed for school and community use, accommodate the student population in a maximum of 4 lunch periods, provide mobile performance and assembly space and active physical activity student use
- Revised specifications were incorporated in 2017 for Transitional Kindergarten and Special Education program needs, along with classroom space for the Resource Specialist and Speech programs
- The revised specifications have been applied to the new McKinna and Rose Avenue schools and to the upgrade of existing K-5 schools

SPACE	AREA	UNITS	TOTAL
Classroom	960	23	22,080
Kindergarten	1,120	4	4,480
Special Ed/RSP	960	1	960
Teaching Space (Total Sq. Ft.)			27,520
Special Ed/RSP	480	1	480
Flex Office	150	1	150
Speech Office	250	1	250
Psychologist Office	150	1	150
Teaching Support Space (Total Sq. Ft.)			1,030
Workroom/Storage	200	2	400
Toilets	65	4	260
Equipment Storage	100	1	100
Kindergarten Support Space (Total Sq. Ft.)			760
Lobby/Waiting	300	1	300
Reception/Clerical	75	2	150
Principal’s Office	200	1	200
Admin Assistant	75	1	75
Conference Rm	250	1	250
Work/Main Copy Rm	250	1	250
Health Office	100	1	100
Nurse/Health Clerk	75	1	75
Health Office Toilet	65	1	65
Workroom/Lounge	600	1	600
Kitchenette/Vending	150	1	150
Staff Toilets	195	2	390
Parent/MP/Workroom	300	1	300
Parent/Storage Rm	100	1	100
Administrative Space (Total Sq. Ft.)			3,005
Circulation Desk	100	1	100
Work/Processing Rm	200	1	200
Storage Room	100	1	100
Reading Room	900	1	900
Story Telling Nook	400	1	400
Stacks	400	1	400
Textbook Storage	200	1	200
Small Breakout Rm	250	1	250
Tech Work/Storage Rm	150	1	150
Library and Resource Center (Total Sq. Ft.)			2,700
Multipurpose Room	3,500	1	3,500
Chair/Table Storage	200	1	200
Control Room	75	1	75
Music Platform	1,400	1	1,400
Instrument Storage Room	200	1	200
Serving/Prep Kitchen	350	1	350
Walk-in Refg/Freezer	75	1	75
Dry Storage	75	1	75
Locker Alcove	50	1	50
Office/Workstation	75	1	75
Toilet/Changing	75	1	75
Custodial Services	100	1	100
Multipurpose Facility (Total Sq. Ft.)			6,175
Lunch Shelter	2,800	1	2,800
Kindergarten Shade Structure	1,200	1	1,200
Restrooms	2,200	1	2,200
TOTAL CLASSROOMS		28	
TOTAL BUILT AREA (SQ. FT.)			47,390

Existing vs. Specifications

	Existing	Spec.	Variance
	No.	No.	
Classrooms	23	22	1
Special Ed/RSP	2	1	1
Kindergartens	5	4	1
Piano Lab	0	1	(1)
Total	30	28	2
	Sq. Ft.	Sq. Ft.	
Administration	2,767	3,005	(238)
Multipurpose	4,566	6,175	(1,609)
Library	1,947	2,700	(753)
Professional Support Space	878	1,030	(152)
Total	10,158	12,910	(2,752)
Portables	10	0	10

- Generally, existing facilities meet adopted K-5 facility specifications
- Piano and academy labs need to be reconfigured from 2 existing classrooms and 21st century upgrades are required to existing permanent classrooms, the library and administrative spaces
- Given specifications for 4 lunch periods and the proposed enrollment, the MPR assembly area allows for 4 lunch periods with proposed upgrades (e.g., FF&E, audio-visual, flooring, stage) to the existing facility
- Additional support administrative space is proposed via reconfiguration of existing storage areas



- New video security upgrades are proposed consistent with those available at the new schools as well as improved HVAC systems and removal of portables

Existing Conditions

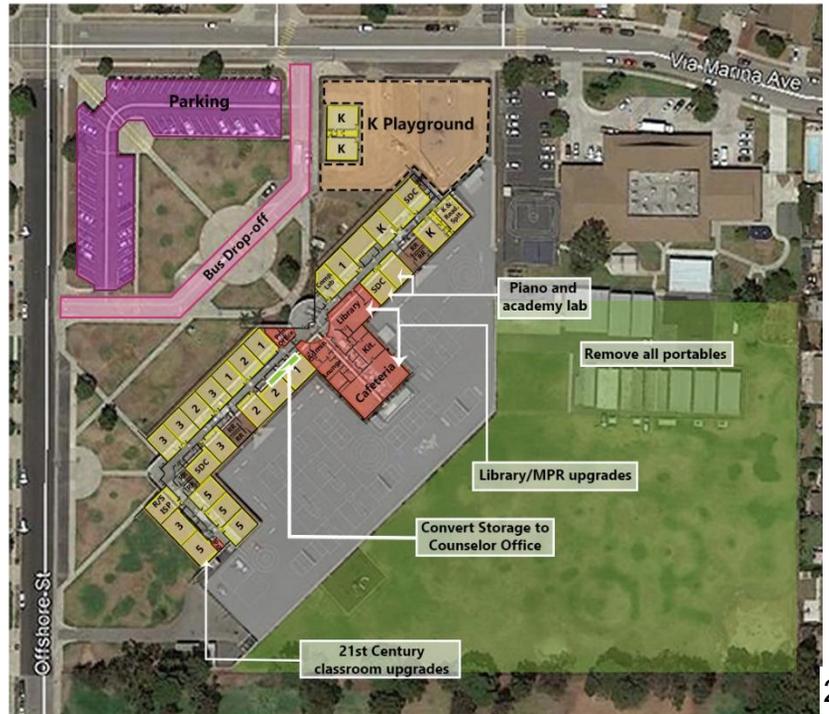
Permanent CRs:	30
Portables:	10
Total:	40
Parking Spaces:	69
Acreage:	11.9



Proposed Improvements

Permanent CRs:	30
Portables:	0
Total:	30
Parking Spaces:	69
Acreage:	11.9

Additional improvements
 Upgrade HVAC system
 Install video security



Existing vs. Specifications

	Existing	Spec.	Variance
	No.	No.	
Classrooms	23	22	1
Special Ed/RSP	2	1	1
Kindergartens	5	4	1
Piano Lab	0	1	(1)
Total	30	28	2
	Sq.Ft.	Sq.Ft.	
Administration	3,050	3,005	45
Multipurpose	4,863	6,175	(1,312)
Library	2,079	2,700	(621)
Professional Support Space	861	1,030	(169)
Total	10,853	12,910	(2,057)
Portables	2	0	2

- Ritchen exceeds the specifications for classrooms and can generally meet specifications with the inclusion of the existing Maker's space and the reconfiguration of a classroom into a piano lab
- The MPR assembly area allows for 4 lunch periods, generally meets specifications and proposed enrollment with upgrades (e.g., FF&E, audio-visual, flooring, stage) to the existing facility
- Classrooms for 4 grade levels and a RSP support space will be relocated within the facility
- 21st century upgrades are required to the library, and existing permanent classrooms and administrative spaces



- New video security upgrades are proposed consistent with those available at the new facilities as well as improved HVAC systems

Existing Conditions

Permanent CRs:	28
Portables:	2
Total:	30
Parking Spaces:	68
Acreage:	10.78



Proposed Improvements

Permanent CRs:	29
Portables:	0
Total:	29
Parking Spaces:	68
Acreage:	10.78

Additional improvements

- Upgrade HVAC system
- Install video security



Existing vs. Specifications

	Existing	Spec.	Variance
	No.	No.	
Classrooms	21	22	(1)
Special Ed/RSP	2	1	1
Kindergartens	6	4	2
Piano Lab	0	1	(1)
Total	29	28	1
	Sq.Ft.	Sq.Ft.	
Administration	4,385	3,005	1,380
Multipurpose	6,198	6,175	23
Library	3,417	2,700	717
Professional Support Space	820	1,030	(210)
Total	14,820	12,910	1,910
Portables	2	0	2

- Brekke has enough classrooms to meet K-5 specifications
- 21st Century upgrades are required to existing permanent classrooms, including the reconfiguration of two classrooms into piano and academy labs and the reuse of a temporary TK room for a general purpose classroom or academic program space
- 21st Century furnishings to the library and administrative areas are proposed as are upgrades to the MPR which generally meets specification
- Other support needs include exterior painting and HVAC



systems, waterproofing, and new video security upgrades, and removal of portables

Existing Conditions

Permanent CRs:	29
Portables:	2
Total:	31
Parking Spaces:	68
Acreage:	6.00



Proposed Improvements

Permanent CRs:	29
Portables:	0
Total:	29
Parking Spaces:	68
Acreage:	6.00

Additional improvements

- Upgrade HVAC system
- Install video security
- Exterior painting and waterproofing



Existing vs. Specifications

	Existing	Spec.	Variance
	No.	No.	
Classrooms	21	22	(1)
Special Ed/RSP	1	1	0
Kindergartens	4	4	0
Piano Lab	0	1	(1)
Total	26	28	(2)
	Sq.Ft.	Sq.Ft.	
Administration	3,069	3,005	64
Multipurpose	8,655	6,175	2,480
Library	1,440	2,700	(1,260)
Professional Support Space	493	1,030	(537)
Total	13,657	12,910	747
Portables	2	0	2

- Ramona requires additional classroom and professional support space capacity to meet K-5 specifications
- 21st Century upgrades are required to administrative, library and permanent classrooms
- Construction of piano and academy labs, and conversion of the existing computer lab to library and professional support space is required
- Upgrades are proposed to the MPR which exceeds specifications and can accommodate proposed enrollment
- Other support needs include HVAC upgrades, exterior painting and waterproofing, new video security, and removal of portables



Existing Conditions

Permanent CRs:	26
Portables:	2
Total:	28
Parking Spaces:	42
Acreage:	5.30

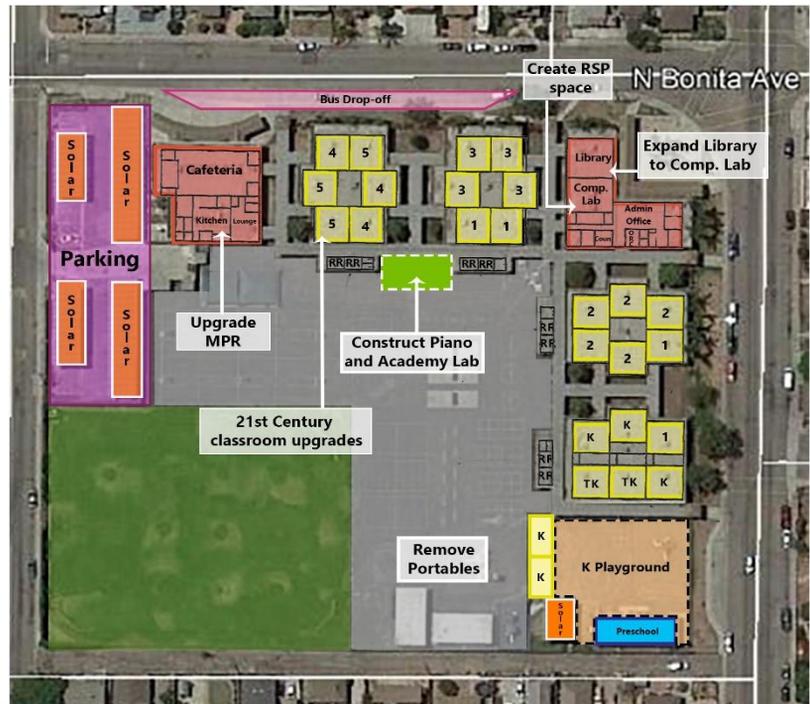


Proposed Improvements

Permanent CRs:	28
Portables:	0
Total:	28
Parking Spaces:	42
Acreage:	5.30

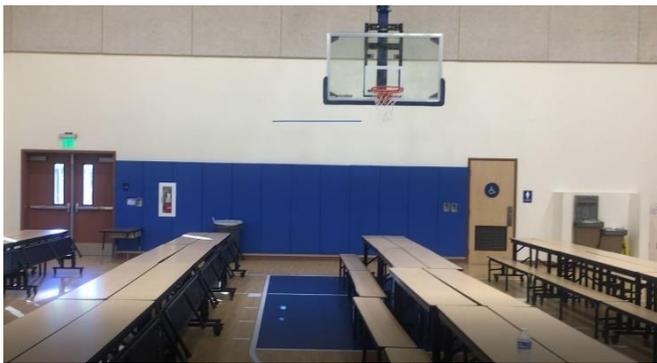
Additional improvements

- Upgrade HVAC system
- Install video security
- Exterior painting and waterproofing



K-8 Educational Specifications

- The District's adopted K-8 specifications provide schools for 900 students, including 28 general purpose classrooms, 4 kindergarten classrooms, 3 science/flex labs, and 3 special education/RSP classrooms
- Special support facilities require additional prep and work room areas for science as well as support facilities for special education, RSP, counseling, speech, and psychologist support spaces
- Modified specifications provide a gymnasium facility for combined student and community assembly, meal serving and athletics with commercial kitchen, serving, and presentation space, lockers, and storage
- Other support features include administrative and library facilities



SPACE	AREA	UNITS	TOTAL
Classroom	960	28	26,880
Kindergarten	1,120	4	4,480
Science/Flex Lab	1,200	3	3,600
Special Ed Classroom	960	2	1,920
Special Ed/RSP	960	1	960
Teaching Space (Total Sq. Ft.)			37,840
RSP Room	480	1	480
Counselor Office	150	1	150
Speech Office	250	1	250
Psychologist Office	150	1	150
Science: Prep/Work Room	200	1	200
Special Ed: Independent Living	320	1	320
Special Ed: Laundry/Storage Rm	100	1	100
Special Ed: Toilet/Changing Rm	95	1	95
Teaching Support Space (Total Sq. Ft.)			1,745
Workroom/Storage	200	2	400
Toilets	65	4	260
Equipment Storage	100	1	100
Kindergarten Support Space (Total Sq. Ft.)			760
Lobby/Waiting	400	1	400
Reception/Clerical	75	2	150
Principal's Office	200	1	200
Asst. Principal Office	300	1	300
Admin Assistant	75	1	75
Conference Rm	250	1	250
Work/Main Copy Rm	250	1	250
Health Office	100	1	100
Nurse/Health Clerk	75	1	75
Health Office Toilet	65	1	65
Workroom/Lounge	600	1	600
Kitchenette/Vending	150	1	150
Staff Toilets	195	2	390
Parent/MP/Workroom	300	1	300
Parent/Storage Rm	100	1	100
Administrative Space (Total Sq. Ft.)			3,405
Control Desk	100	1	100
Work/Processing Rm	200	1	200
Storage Room	100	1	100
Reading Room	900	1	900
Story Telling Nook	400	1	400
Stacks	400	1	400
Textbook Storage	200	1	200
Small Breakout Rm	250	1	250
Tech Work/Storage Rm	200	1	200
Library and Resource Center (Total Sq. Ft.)			2,750
Multi-Purpose Rm	4,400	1	4,400
Chair/Table Storage	300	1	300
Control Room	75	1	75
Music Platform	1,400	1	1,400
Instrument Storage Rm	200	1	200
Changing Rooms	600	1	600
PE Equipment Storage	200	1	200
Serving/Prep Kitchen	450	1	450
Walk-in Refg/Freezer	75	1	75
Dry Storage	75	1	75
Locker Alcove	50	1	50
Office/Workstation	75	1	75
Toilet/Changing	75	1	75
Custodial Services	100	1	100
Multipurpose Facility (Total Sq. Ft.)			8,075
Lunch Shelter	3,600	1	3,600
Kindergarten Shade Structure	1,200	1	1,200
Restrooms	2,800	1	2,800
TOTAL CLASSROOMS		38	
TOTAL BUILT AREA (SQ. FT.)			62,175

Existing vs. Specifications

	Existing	750 Spec	Variance
	No.	No.	
Classrooms: P2P	27	19	8
Classrooms: Other	6		6
Kindergartens: P2P	4	4	0
Science: P2P	2	2	0
Special Ed/RSP: P2P	0	3	(3)
Total	39	28	11
	Sq.Ft.	Sq.Ft.	
Administration	3,972	3,405	567
Multipurpose/Changing Rms	6,623	7,115	(492)
Library	2,205	2,750	(545)
Professional/Academic Support Space	2,171	1,745	426
Total	14,971	15,015	(44)
Portables	0	0	0

- Due to the 6.72 acre size of the site, a smaller 750 K-8 school is proposed with 1 TK, 3 kindergartens, 2 science labs, and 24 standard classrooms and extra classrooms to be used for support or academic space
- A new MPR facility is proposed to include changing/locker room facilities with the existing MPR to be maintained to accommodate performance and assembly activities
- 21st century improvements are required to permanent classrooms within the existing two-story building and to the administrative and library spaces



- Four older classrooms and 2 changing rooms are proposed to be removed
- Other improvements include new video security upgrades 28

Existing Conditions

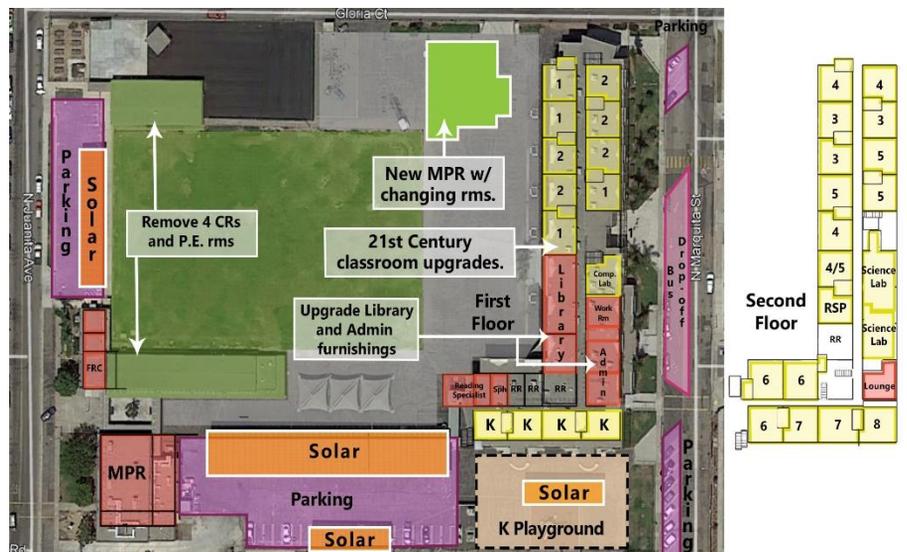
Permanent CRs:	39
Portables:	0
Total:	39
Parking Spaces:	77
Acreage	6.72



Proposed Improvements

Permanent CRs:	33
Portables:	0
Total:	33
Parking Spaces:	77
Acreage	6.72

Additional improvements
Install video security



Existing vs. Specifications

	Existing	Spec.	Variance
	No.	No.	
Classrooms: P2P	18	28	(10)
Classrooms: Other	15		15
Kindergartens: Other	2	4	(2)
Science: P2P	2	3	(1)
Special Ed/RSP: P2P	1	1	0
Special Ed/RSP: Other	2	2	0
Total	40	38	2
	Sq.Ft.	Sq.Ft.	
Administration	1,293	3,405	(2,112)
Multipurpose/Gym	3,940	8,075	(4,135)
Library	1,396	2,750	(1,354)
Professional/Academic Support Space	1,949	1,745	204
Total	8,578	15,975	(7,397)
Portables	0	0	0

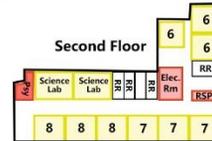
- Classrooms exceed the K-8 specification; reconfiguration of three classrooms and the ORC office into two K classrooms plus the addition of a restroom to the SDC classroom is required to meet Title 5 requirements
- 21st Century improvements to existing classrooms and a new MPR/gymnasium is proposed
- A 21st Century library is proposed by reconfiguring an existing classroom and workroom area
- A new administrative area and science academy room is proposed from the existing MPR/Library building



- Other proposed improvements include HVAC upgrades, roofing and parking lot improvements, and new video security

Existing Conditions

Permanent CRs:	40
Portables:	0
Total:	40
Parking Spaces:	91
Acreage	10.35

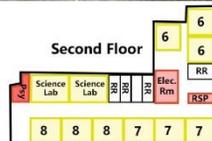
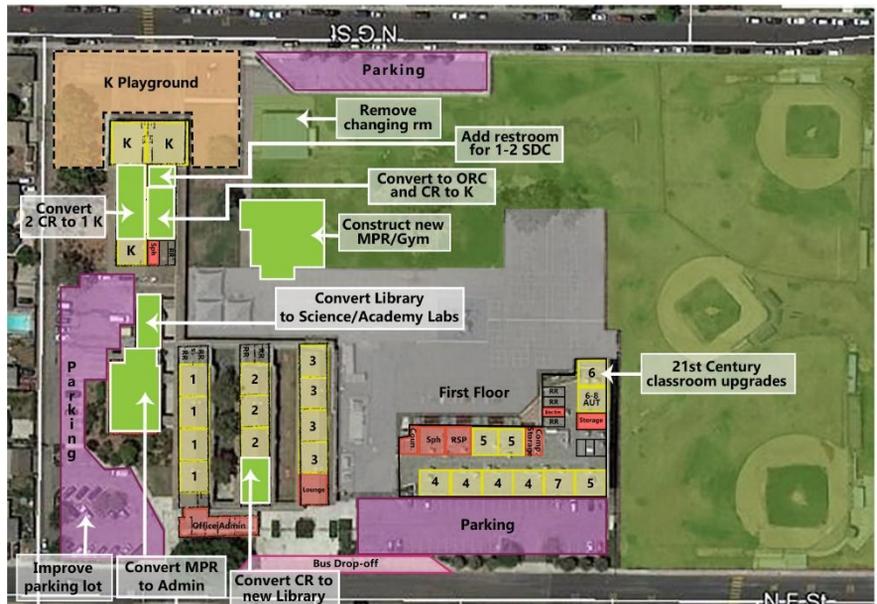


Proposed Improvements

Permanent CRs:	38
Portables:	0
Total:	38
Parking Spaces:	91
Acreage	10.35

Additional improvements

- Upgrade HVAC system
- Install video security
- Upgrade roofing
- Improve parking lot



Existing vs. Specifications

	Existing	Spec.	Variance
	No.	No.	
Classrooms: P2P	18	28	(10)
Classrooms: Other	15		15
Kindergartens: P2P	2	4	(2)
Kindergartens: Other	2		2
Science: P2P	2	3	(1)
Special Ed/RSP: P2P	0	3	(3)
Total	39	38	1
	Sq.Ft.	Sq.Ft.	
Administration	1,756	3,405	(1,649)
Multipurpose/Gym	3,985	8,075	(4,090)
Library	1,429	2,750	(1,321)
Professional/Academic Support Space	2,013	1,745	268
Total	9,183	15,975	(6,792)
Portables	6	0	6

- Kamala exceeds the specification for classrooms, all rooms require 21st Century improvements
- A new MPR/gymnasium and classroom is proposed to meet enrollment with new additional administrative facilities proposed by repurposing the existing MPR building
- A permanent 21st Century library is proposed by reconfiguring two existing classrooms
- Other proposed improvements include roofing, drop-off, and parking, HVAC and new video security upgrades, and removal of portables



Existing vs. Specifications

	Existing	Spec.	Variance
	No.	No.	
Classrooms: P2P	24	28	(4)
Classrooms: Other	8		8
Kindergartens: Other	2	4	(2)
Science: P2P	2	3	(1)
Special Ed/RSP: P2P	4	3	1
Total	40	38	2
	Sq.Ft.	Sq.Ft.	
Administration	3,382	3,405	(23)
Multipurpose/Gym	6,023	8,075	(2,052)
Library	1,649	2,750	(1,101)
Professional/Academic Support Space	2,555	1,745	810
Total	13,609	15,975	(2,366)
Portables	13	0	13

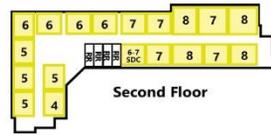
- Driffill exceeds the specification for overall classrooms, all require 21st Century improvements with older classrooms to be replaced with 4 Kinder classrooms and 5 general purpose classrooms
- A new MPR/gymnasium facility is proposed to meet student enrollment
- A 21st Century library and administrative improvements are proposed, including furnishings and expanding the library into the current computer room
- Other support improvements include new video security upgrades, removal of portables,



and demolition of the existing MPR facility

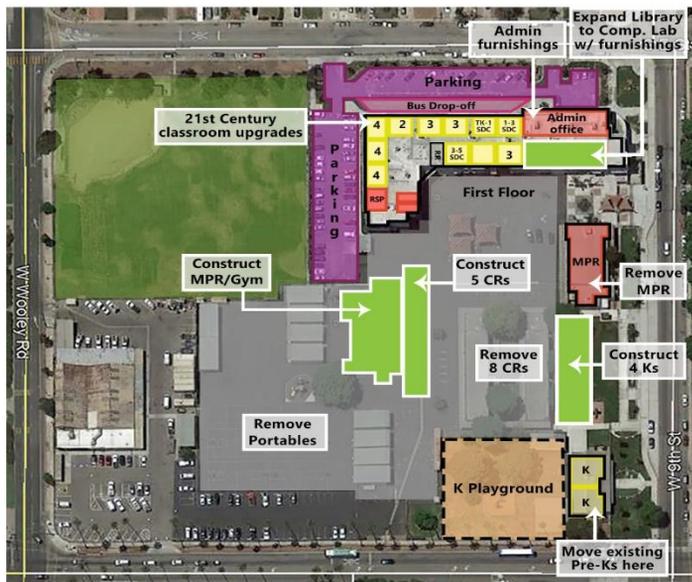
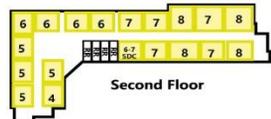
Existing Conditions

Permanent CRs:	40
Portables:	13
Total:	53
Parking Spaces:	69
Acreage:	11.50



Proposed Improvements

Permanent CRs:	38
Portables:	0
Total:	38
Parking Spaces:	72
Acreage:	11.50



Additional improvements
Install video security

Marshall K-8 Elementary School

Existing vs. Specifications

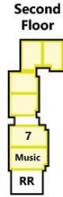
	Existing	Spec.	Variance
	No.	No.	
Classrooms	29	28	1
Kindergarten	3	4	(1)
Science	2	3	(1)
Special Ed/RSP	4	3	1
Total	38	38	0
	Sq.Ft.	Sq.Ft.	
Administration	3,267	3,405	(138)
Multipurpose/Gym	5,994	8,075	(2,081)
Library	3,219	2,750	469
Professional/Academic Support Space	1,323	1,745	(422)
Total	13,803	15,975	(2,172)
Portables	0	0	0

- Marshall generally meets the specifications for permanent classrooms
- The reconfiguration of an existing classroom and storage area to meet State kindergarten requirements is proposed
- All K-5 classrooms require 21st Century upgrades
- 21st Century improvements are proposed to the library, MPR, and administrative facilities
- Other support needs include roofing upgrades and new video security upgrades



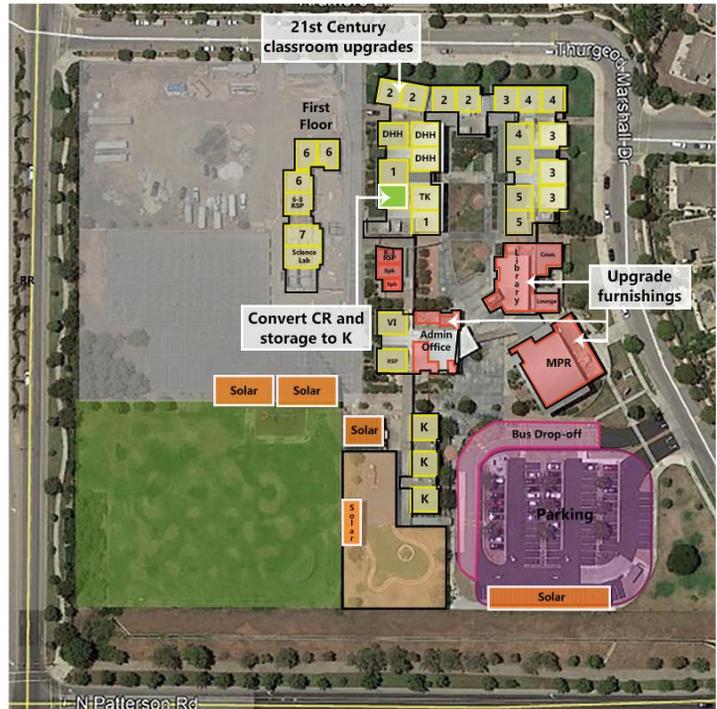
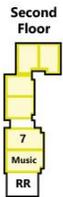
Existing Conditions

Permanents:	38
Portables:	0
Total:	38
Parking Spaces:	86
Acreage	11.00



Proposed Improvements

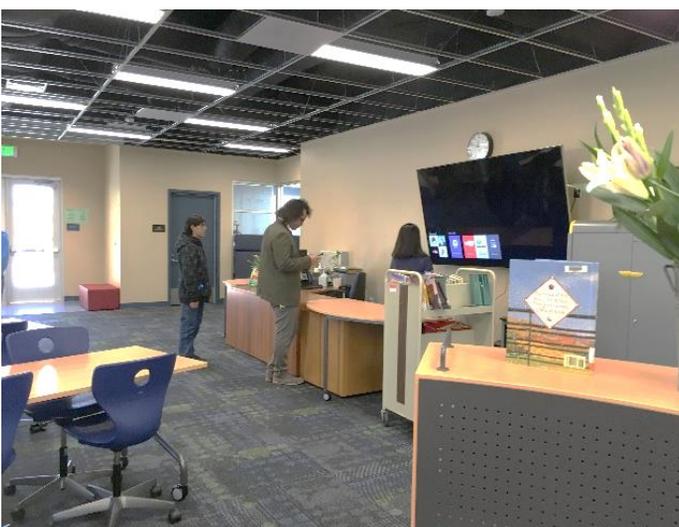
Permanents:	38
Portables:	0
Total:	38
Parking Spaces:	86
Acreage	11.00



Additional improvements
Install video security

6-8 Educational Specifications

- The District's adopted 6-8 specifications have been designed to accommodate 1200 students in schools that include 41 general purpose classrooms, 3 special education/RSP classrooms, 2 science labs, 1 art lab, and 1 band/orchestra room
- Special support facilities require additional prep and work room areas for science as well as support facilities for visual arts and music, RSP, counseling, speech, and psychologist
- Full-service gymnasium facilities are required to serve middle school grade requirements
- Other support features include administrative and library facilities



SPACE	AREA	UNITS	TOTAL
Classroom	960	41	39,360
Special Ed/RSP	960	3	2,880
Science Lab	1,200	2	2,400
Art Lab	1,200	1	1,200
Band/Orchestra Rm	1,500	1	1,500
Teaching Space (Total Sq. Ft.)			47,340
RSP	480	1	480
Counselor Office	100	2	200
Speech Office	250	1	250
Psychologist Office	150	1	150
Science Prep/Work Room	200	1	200
Visual Arts Work/Storage Rm	200	1	200
Music Instrument Storage Rm	200	1	200
Music Workroom/Office	100	1	100
Teaching Support Space (Total Sq. Ft.)			1,780
Lobby/Waiting	400	1	400
Reception/Clerical	75	2	150
Principal's Office	200	1	200
Admin Assistant	75	1	75
Asst. Principal Office	150	2	300
Conference Room	250	1	250
Work/Main Copy Rm	250	1	250
Health Office	100	1	100
Nurse/Health Clerk	75	1	75
Health Office Toilet	65	1	65
Faculty/Staff Workroom/Lounge	600	1	600
Kitchenette/Vending	150	1	150
Staff Toilets	195	2	390
Parent/Conference/Workroom	300	1	300
Storage Room	100	1	100
Administrative Space (Total Sq. Ft.)			3,405
Circulation Desk	100	1	100
Librarian Office	100	1	100
Work/Processing Rm	200	1	200
Storage Room	100	1	100
Stacks	600	1	600
Textbook Storage Rm	300	1	300
Small Breakout Room	250	1	250
Tech Work/Storage Rm	200	1	200
Tech Room/MDF	150	1	150
Library and Resource Center (Total Sq. Ft.)			2,000
Practice Gymnasium	9,600	1	9,600
PE Equipment Storage	400	1	400
Locker/Changing Rm	1,200	2	2,400
PE Staff Office	300	1	300
PE Staff Locker/Toilet	150	1	150
Chair/Table Storage	300	1	300
Food Prep Kitchen	650	1	650
Walk-in Refg/Freezer	75	1	75
Dry Storage	75	1	75
Locker Alcove	50	1	50
Office	75	1	75
Toilet/Changing Rm	75	1	75
Custodial Services	100	1	100
Gym/MPR/Food Service Facility (Total Sq. Ft.)			14,250
Lunch Shelter	2,800	1	2,800
Restrooms	3,000	1	3,000
TOTAL CLASSROOMS		48	
TOTAL BUILT AREA (SQ. FT.)			74,825

Existing vs. Specifications

	Existing	Spec.	Variance
	No.	No.	
Classrooms	32	41	(9)
Special Ed/RSP	3	3	0
Science Lab	6	2	4
Art Lab	1	1	0
Band/Orchestra Rm	2	1	1
Total	44	48	(4)
	Sq.Ft.	Sq.Ft.	
Administration	4,259	3,405	854
Multipurpose/Gym	21,190	14,250	6,940
Library	4,399	2,000	2,399
Professional/Academic Support Space	1,681	1,780	(99)
Total	31,529	21,435	10,094
Portables	14	0	14

- 21st Century improvements are proposed to existing permanent classrooms
- 21st Century improvements are proposed to the library, music rooms, science labs, gymnasium, and administrative areas
- The replacement of portables with 4 permanent classrooms is proposed
- Other improvements include roofing, HVAC, and video security upgrades, and removal of remaining portables



Existing Conditions

Permanent CRs:	44
Portables:	14
Total:	58
Parking Spaces:	176
Acreage	22.00



Proposed Improvements

Permanent CRs:	48
Portables:	0
Total:	48
Parking Spaces:	176
Acreage	22.00

- Additional improvements
- Upgrade HVAC system
 - Install video security
 - Upgrade roofing



Existing vs. Specifications

	Existing	Spec.	Variance
	No.	No.	
Classrooms	26	41	(15)
Special Ed/RSP	3	3	0
Science Lab	5	2	3
Art Lab	0	1	(1)
Band/Orchestra Rm	1	1	0
Total	35	48	(13)
	Sq.Ft.	Sq.Ft.	
Administration	3,816	3,405	411
Multipurpose/Gym	14,954	14,250	704
Library	2,478	2,000	478
Professional/Academic Support Space	2,408	1,780	628
Total	23,656	21,435	2,221
Portables	8	0	8

- Fremont is among the older sites in the District
- Buildings are aging rapidly; roofs, doors, door frames, windows, HVAC system, and ADA compliant site work are all in various states of disrepair that require significant renovation or outright replacement
- Almost all the portable classrooms warrant replacement
- Based on prior Board consideration, a reconstructed Fremont is proposed



Proposed Improvements

Permanent CRs:	48
Portables:	0
Total:	48
Parking Spaces:	96
Acreage	24.33



Preliminary Budget

School	Amount	Subtotal	Total
K - 5			
McAuliffe			
21st Century	\$3,878,448		
Support Facilities	\$876,540		
Additional Improvements	\$1,380,895		
	Subtotal	\$6,135,883	
Ritchen			
21st Century	\$3,822,781		
Support Facilities	\$878,313		
Additional Improvements	\$482,628		
	Subtotal	\$5,183,722	
Brekke			
21st Century	\$2,949,014		
Support Facilities	\$1,536,494		
Additional Improvements	\$2,382,554		
	Subtotal	\$6,868,062	
Ramona			
21st Century	\$3,303,422		
Support Facilities	\$2,154,617		
Additional Improvements	\$429,818		
	Subtotal	\$5,887,857	\$24,075,523
<hr/>			
K - 8			
Driffill			
21st Century	\$8,408,764		
Support Facilities	\$7,100,739		
Additional Improvements	\$305,292		
	Subtotal	\$15,814,795	
Chavez			
21st Century	\$2,500,513		
Support Facilities	\$6,025,359		
Additional Improvements	\$97,812		
	Subtotal	\$8,623,684	
Kamala			
21st Century	\$3,561,912		
Support Facilities	\$9,155,899		
Additional Improvements	\$1,080,504		
	Subtotal	\$13,798,315	
Curren			
21st Century	\$4,409,590		
Support Facilities	\$9,173,734		
Additional Improvements	\$1,172,171		
	Subtotal	\$14,755,495	
Marshall			
21st Century	\$2,984,955		
Support Facilities	\$1,210,201		
Additional Improvements	\$225,322		
	Subtotal	\$4,420,478	\$57,412,768

School	Amount	Subtotal	Total
6-8			
Fremont			
Reconstruct School	\$63,912,757		
	Subtotal	\$63,912,757	
Frank			
21st Century	\$9,416,575		
Support Facilities	\$1,591,443		
Additional Improvements	\$3,692,109		
	Subtotal	\$14,700,127	\$78,612,884
<hr/>			
	Total Projects	\$160,101,175	\$160,101,175
	Program Reserve (10%)	\$16,010,117	\$16,010,117
	Grand Total	\$176,111,292	\$176,111,292

- A total of \$160.1 million in projects is estimated across all selected school sites
- A 10% Program Reserve of \$16 million is recommended providing a grand total estimated budget of \$176.1 million
- These amounts are preliminary and subject to review and adjustment based on Board consideration

Preliminary Sequencing Plan

School	Phase I	Phase II	Phase III	Subtotal	Total
K - 5					
McAuliffe					
21st Century	\$3,878,448	\$0	\$0	\$3,878,448	
Support Facilities	\$876,540	\$0	\$0	\$876,540	
Additional Improvements	\$1,380,895	\$0	\$0	\$1,380,895	
Subtotal	\$6,135,883	\$0	\$0	\$6,135,883	
Ritchen					
21st Century	\$3,822,781	\$0	\$0	\$3,822,781	
Support Facilities	\$878,313	\$0	\$0	\$878,313	
Additional Improvements	\$482,628	\$0	\$0	\$482,628	
Subtotal	\$5,183,722	\$0	\$0	\$5,183,722	
Brekke					
21st Century	\$0	\$589,803	\$2,359,211	\$2,949,014	
Support Facilities	\$0	\$307,299	\$1,229,195	\$1,536,494	
Additional Improvements	\$0	\$476,511	\$1,906,043	\$2,382,554	
Subtotal	\$0	\$1,373,612	\$5,494,449	\$6,868,062	
Ramona					
21st Century	\$0	\$660,684	\$2,642,738	\$3,303,422	
Support Facilities	\$0	\$430,923	\$1,723,693	\$2,154,617	
Additional Improvements	\$0	\$85,964	\$343,854	\$429,818	
Subtotal	\$0	\$1,177,571	\$4,710,285	\$5,887,857	\$24,075,523
K - 8					
Driffill					
21st Century	\$0	\$5,859,205	\$2,549,559	\$8,408,764	
Support Facilities	\$7,100,739	\$0	\$0	\$7,100,739	
Additional Improvements	\$305,292	\$0	\$0	\$305,292	
Subtotal	\$7,406,031	\$5,859,205	\$2,549,559	\$15,814,795	
Chavez					
21st Century	\$0	\$0	\$2,500,513	\$2,500,513	
Support Facilities	\$6,025,359	\$0	\$0	\$6,025,359	
Additional Improvements	\$97,812	\$0	\$0	\$97,812	
Subtotal	\$6,123,171	\$0	\$2,500,513	\$8,623,684	
Kamala					
21st Century	\$0	\$541,970	\$3,019,942	\$3,561,912	
Support Facilities	\$9,155,899	\$0	\$0	\$9,155,899	
Additional Improvements	\$1,080,504	\$0	\$0	\$1,080,504	
Subtotal	\$10,236,403	\$541,970	\$3,019,942	\$13,798,315	
Curren					
21st Century	\$0	\$0	\$4,012,887	\$4,012,887	
Support Facilities	\$9,570,437	\$0	\$0	\$9,570,437	
Additional Improvements	\$1,172,171	\$0	\$0	\$1,172,171	
Subtotal	\$10,742,608	\$0	\$4,012,887	\$14,755,495	
Marshall					
21st Century	\$0	\$0	\$2,984,955	\$2,984,955	
Support Facilities	\$1,210,201	\$0	\$0	\$1,210,201	
Additional Improvements	\$225,322	\$0	\$0	\$225,322	
Subtotal	\$1,435,524	\$0	\$2,984,955	\$4,420,478	\$57,412,768

Preliminary Sequencing Plan (continued)

School	Phase I	Phase II	Phase III	Subtotal	Total
6-8					
Fremont					
Reconstruct School	\$0	\$63,912,757	\$0	\$63,912,757	
Subtotal	\$0	\$63,912,757	\$0	\$63,912,757	
Frank					
21st Century	\$0	\$1,883,315	\$7,533,260	\$9,416,575	
Support Facilities	\$0	\$318,289	\$1,273,154	\$1,591,443	
Additional Improvements	\$0	\$738,422	\$2,953,687	\$3,692,109	
Subtotal	\$0	\$2,940,025	\$11,760,101	\$14,700,127	\$78,612,884
Total Projects	\$47,263,342	\$75,805,141	\$37,032,691	\$160,101,175	\$160,101,175
Program Reserve (10%)	\$4,726,334	\$7,580,514	\$3,703,269	\$16,010,117	\$16,010,117
Grand Total	\$51,989,676	\$83,385,656	\$40,735,960	\$176,111,292	\$176,111,292

The final sequencing plan will need to take into consideration the following:

- State aid eligibility for modernization grants
- Swing space to accommodate phased construction activity
- Anticipated funding from any proposed local general obligation bond program
- Priorities to be established by the Board

For the K-5 schools, both McAuliffe and Ritche are designed and constructed in Phase I; the balance are designed in Phase II and constructed in Phase III to maximize State Aid eligibility

For the K-8 schools, all support facilities and additional improvements are designed and constructed in Phase I, with all of the 21st Century improvements, including additional classrooms designed and constructed in Phase II with existing classrooms improved in Phase III

For the 6-8 schools, Fremont is designed and constructed in Phase II with Frank being designed in Phase II and constructed in Phase III in order to optimize swing space that may be needed

In total, approximately \$176.1 million may be required to implement proposed improvements over three phases

The following next steps are proposed for consideration:

- Incorporate the Board's direction regarding proposed improvements
- Revise cost estimates, as required
- Establish proposed sources, including local and State funding options
- Prepare Master Budget, Master Schedule, and program sequencing
- Conduct Board Study Session #3 – Proposed Facilities and Financing
- Prepare final report for Board consideration

OSD BOARD AGENDA ITEM

Name of Contributor: Dr. Anabolena DeGenna **Date of Meeting:** December 11, 2019

Agenda Section: Section C: Enrichment Agreement

Approval of Overnight Field Trip and Agreement #19-162 – Camp Whittier – Soria School (DeGenna/Johnson)

One hundred (100) 6th grade students and four (4) teachers from Juan Soria School will participate in an instructional program of Outdoor Science & Conservation Education at Camp Whittier in Santa Barbara, December 16 - 19, 2019.

FISCAL IMPACT:

There is no impact to the General Fund. Costs are \$270 per student, \$100 per district staff member, and the total including insurance and round-trip bus transportation is not to exceed \$35,000.00. Costs will be paid by PTA and ASB.

RECOMMENDATION:

It is the recommendation of the Principal, Soria School, and the Assistant Superintendent, Educational Services, that the Board of Trustees approve the Overnight Field Trip and Agreement #19-162 with Camp Whittier, at no cost to the district.

ADDITIONAL MATERIALS:

Attached: [Agreement-Contract #19-162 - Camp Whittier \(6 Pages\)](#)
[Rules & Regulations \(1 Page\)](#)
[Certificate of Insurance \(1 Page\)](#)

OSD AGREEMENT #19-162



Camp Whittier

2400 Hwy. 154, Santa Barbara, CA 93105
(805) 962-6776

phernandez@unitedbg.org www.unitedbg.org

Camp Whittier Contract

Group Name: Juan Soria Elementary School

Contact Name: Argelia Tellez

Email: atellez@oxnardsd.org

Address: 3101 Dunkirk Dr., Oxnard, CA 93035

Phone: (805)

Alt. Phone:

Minimum Guaranteed # of Participants: 100

Min. Guaranteed # of Meals per Person: 10

Early Staff Arrival Date:

Early Arrival Time:

Early Arrival Count:

Group Arrival Date: 12/16/19

Time: 10 am

Departure Date: 12/19/19

Time: 1 pm

Mode of Transportation:

Bus
 Vans
 Multiple Personal Vehicles
 Other: _____

Meal Schedule:

Standard Meals	Standard Time	Alternative Meals	Alternative Time
Breakfast	8:00 am		
Lunch	12:30 pm		
Dinner	6:00 pm		

Week 1	Breakfast	Lunch	Dinner	Week 2	Breakfast	Lunch	Dinner
Monday				Monday			
Tuesday		104	104	Tuesday			
Wednesday	104	104	104	Wednesday			
Thursday	104	104	104	Thursday			
Friday	104	104		Friday			
Saturday				Saturday			
Sunday				Sunday			

Facilities Use:

<input type="checkbox"/>	Rotary Cabins	
<input type="checkbox"/>	Creek Lodge	
<input type="checkbox"/>	Canyon Cabins	
<input type="checkbox"/>	Canyon Lodge/Dorms	
<input checked="" type="checkbox"/>	Wilderness Cabins	For School Teachers
<input type="checkbox"/>	Pool	
<input type="checkbox"/>	Archery Range	
<input type="checkbox"/>	Challenge Course	
<input type="checkbox"/>	Kitchen Rental	

x	Other:	10 Day use -students
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Special Requests and Notes: final invoice will account for additional persons

Camp Whittier Contract and Invoice

Use Fees: Payable by check, cash, or credit card (3.5% processing fee applies to all credit card transactions.)

Item	Quantity	Cost/Unit (\$)	Total Cost (\$)
Students: 3 nights & 10 meals	100	\$270	\$27,000
School Teachers	4	\$100	\$400
Chaperones	6	No Cost	0
		Total:	\$27,400

Due Date for Use Fees: Due 2 weeks before retreat date

Security Deposit: Payable by Money Order. In addition to Use Fees. Assuming all terms of the contract and attached Use Agreement have been met, the money order will be returned to you upon departure.

Item	Quantity	Cost/Unit (\$)	Total Cost (\$)
10 % of Contract	1	0	\$1,000
		Total:	\$26,400

Security Deposit: Required to hold your dates

Camp Whittier Use Agreement

Cancelation Fees:

In the event of cancellation by user group, the following charges will apply:

- A) 91 or more days prior to camp use – return of deposit less \$350.00 administrative fee.
- B) 61 to 90 days prior to camp use – loss of deposit plus 20% of minimum guaranteed fee.
- C) 31 to 60 days prior to camp use – loss of deposit plus 40% of minimum guaranteed fee.
- D) 15 to 30 days prior to camp use – loss of deposit plus 60% of minimum guaranteed fee.
- E) 0 to 14 days prior to camp use – loss of deposit plus 100% of minimum guaranteed fee.

User group Insurance

- 1) User group agrees to provide proof of the following form of insurance before arrival at camp.
 - a. COMPREHENSIVE GENERAL LIABILITY INSURANCE with minimum limits of \$1,000,000 personal injury, sickness, or death per any one occurrence and \$1,000,000 for loss of damage of property per any one occurrence.
- 2) User group shall have the UNITED BOYS & GIRLS CLUBS OF GREATER SANTA BARBARA COUNTY named as additional insured on user's Comprehensive General Liability Insurance policies for the period user group is using 49 camp facilities.

- 3) It is hereby understood and agreed that any insurance provided by user group in accordance with agreement shall be deemed primary insurance and shall not look to any insurance of the UNITED BOYS & GIRLS CLUBS OF GREATER SANTA BARBARA COUNTY for contribution

User Group Agrees

- 1) To observe all rules of the County of Santa Barbara and the U.S. Forest Service, including those that provide that no wood be cut, and no fires or smoking is allowed except in areas so designated. The user group is responsible for all supervision of attendees for the duration of the contract. Camp Guidelines will be sent with the contract and other Camp procedures will be discussed at your first meal.
- 2) To abide by all rules and regulations of Camp Whittier. To provide a certified lifeguard for all aquatic activities. To provide adult supervision in each cabin. To provide an adult certified in first aid and CPR on duty for emergency medical needs. To have emergency transportation available if necessary. It is the user groups responsibility to provide all necessary equipment, staff, supervision, and transportation during an emergency except when it is deemed appropriate that this be provided by community emergency response personnel. User groups are also responsible to notify camp director in all emergency situations. Camp Whittier recommends that the user groups compile an emergency packet for all participants that include emergency names and contact numbers, medications, restrictions and permission to treat.
- 3) To pay any damage to camp property during occupancy of camp facilities other than normal wear and tear, which are discovered during the departure inspection by the director of Camp Whittier. Camp Whittier shall have no obligation to identify the member or members of the user group responsible for the damage. The user group is responsible for the supervision and the behavior for attendees. The camp facilities will be inspected by the camp director prior to the arrival of the user group and will be re-inspected prior to or immediately after user group's departure. The initial inspection will be considered correct unless variances are noted in writing by the user group leader and presented to the camp director within two hours of arrival. The user group agrees to leave the camp, cabins, and bath/shower rooms in the condition that it was found, clean and swept upon departure.
- 4) It is understood and agreed that no firearms, **alcoholic beverages or illegal drugs of any kind** are permitted on the premises.
- 5) To pay deposits, security deposits, and camp rental fees upon agreed upon payment schedule. User group agrees to pay all invoices on time, pay 1-1/2 % per month for an annual rate of 18% service charge on past due amounts and pay court costs, and/or reasonable attorney's fees, or both, if collection is necessary through process of suit.
- 6) User group is not permitted the use of any ropes course equipment, low or high, unless contracted with Teamwork's and under the supervision of a Teamwork's certified ropes facilitator.
- 7) User group is responsible to provide their own wood for campfires, cooking, & using in the dining hall fireplace.

Hold-Harmless Agreement:

User group shall indemnify, hold free and harmless, assume liability for and defend Camp Whittier, its chartered affiliates, agents, servants, employees, officers, and directors from any and all costs, and all other sums, which the camp, its chartered affiliates are obligated to pay on account of any, all and every demand for, user group's use of real or personal property belonging to Camp Whittier, its chartered affiliates, agents, servants, employees, officers, and directors, or omission by user group, its members, agents, servants, employees, officers or directors.

Camp Whittier Agrees:

- 1) To provide administrative assistance and maintenance for the period contracted.
- 2) To provide food service for the period contracted, unless otherwise indicated in addendum.
- 3) To reserve the right to cancel this agreement for other than breach of these terms upon reasonable notice.

Requests for any changes to the foregoing must be submitted for approval to Camp Whittier administrative office in writing at least 90 days prior to rental day.

Addendum:

Please sign and return original to:

**Camp Whittier
2400 Highway 154
Santa Barbara, CA 93105**

Director: Aaron Ryssemus
aryssemus@unitedbg.org

Checks and Money Orders can be made out to "UBGC of SB" OR "Camp Whittier".

I hereby certify that I am authorized to sign for the user group listed below:

Oxnard School District – Juan Soria Elementary School
User Group

Authorized Signature – User Group Leader	<u>Lisa A. Franz, Director, Purchasing</u> Print Name & Title	Date
Authorized Signature – Camp Whittier	<u>Priscilla Hernandez</u> Print Name & Title	<u>11/13/19</u> Date

Rules and Regulations for Events at Camp Whittier

Prior to Arrival You Need to Know:

1. There is no phone available at camp. If you need a phone please be sure someone in your group has a cell phone available. There is a phone for medical emergencies only.
2. All groups must provide their own bedding and toiletries.
3. You must designate a contact prior to your event to check in and check out your group with the Camp Ground Host.
4. We provide a vegetarian option in our menu when requested. Final count must be provided to us 2 weeks prior to event. We do not provide a vegan option.
5. We do not allow any members of groups to utilize our kitchen facilities due to insurance restrictions unless approved by the director.
6. Groups larger than 40 bringing individual cars must designate a parking coordinator to arrive early to meet with our Camp Ground Host.
7. Clean up must be in a timely manner per the pre-arranged contractual agreement.
8. Any additional work, cleaning or restoration which must be completed by Camp Whittier Staff, that is necessary due to user group's negligence will be billed at \$150/hour plus cost of any materials needed.
9. All vehicles which arrive at or need to leave your event after 10:00pm should be parked in outer parking lot (Oak Grove Parking).
10. Firearms, illegal drugs and minors smoking or using alcohol are strictly forbidden on camp grounds.
11. We require adult supervision in each cabin.
12. The user group agrees to leave the camp, cabins, and bath/shower rooms in the condition that it was found, clean, and swept upon departure.
13. User group is not permitted the use of any rope course equipment, low or high, unless contracted with Camp Whittier and under the supervision of a Camp Whittier certified ropes course facilitator.
14. User group is responsible to provide their own wood for campfires, cooking & using in the dining hall fireplace.

Upon Arrival:

1. **Camp Speed Limit is 4 mph.**
2. PLEASE DRIVE SLOWLY: immediately when you see your first building upon entry to camp grounds. We have many children frequently hiking our roads.
3. All vehicles must be parked in the parking lot.
4. No pets allowed in the camp.
5. Check in with Camp Ground Host. If problems arise during your stay, please see Camp Ground Host.
6. Do not carry people in the back of trucks while on camp property.
7. No candles allowed in any buildings in the camp.
8. No tacks, nails, staple gun or duct tape on or in buildings or trees on or into camp. Do not attach anything to the fans at camp.
9. Smoking Areas: There are three smoking areas at the camp only.
 - a. In front of the Dining Hall by the fire pit.
 - b. At the Campfire Circle by the fire pit.
 - c. In front of the Lodge by the water fountain.
10. All cigarette butts must be put in the pits or cigarette can. It is considered trash, and your group will be held accountable if left on the grounds.
11. No gum allowed in the camp. It can kill the wildlife.
12. Please keep off all high and low ropes course events and the rock-climbing wall. These are for use only with supervision only with certified Camp Whittier staff.
13. Please no rock throwing in camp. Please communicate this to children especially.
14. Please put all trash into trash cans and recyclables (cans and bottles) in recycle containers.
15. No vehicles allowed on the field. No stakes into the field due to sprinkler system.
16. For your safety we have a bell alarm at the camp that is sounded in the event of an emergency. If you hear the bell, your group should report to the field below the pool.
17. Balloons are not allowed at camp; they can be harmful to our wildlife.
18. Only use buildings assigned to you as per your contractual agreement.
19. Quiet hours are 9:00pm-7:00am. Please avoid staff housing, dining hall, and parking lot areas during these hours.

20. If you have food in your cabin, you may attract ants or small animals.

21. If you are hiking please be aware of the following:

- a. Poison Oak: No leaves in winter only straight sticks. Green or red leaves other times.
- b. Ticks: They hang out on the end of brush and wait for hikers to feed on.
- c. Snakes: We have many snakes including Rattle Snakes. If you see a snake just leave it alone. If it is in the Camp area please let us know and our staff will take care of it.
- d. Mountain Lions: (Rarely seen) They are seen mostly at night. If you come across one, make yourself as big as possible and **back away slowly. Do not turn and run** or it will chase you
- e. Other Wildlife: Deer, Wild Turkeys, Quail, Squirrels, Hawks, Eagles, Bear, Racoons, Skunks, Coyotes. **Please do not feed or destroy the wildlife.** Just enjoy the view and allow them to do their thing without our interruption. Many animals will let you get within a few feet if you are careful.
- f. Please do not take or pick plant life. If you take it, it won't be there for others to enjoy.

I have read and agree to the above rules for our group's use of Camp Whittier. I further agree to communicate these rules to all members of my party.

Responsible Party Signature

Lisa A. Franz, Director, Purchasing

Date

Please return a copy to our office with your contract. Thank you for your cooperation!

Camp Whittier Rules and Regulations

1. There is a land line phone available for emergencies only in the camp office and in our staff housing. Cell phone reception at camp is not consistent or reliable.
2. In case of an emergency, an alarm will sound throughout camp. If the alarm is disabled camp staff will knock on cabin doors. If you hear an alarm, report to the main field below the pool for further instruction.
3. There are no public computers or WIFI access at camp.
4. Use of the kitchen, including the walk-in refrigerator, is only by previous approval from the Camp Director. Fees may apply.
5. The special dietary restrictions form must be submitted two weeks prior to arrival date to camp staff for review. We will do our best to accommodate special meal request, however, we may not be able to accommodate every request.
6. You must designate a contact prior to your stay to check your group in and out with our Outdoor Education Director.
7. Bedding and toiletries are not provided by the camp.
8. Only use those building specifically assigned to you.
 - a. No tacks, nails, staple gun or duct tape on or in buildings or trees in camp. Do not attach anything to the fans at camp. No tape on any walls or painted surfaces at camp. If paint from any surface is removed from the use of tape, the user group will incur a charge.
 - b. If you have food in your cabin, you may attract ants or small animals.
9. All personal sports equipment brought into camp should be stored and handled safely by rental groups to ensure the protection of all people.
10. The following items are not permitted in camp:
 - a. Pets except service animals with current copy of immunization records
 - b. Candles
 - c. Gum and balloons (which can harm wildlife if left out)
11. If you are hiking please remember:
 - a. Potential hazards found on our property include poison oak, ticks, snakes, mountain lions, and other wildlife such as skunks, wasps, and bobcats
 - b. Be respectful of plants and animals you encounter and try to leave the trail untouched.
 - c. Do not leave trash behind you on the trail
12. Vehicles in Camp
 - a. The speed limit throughout camp is 4mph.
 - b. Other than at arrival and departure times, driving vehicles through the camp is prohibited. Special exceptions can be made for transporting campers with physical challenges.
 - c. One emergency vehicle may be parked outside the Canyon Lodge for the duration of your stay. All other vehicles should be parked in lots outside of the main camp.
 - d. All vehicles must be driven by a licensed driver with current insurance.
 - e. All vehicles must stay on roadways – no off road driving permitted.
 - f. At no time are passengers allowed in the beds of trucks or hanging onto the sides of vehicles. All passengers should be seated while the vehicle is moving and be wearing seatbelts.
13. Smoking is only permitted in one area of camp - in the gravel area front of the Dining Hall next to the fire pit. All cigarette butts must be put in the pits or cigarette can.
14. Please put all trash into cans and separate recyclables.
15. Please do not place any stakes into the main field without approval as this could damage the sprinkler system.
16. Quiet hours are 10:00pm-7:00am. Please be respectful of our camp staff who live on-site during these hours.
17. **Upon Departure:**
 - a. The user group agrees to leave the camp, cabins and bath/shower rooms in the condition found.
 - b. Trash is to be picked up and cabins floors are to be swept
 - c. Any additional work, cleaning or restoration which must be completed by Camp Whittier staff due to rental group negligence will be billed at \$150/hour plus cost of any materials needed.

I have read and agree to the above rules for our group's use of Camp Whittier. I further agree to communicate these rules to all members of my party.

Authorized Signature Group Representative

Print Name & Title

Date Signed

Group/Organization Name

Event Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/13/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown Insurance Services of California, Inc License #0D04053 1001 Mark Avenue, Suite 201 Carpinteria CA 93013		CONTACT NAME: Ruth East PHONE (A/C, No, Ext): (805) 965-0071 E-MAIL ADDRESS: reast@bbofcal.com		FAX (A/C, No): (805) 690-3200	
INSURED United Boys & Girls Club of Santa Barbara County P.O. Box 1485 Santa Barbara CA 93102		INSURER(S) AFFORDING COVERAGE		NAIC #	
		INSURER A: Markel Corporation			
		INSURER B: Markel Insurance Company		38970	
		INSURER C: Cypress Insurance Company		10855	
		INSURER D:			
		INSURER E:			
		INSURER F:			

COVERAGES

CERTIFICATE NUMBER: 19-20 GL/PL/BA/UM/WC

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			8502CY4631151	11/13/2019	11/13/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Employee Benefits \$ 3,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			1002CY4631161	11/13/2019	11/13/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			4602CY4631171	11/13/2019	11/13/2020	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	UNWC003939	06/01/2019	06/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	SEXUAL ABUSE & MOLESTATION UMBRELLA DROPS DOWN			8502CY4631151	11/13/2019	11/13/2020	PER PERSON 1,000,000 PER POLICY PERIOD 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance

CERTIFICATE HOLDER**CANCELLATION**

Oxnard School District 1051 South A Street Oxnard CA 93030	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  Ruth East
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