

**RIVERSIDE UNIFIED SCHOOL DISTRICT  
OPERATIONS DIVISION**

**Operations Board Subcommittee Meeting**

**September 7, 2016**

**9 a.m. – 11 a.m.**

**Conference Room 1**

**3380 14<sup>th</sup> St., Riverside, CA 92501**

**A G E N D A**

As required by Government Code 54957.5, agenda materials can be reviewed by the public at the District's Administrative Offices, Reception Area, First Floor, 3380 Fourteenth Street, Riverside, California.

**Public Input**

The subcommittee will consider requests from the public to comment. Comments should be limited to three minutes or less. If you wish to address the subcommittee concerning an item already on the agenda, please indicate your desire to do so on a provided card. You will have an opportunity to speak prior to the subcommittee's deliberation on that item.

Pursuant to Section 54954.2 of the Government Code, no action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the Subcommittee or staff may briefly respond to statements made or questioned posed by persons exercising their public testimony rights. Discussion of items brought forward that are not on the agenda shall be considered for future agendas by the Subcommittee Chair.

**Action/Discussion Items**

The following agenda items will be discussed and the Subcommittee members may choose to introduce and pass a motion as desired.

**1. Approval of Minutes**

The Subcommittee will be asked to approve the minutes of the October 1, 2015, meeting.

**2. Board Policy No. 7310 – Memorials, Naming of Facilities, and Sponsorships**

At the August 15, 2016, Board of Education meeting, staff gave an overview of Board Policy No. 7310, and presented a comparison concerning naming of school facilities policies criteria and procedures in the neighboring districts.

The subcommittee will discuss Board Policy No. 7310 – Memorials, Naming of Facilities, and Sponsorships, and the option to assign of a committee to develop proposed policy revisions for consideration of the Board of Education at a future meeting.

**3. Naming of Pachappa Elementary School Library in Honor of Ms. Ardice Bailor**

The Board of Education at the July 20, 2015, meeting, considered and took action to name the Pachappa Elementary School Library in honor of Ms. Ardice Bailor, and asked staff to bring back concrete plans for signage at a future Board of Education meeting.

The subcommittee will discuss the plan for dedication and memorial signage specifications.

**4. Transportation Attendance Areas – Facilities Planning**

The subcommittee will discuss steps to develop a long range comprehensive plan to reduce busing, and options to increase classroom and ancillary facilities capacity within the transportation attendance areas.

**Conclusion**

**7. Subcommittee Members Comments**

**Adjournment**

**Riverside Unified School District  
Operations Division  
Operations/Board Subcommittee Meeting  
October 1, 2015 – 9:00 a.m. to 11:00 a.m.  
Conference Room 3  
3380 14<sup>th</sup> Street, Riverside, CA 92501**

**MINUTES**

**CALLED TO ORDER:** 9:10 a.m. by Mr. Hunt

**PRESENT:** Tom Hunt, Brent Lee, and Kirk Lewis

Also present were Hayley Calhoun, Richard Carpenter (CSEA), Kevin Hauser, Mays Kakish, Ken Mueller, Daniel Rudd (CSEA), and Lizette Delgado, (Recorder).

Kirk Lewis welcomed Richard Carpenter and Daniel Rudd, CSEA

**Public Input**

There were no requests to speak to the subcommittee members.

**Action/Discussion Items**

**1. Approval of Minutes**

Mr. Lee moved and Mr. Hunt seconded to approve the minutes of the August 7, 2015, meeting.

**2. Community Facilities District (CFD) No. 32**

The District has received a proposal for the formation of a Community Facilities District (CFD) to fund school facilities and water/sewer/road infrastructure within the Citrus Heights residential development. The development is located in the Lake Mathews area east of McAllister Street and southwest of Van Buren Boulevard. It will consist of 343 homes with prices ranging from \$500,000 – \$700,000. RUSD will received funding in the amount of \$6,610,520, through the selling of bonds that are sold up front. The cost of the bonds is charged to home buyers. Staff also shared that the residential developer, Lennar Homes, approached the agencies involved in the formation of the CFD and asked the District to be the lead agency.

Subcommittee members were informed of the steps of the formation process and the specific details of this CFD. Possible student enrollment impact to Lake Mathews and Harrison Elementary Schools, Frank Augusts Miller Middle School, and Arlington High School, was discussed. Subcommittee members were also informed that resolutions and agreements to support the processing of the CFD will be presented to the Board of Education for approval in November and December.

After a brief discussion, members agreed to move the item for Board approval at the November 2, 2015, Board of Education meeting.

**3. Process for Selecting EMS System for Riverside Polytechnic High School HVAC Project**

Staff presented a recommendation to initiate a process to select the lowest contractor bid containing specific and critical equipment that conforms to the district standard relative to data processing equipment. This process is new to the district, but supported by the Public Contracting Code. This process is endorsed by our legal counsel.

The subcommittee briefly discussed the information received from staff and agreed to approve the utilization of this section of the Public Contracting Code that permits selection of a contractor specifying district standardized equipment for the selection of an EMS System for the Riverside Polytechnic High School HVAC Project.

**4. Resolution for Change Order for Fire Alarm System Replacement at William Howard Taft Elementary School**

Staff informed the subcommittee that the electrical subcontractor of the project was required to install new conduit since the existing conduits were not satisfactory. Since the value of the work exceeds the 10% change order limit, a resolution permitting this change order is necessary. Staff requested that the subcommittee support this resolution to process the change order for the needed work.

Subcommittee members reviewed the information that was presented by staff and agreed to move forward the resolution for approval at the November 2, 2015 Board of Education meeting.

**5. Announcement of Newly Acquired Properties**

At August 7, 2015 meeting, the subcommittee asked for signage and posting, on the district website, of the acquisition of the property at Central and Victoria Avenues and the Citrus Grove property on Wood Road adjacent to Martin Luther King High School. Staff informed the subcommittee that upon discussion at a Superintendent's Executive Cabinet meeting, it was determined that the Board of Education should be presented with these requests for approval.

The subcommittee discussed the item briefly and agreed with the Superintendent's Executive Cabinet recommendation to present the item as an information item to the Board of Education at the December 2015 meeting.

**6. Draft Board of Education Policy – Utilization of Energy Rebates**

As requested at the August 7, 2015 subcommittee meeting, staff presented a draft policy regarding the recommended use of energy rebate funds. The subcommittee reviewed the draft and agreed to present the new policy to the Board Education for first reading at the November 2, 2015, meeting, as presented.

**Conclusion**

**7. Subcommittee Members Comments**

Mr. Hunt shared that the HMC Architect's 75<sup>th</sup> Anniversary celebration will be held on October 9<sup>th</sup> at 3546 Concours Street in Ontario.

**Adjournment**

The meeting was adjourned at 9:55 a.m.



# POLICY

## Board of Education

### Riverside Unified School District

Item No. 2

## Memorials, Naming of School Facilities, and Sponsorships

### Purpose:

To give guidance to individual schools on the appropriate ways to handle naming facilities and schools, as well as for memorializing someone who has passed away, and to clarify guidelines for sponsorships to secure operating funds that might involve naming and signage.

### Position:

It is the responsibility of the Board of Education to adopt all names for school facilities. Suggestions from the school site and the public should be submitted to the Superintendent for his recommendation and will be considered by the Board of Education, but are not binding.

### 1. Cost of signage

- a. If the Board of Education determines that they wish to honor an individual and name a facility after someone, the District bears the cost of the signage.
- b. If a facility has been sponsored (and has an approved sponsorship contract), the costs of the signage are born by the sponsor.

2. **Memorials** to a student or staff member who has passed away need to be channeled into positive outcomes such as: a scholarship or gift to REEF in the person's honor; the planting of a tree; a day of service ( in which participants could plant a bed of flowers or gather for another kind of campus improvement); a non-permanent bench or table that could have a small plaque no larger than 3"x5" attached; or books for the library (with or without a frontispiece with the name of the honored person). Self-standing plaques or headstones are not permissible. Gifts should be reviewed by staff to ensure that they are cost neutral.

3. The honor of **naming a school facility** after a community member shall be with the consideration of the Board of Education and based on a history of outstanding support to the district and community, ties to RUSD, and/or positive accomplishments that serve as an example to RUSD and our community.

- a. To create conformity with existing schools, elementary schools should retain the tradition of being named after authors, poets, geographic sites and presidents.
- b. Facilities that might serve the purpose of being named after an honored person shall be: school theaters, libraries, cafeterias, multi-purpose rooms, offices and at future district honor walls.
- c. Classroom and Academic facilities are not considered appropriate.

- d. Length of Time for Names: The Board of Education can determine after a one year “wait period” that a facility’s name may be changed and shall make that determination in consideration of information contained above.

**4. Sponsorships** to name a facility for a given donation to the district shall include these facilities only: sports facilities (including district stadiums), fields, pools, scoreboards, and uniforms. Sponsorships will not be extended for classrooms or academic buildings. Contracts for sponsorships shall be reviewed periodically by staff.

**a. General Program Statement:**

The purpose of this Program is to provide guidelines for the advertising of products or services for District revenue to supplement the diminishing monies students need for extra-curricular activities. Riverside Unified School District shall protect students and parents from exploitation and ensure that commercial activities do not interfere with educational programs. Except for instruction relating to sponsorship, students shall not be required to listen to, read, or be subjected to commercial advertising in the classroom or in school-provided materials or curriculum-related activities, except as provided by this policy. Revenue enhancement opportunities should be in keeping with the community standards of good taste, and promote positive values for the students of the District.

**b. Definitions:**

**Sponsorship:** Any payment of money or other economic benefit to a school or to the school district that requires visual, audio, or video placement of a name, slogan or product message on a school district property, publication, or broadcast. The term sponsorship does not include traditional fundraising activities, such as magazine sales, nor does it apply to outright gifts to which no quid pro quo is attached.

**c. Regulations:**

**i. SPONSORSHIP**

No Sponsorship, as defined by this policy, shall be allowed unless it complies with this policy, fits one or more of the following categories, and is approved by the Superintendent or designee.

1. Paid sponsorship in school student publication or other district publication;
2. Maintain pre-existing advertising space for community businesses;
3. Paid sponsorship signs on school property or at school events that meet local sign ordinances and comply with this policy;
4. The display of product names on vending machines appropriately placed in the school for the use of students, staff, and the public;

5. Sponsorship ads that appear when students are using various Internet services.

**ii. PROHIBITED COMMERCIAL ACTIVITIES**

No sponsorship shall be accepted if it:

1. Is associated with tobacco, alcohol, illegal drugs or weapons;
2. Promotes hostility, disorder, or violence;
3. Contains vulgar, abusive, obscene, or sexually explicit language and/or imagery;
4. Is libelous;
5. Demeans or discriminates against any person or group on the basis of race, gender, ethnicity, age, disability, or religion;
6. Advocates the violation of law;
7. Inhibits the functioning of the school and/or the school district;
8. Advances any religious or political purpose or interests;
9. Promotes, favors, or opposes a candidate for elected office or a ballot measure;
10. Is associated with any company or individual whose actions are inconsistent with Riverside Unified School Districts' educational mission and goals or community values; or
11. Is otherwise in violation of the law;
12. Or is otherwise deemed unfit by the Superintendent or Designee.

**iii. DISTRIBUTION OF FUNDS**

1. The collection of funds from Sponsorship activities will be organized and accounted for by the Deputy Superintendent of Business Services. These funds will be accounted for annually with a report to the Board of Education that will be posted on the RUSD website for public viewing.
2. No portion of the sponsorship funds will be used for general fund purposes including administration; rather they will be used specifically to support extra/co-curricular programs at the school site level that may have been previously supported by "student fees." In associated procedures and regulations, there will be a plan to provide as equitable a solution as possible between school sites and programs.

Legal Reference:

Education Code

7050-7058 Political Activities of School Employees and Officers

35160 Authority of Governing Boards

35160.1 Authority of School District

35172 Promotional Activities

35182.5 Sale of Advertising Products

38130-38138 Civic Center Act

48907 Student Exercise of Free Expression

51520 Prohibited Solicitations

Adopted: July 18, 2011





# Rules and Regulations

Board of Education  
Riverside Unified School District

## Memorials, Naming of School Facilities, and Sponsorships

The following process will be used to recommend that an individual be honored with their name attached to a building or facility in RUSD:

1. All recommendations for board honors are to be sent to the Superintendent in writing.
2. No matter where the suggestion emanates, there should be no public announcement of this impending honor until it is determined by a unanimous vote of the entire board.
3. The superintendent will notify all board members of any proposal submitted.
4. Unanimous approval is needed to secure board recognition of this magnitude. Without unanimous approval the nomination should be withdrawn for a period of no less than six months before possible resubmission.
5. The suggestion will proceed to the Communication Subcommittee for consideration of cost, timing and dedication ceremonies. There is recognition (per policy) that any signage or dedication costs are absorbed by the district. Upon resolution, the proposal will be placed on the agenda and forwarded the full Board for consideration.
6. The announcement of the honor shall become public at a meeting of the Board upon approval.

Revised: May 31, 2016

# Transportation Attendance Areas

September 7, 2016

Presented by Sergio San Martin  
Assist. Superintendent, Operations



# At the request of the Board of Education, staff were asked to evaluate the Transportation - Attendance Areas of 1965:

## OBJECTIVE:

- Determine if busing could be reduced or eliminated
- Determine the school housing needs of students living in the areas - if busing were reduced or eliminated

# Proposed Plan

Staff to form a “Facilities Summit” to develop a long range Comprehensive Plan.

## Facilities Summit:

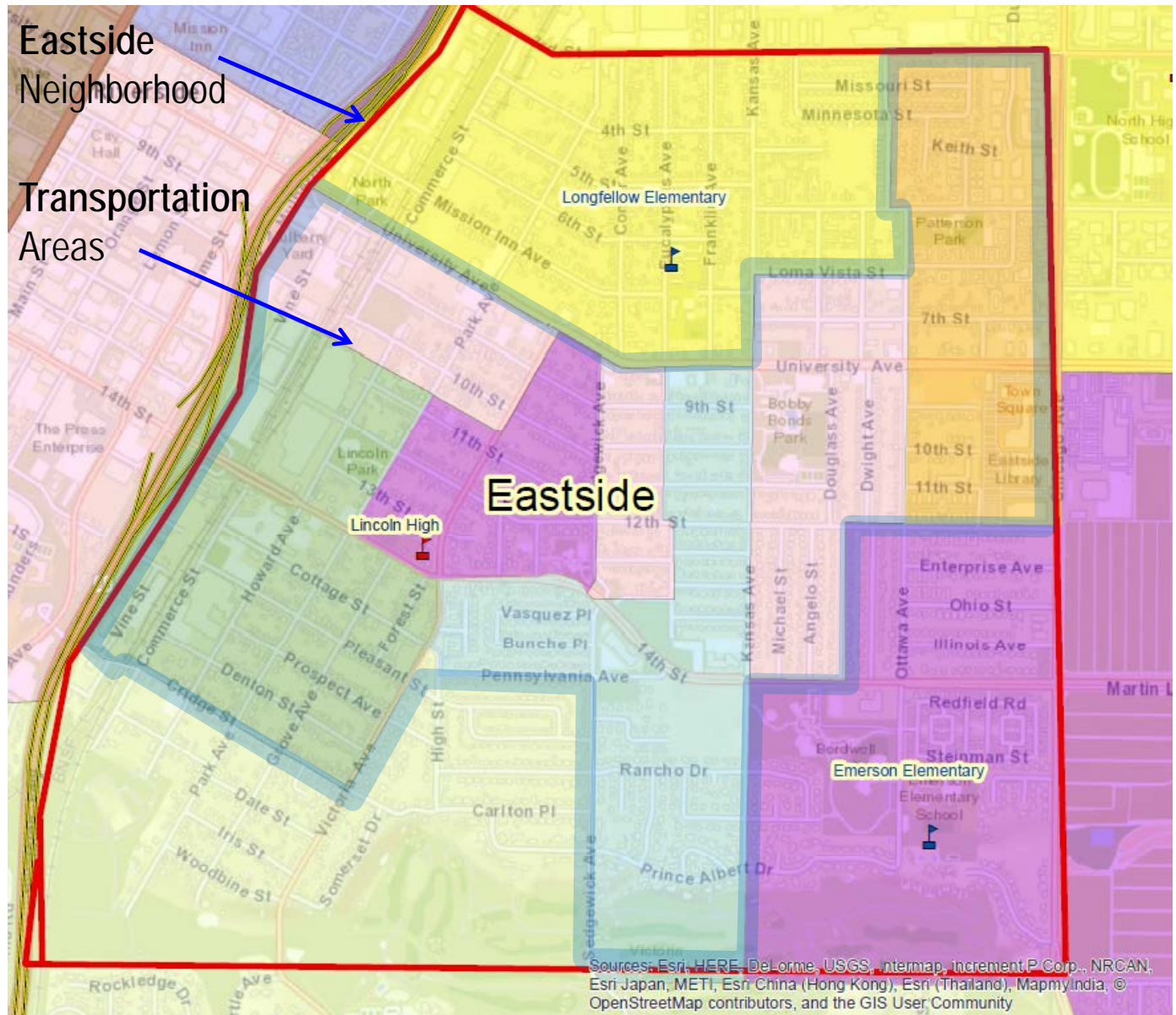
- Analyze student housing needs
- Prepare demographic and enrollment studies
- Present a comprehensive plan with timelines for implementation

## Participants:

- Business Services
- Facilities, Planning and Development
- Instructional Services
- Community representation

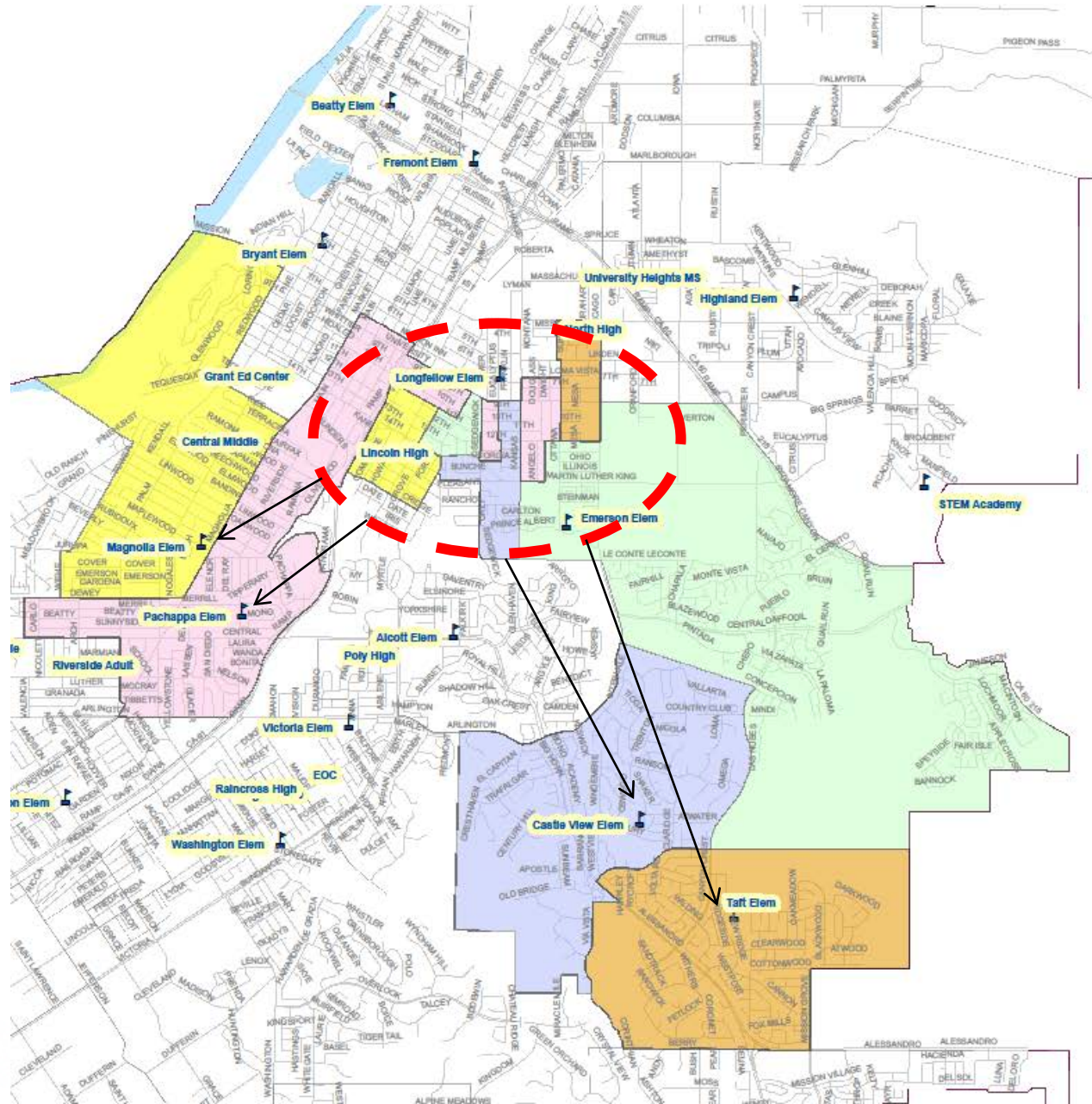


# Eastside Transportation Areas





# Eastside Transportation Areas

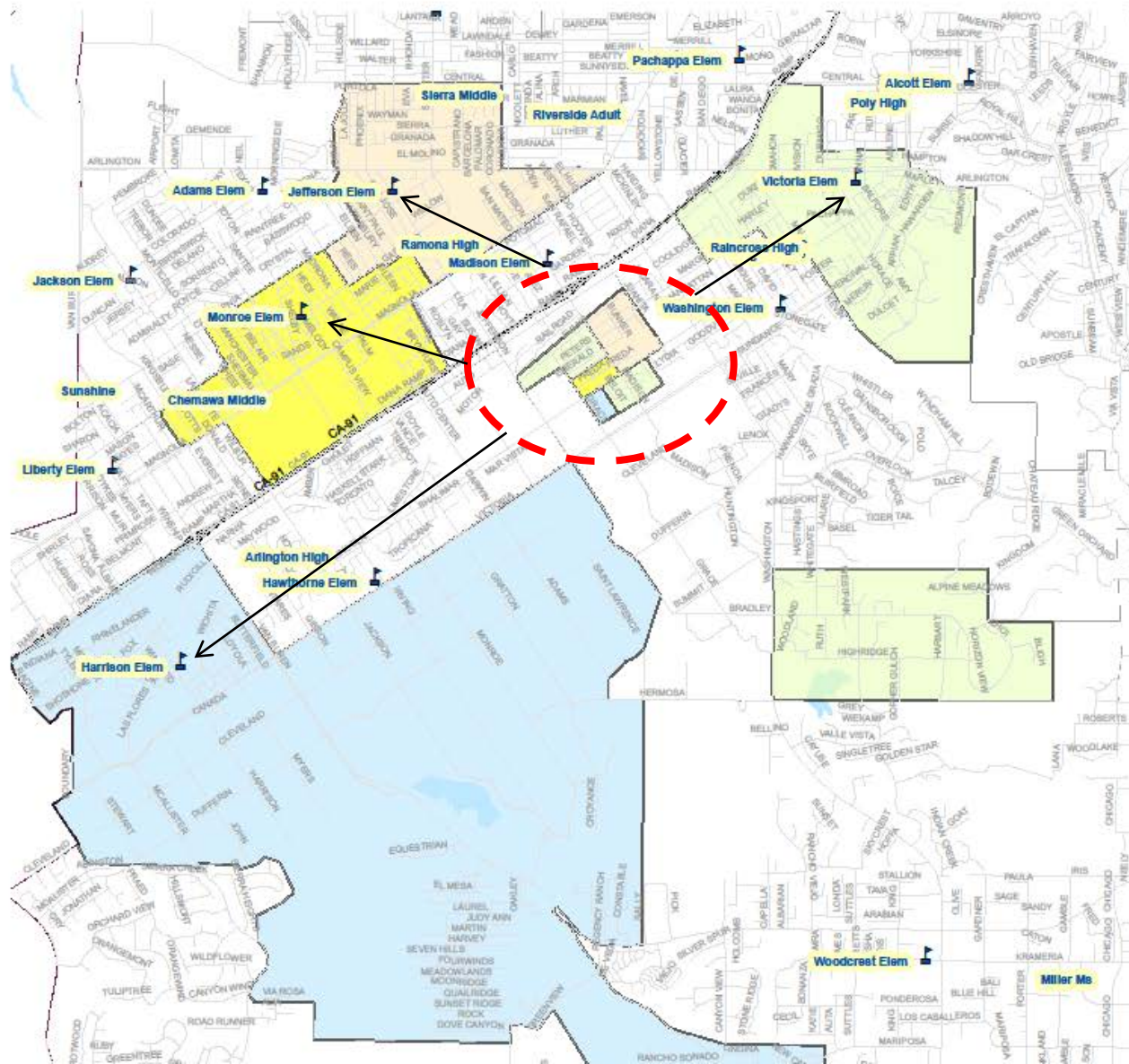


# Population of students living in Eastside

Number of TK-6 <sup>th</sup> grade students living in Eastside Transportation areas	Number of TK-6th grade students from transportation areas by school of attendance	Number of TK-6th grade eligible students riding a bus
1208	Castle View 174	125
	Emerson 202	26
	Magnolia 164	133
Total number of TK-6 <sup>th</sup> grade students living in the Eastside neighborhood	Pachappa 217	183
2298	Taft 321	259
	Other 130	n/a



# Casa Blanca Transportation Areas





# Population of students living in Casa Blanca

Number of TK-6 <sup>th</sup> grade students living in Casa Blanca Transportation areas	Number of TK-6 <sup>th</sup> grade students from transportation areas by school of attendance	Number of TK-6 <sup>th</sup> grade eligible students riding a bus
409	Harrison 63	Harrison 40
	Jefferson 102	Jefferson 67
Number of TK-6 <sup>th</sup> grade students living in Casa Blanca neighborhood	Monroe 36	Monroe 25
751	Victoria 146	Victoria 91
	Other 60	n/a

**Questions?**

