



HOME

SBRC Application

Fall 2016

SBRC Application for Increasing Enrollment, Open Enrollment Out, and LEP Instruction Beyond 5 Years

a copy of the school board minutes showing official action taken by the board, authorizing the request to the SBRC, prior to the date a hearing with the SBRC would be normally requested.

Certify the application by December 1 and submit board minutes after the next regularly scheduled board meeting.

Minutes need to reflect the amount and the issue for which the request is being made. A district request for a modified supplemental amount will not be approved by the SBRC unless minutes have been received by Department staff.

If your attempt to upload board minutes appears to be unsuccessful, click on the SBRC contact name at the bottom of the page, attach the minutes to the email, and send them to Carla Schimelfenig.

Due 12/1/2016

You have entered text on the page. You must Save Values before you can Certify.

Uploaded Files

(Generated nightly, changes to Certified Enrollment are reflected the following day)

Increasing Enrollment

Actual Enrollment Fall 2015	1233.2
Actual Enrollment Fall 2016	1258.3
Increase	25.1
Current Year DCPP	6608
Maximum On-Time Funding Modified Supplemental Amount for Increasing Enrollment	165860.8
Request	<input type="text" value="165860"/> <input type="button" value="Request Max"/>

(Changes to student data are reflected immediately)

Open Enrollment Out not in Fall 2015

Open Enrollment Out Students on Fall 2016 Certified Enrollment but not on the Fall 2015 Certified Enrollment	35.4
Open Enrollment Out Students Minus Increase (previous section)	10.3
Last Year's State Cost Per Pupil for Open Enrollment Out	6446
Maximum Modified Supplemental Amount for Open Enrollment Out	66393.8
Request	<input type="text" value="66393"/> <input type="button" value="Request Max"/>

(Changes to student data are reflected immediately)

ELL Beyond 5 Years

Students Served Beyond 5 Years	2
Weighting	0.22
Total Weighting	0.44
Current Year DCPP	6608
Maximum Modified Supplemental Amount for LEP Instruction Beyond 5 Years	2907.52
Request	<input type="text" value="2907"/> <input type="button" value="Request Max"/>

Name

Title

**BOARD OF EDUCATION MEETING
November 21, 2016**

ISSUE: Upcoming Board Meeting Date and Time Adjustments
1. Start Time of Second Regular Board Meeting in December, 2016
2. Date of First Regular Board Meeting in January, 2017

CONTACT: Lisa Beames, Superintendent

BACKGROUND:

The high school holiday band and choir concert is scheduled for December 19, 2016 at 7:30 p.m. My recommendation is we move the start time of the December 19th board meeting to 6:00 p.m. so the opportunity is there to attend this concert.

The date of the first regular meeting in January is January 2 and the District is closed that day due to the holiday falling on a week-end. My recommendation is we move the date of the first regular board meeting in January to January 3, 2017.

SUPERINTENDENT'S RECOMMENDATION:

“move the start time of the December 19, 2016 board meeting to 6:00 p.m.”

“move the date of the first regular board meeting in January to January 3, 2017.”

BOARD OF EDUCATION MEETING
November 21, 2016

ISSUE: Morning Use of District Facilities by Non-District Activities

CONTACT: Lisa Beames, Superintendent

BACKGROUND:

A discussion about the use of district facilities by non-school sponsored activities before school will be held.

Copies of the current *Community Use of District Facilities* board policies are included.

THE SUPERINTENDENT'S RECOMMENDATION IS:

After discussion, if action is needed, it will be taken here.

COMMUNITY USE OF DISTRICT FACILITIES

The Board of Education supports the philosophy that the school belongs to the public and should be available for public use by school district community groups which promote cultural, educational, community welfare or recreational activities, provided the activity is not contrary to public interest or to the safety, welfare and protection of the Anamosa School staff, students or property as determined by the Board of Education, or as provided by law.

A **community group** is defined as a group not sponsored by the school and could include adult community groups or student community groups. Community groups shall not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status.

(Priorities 3 – 6)

Any community group or organization requesting use of the school building must have an adult (person of legal age and not a student) in charge who will be responsible for the proper care and use of the building and who will be responsible for taking care of any cleaning, payment of fees and the settlement for any damages. The building must be left in the state of cleanliness and orderliness in which it was found.

Any group or person using school facilities may be required to provide proof of sufficient insurance, or written verification that the group is covered under the District's insurance coverage.

The District reserves the right to cancel facilities use on days in which inclement weather poses a hazard and facilities are closed.

The need for snow/ice removal will be determined and completed by the district. Real costs for this removal will be charged to the renter.

When using school facilities, the use or possession of alcohol and/or illegal drugs is strictly prohibited, as referenced in Policy 502.04. Any individual or group violating this policy may be barred from future use of the facilities. Tobacco and/or nicotine use is prohibited in the school buildings and on school grounds, as stated in Policy 1003.03.

Administrative regulations and fee guidelines have been established to differentiate user requests within the categories of non-profit and private profit. After filling out a school facility request, an applicant will be categorized and sent the appropriate documents by the superintendent's designee. The documents include, based on the category of the applicant, administrative regulations for building use and the fee schedules.

The board may allow groups to use the buildings and sites with reduced or no charges under special conditions. Such conditions may still require groups to pay a custodial, kitchen, technician and supervision fees. (See fee schedule)

All requests for facilities not covered by this policy will need the approval of the Board of Education.

Approved _____
Revised 8/16/93
Reviewed 4/17/00
Reviewed 12/19/05
Reviewed 6/20/11
Revised 5/2/16

PRIORITY OF USE GUIDELINES

The following guidelines have been developed to support this philosophy. While not all scenarios or situations can be anticipated, the following are intended to guide in the appropriate application of fees as determined by the Anamosa Community School District.

	MEMBERS or ACTIVITIES	FACILITY USE FEE
Priority 1	SCHOOL ACTIVITIES <ul style="list-style-type: none"> School-sponsored and faculty organized clubs or activities for students such as Drama, music and instrumental music events and activities, speech and debate, National Honor Society, FFA, Newspaper, Yearbook, Student Council, etc. Sports and sports related activities including administratively approved summer camps 	<ul style="list-style-type: none"> No fees for custodians No fees for administrative supervision No fees for necessary staffing to sell tickets, run clocks, etc. If auditorium is being requested, the activity will need to have a designated person to run equipment. If kitchen is being requested, the activity will need to have a nutrition services supervisor.
Priority 2	DIRECT SCHOOL ASSOCIATED ACTIVITIES <ul style="list-style-type: none"> Anamosa School Foundation Parent Teacher Organization Booster Organizations or Clubs Post Prom Committee 	<ul style="list-style-type: none"> No fees for custodians If auditorium is being requested, the activity will need to have a designated person to run equipment and an administrative supervisor If kitchen is being requested, the activity will need to have a nutrition services supervisor.
Priority 3	INDIRECT SCHOOL ASSOCIATED YOUTH ACTIVITIES <ul style="list-style-type: none"> Youth sports groups comprised of primarily students of Anamosa and Olin (does not include profit organizations, or groups utilizing paid coaches,) Scouting-Normal meetings 4-H -normal meetings Adult Education programs sponsored by local tax supported organizations Elections or Caucuses (<i>no charge</i>) 	Fees will be charged to this group for events and tournaments according to the following conditions: <ul style="list-style-type: none"> Events/tournaments requiring less than (4) hours of facilities time will be charged \$45 dollars for post-event custodial cleaning. Events/tournaments requiring (4) or more hours of facilities time will be charged \$50 dollars per facility for facilities use, in addition to a \$50 fee for post-custodial cleaning unless the District determines (size of event considerations) that the presence of a custodian is required. If the presence of a custodian(s) is deemed necessary, Group 3 will be charged at a Group 4 or 5 facilities rate. (See Facility Usage Fee Schedule) If auditorium is being requested the activity will need to have a designated person to run equipment at the group 4 or 5 rates. (See Facility Usage Fee Schedule)
Priority 4	LOCAL TAX SUPPORTED ORGANIZATIONS <ul style="list-style-type: none"> Anamosa LCC City Council or Local Government Agencies Anamosa Public Library 	<ul style="list-style-type: none"> Rental for all activities, unless a public service. Organization would be required to pay all custodial fees if needed. (See Facility Usage Fee Schedule). If auditorium is being requested, the activity will need to have a designated person to run equipment (See Facility Usage Fee Schedule).
Priority 5	LOCAL NON-PROFIT <ul style="list-style-type: none"> Civic: Main Street Anamosa, Lions, American Legion, etc. Charitable Benefits: Police, Fire, Marine Corp, etc. Local Religious Organizations: All churches within the ACSD and their youth groups. Local Political Organizations 	(If not during school day) <ul style="list-style-type: none"> Rent, custodial and maintenance fees, equipment fees. Users will be required to file non-profit exempt documentation to the district. If auditorium is being requested the activity will need to have a designated person to run equipment (See Facility Usage Fee Schedule). May be required to provide proof of insurance.
Priority 6	INDUSTRIAL, COMMERCIAL, or PROFIT GENERATING GROUPS <ul style="list-style-type: none"> All other organizations, companies, groups or clubs that wish to use the facilities whether for their organizational meetings or for profit activities. Includes profit organizations, groups utilizing paid coaches, and/or invite only groups. 	<ul style="list-style-type: none"> Rent, custodial and maintenance fees, equipment fees and supervisory fees (see Facility Usage Fee Schedule). A minimum of 3 hours post-event custodial fees will be charged, plus any additional hours necessary to clean up after event. Users may be required to file a certificate of insurance to the district. If auditorium is being requested, the activity will need to have a designated person to run equipment. (See Facility Usage Fee Schedule)

REGULATIONS FOR USE OF SCHOOL FACILITIES

1. A Facilities Use Form must be completed and submitted for approval to the Superintendent's Office two weeks prior to the event.
2. Payment Procedure: All checks shall be made payable to the Anamosa Community School District. Payment in full must be received before the initial date of facility usage.
3. If an activity involves use of the kitchen facilities, a school cook may be required, and fee for the employee to be present will be charged.
4. If an activity involves use of stage lighting or other technical equipment in the auditorium, the community group/organization shall be required to pay at the group 3 and 4 rates for an approved stage technician(s).
5. For Athletic Activities the following procedures will be used:
 - **Gym Use Sign Up:** There will be a designated sign-up period during the year for reserving the gyms. The schedule of gym use can be found on the school's website. Changes will be made by the superintendent's designee. Any unscheduled activities or activities violating these regulations will not be allowed.
 - **Eligible Activities:** Activities that are eligible for the gym use are those that normally are played in a gymnasium such as basketball and volleyball. Other activities may use the gym provided there is no greater threat of damage to school property. Activities such as soccer, baseball and softball may use the gym provided safety and care of school facilities are considered. When kicking, batting or completing skill activities when participants are not under complete control of the ball, in no way should the ball make contact with the walls, bleachers or other permanent equipment. No rollerblade or bicycling activities are allowed in the gym. The school administration has the right to restrict activities and determine which additional activities will be approved for use.
 - **Facilities Use Coordination:** The superintendent's designee may request that the coaches turn in rosters with player's names and league. The superintendent's designee will provide each coach/team/organization with a set of rules for facility use.
 - **Varsity Competition Facilities/Fields:** Those ACSD facilities used primarily for varsity competition have a unique need for maintenance and care to ensure quality playing facilities/surfaces and safety for athletes. Each facility is unique in its maintenance needs, accessibility, and potential for misuse, therefore, to ensure the best possible facilities for varsity competition, facilities used primarily for varsity competition will be under the direction of the Superintendent or superintendent's designee. The Superintendent or superintendent's designee will be responsible for determining accessibility and assigning use based on the maintenance needs of the facility, impact of use, and the potential benefit to the ACSD. If, in the Superintendent or superintendent's designee's determination, the use presents the potential for damage, misuse, or undue wear and/or is not beneficial to the ACSD programs, use may be denied in the interest of maintaining a safe and quality competitive facility. The High School Competition Gym will only be available for major competitions (i.e. Youth Wrestling Tournament, Youth Volleyball Tournament, etc) with prior approval of the ACSD. The varsity softball and baseball diamonds are available to community organizations when not in use by school teams. The following guidelines must be followed:
 - Fields are to be used when the infield is dry.
 - Equipment (including bases) is not to be used unless special arrangements are made with the High School coach.
 - High School teams have first priority for the use of the fields.
 - Lights may be used provided specific arrangements are made with the Superintendent or Superintendent's designee.
 - Softball – stakes must be placed back in peg holes, if removed.
 - Baseball – all pitching must be from the dirt mound. When finished, home plate and pitching mound are to be raked.
 - Fees for use of softball and baseball fields will be charged in order to cover the cost of utilities.

• **Weeknight Availability:**

- The district will determine each gym's weeknight availability annually.
- Weeknight gym times are generally to be limited to between 1 and 1 1/2 hour sessions, between the hours of 6:30 p.m. and 9:00 p.m. at Strawberry Hill Gym three nights per week and at the middle school competitive gym four to five nights per week.
- The competitive high school gym will be restricted in availability for use by non-school activities as determined by the building principal and activities director.
- There will be no gym use on official holidays, when the school day has been canceled or dismissed early, or when there are evening school activities in which non-school activities would interfere with a school-sponsored activity.
- gyms will be divided in half for practices

• **Saturday Availability:** Saturday use of the gyms will be scheduled by the superintendent's designee with tournaments or games taking top priority over practice time. The gym may be used on Saturday between 7:00 a.m. and 9:00 p.m., or as determined by the superintendent's designee.

• **Sunday Availability:** Sunday use of the gyms will be available between 12:00 p.m. and 9:00 p.m., or as determined by the superintendent's designee.

• **Fob Checkout:** Use of the gym requires checkout of a key fob from the building secretary of the respective school. A \$10 deposit is required to receive a key fob. The deposit would be forfeited in the event that the fob is lost, damaged or not returned. The key fob is due back at the conclusion of the activity.

• **Responsibility for Property:** Coaches, players, parents, siblings, etc. are restricted to the area of the building in which the activity is taking place. Typically, this would be one of the gyms.

- Academic areas are off limits unless prior arrangements are made.
- The coach in charge is responsible for monitoring traffic in the building and for supervising the gym and children in the program they sponsor.
- Any damage done to school property during practice, games, or open gym must be reported immediately to the custodian on duty or the building principal on the following school day.
- The coach/team/organization scheduled during the time in which the damage occurs will be responsible for reimbursing the school for any necessary repairs or replacement of equipment.
- Failure of a coach/team/sponsor to report damage or remain in the designated part of the facility may result in the coach/team/sponsor's loss of use privilege until the beginning of the following school year (typically late in August).

6. **Additional Regulations for Profit groups (Priority 6):**

- Each profit group will be limited to the use of facilities twice during an academic school year.
- Events may not be scheduled more than six weeks in advance. The Anamosa Community School District reserves the right to reschedule events in case of an unforeseen school district conflict.
- The district will not supply equipment such as balls, etc.
- The business may be required to furnish the district with a certificate of insurance with a combined single limit of bodily injury and property damage liability in the amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

RESPONSIBILITIES OF THE APPLICANT
(For use with priorities 3,4,5,6)

Upon approval of request, the applicant will be given a set of rules governing the use of facilities. Knowledge of and adherence to these rules is expected.

1. The group's designated representative must remain on-site during the entire activity.
2. The facility must be used only for the purpose that it was originally intended as set forth on the Facilities Request Form.
3. Persons using the facilities must confine themselves to the room or areas assigned for their use and the applicant must provide supervision to prevent trespassing to portions of the facility not authorized for use.
4. The group representative is responsible for communicating to the group members and for ensuring that the group members understand and follow all guidelines.
5. Any personal injuries received by any group member while using district facilities must be reported by contacting the District's designee (on application form) within 24 hours. Custodians/other staff present should also be notified. If it is on a Saturday or Sunday and there is no answer at the number on the form, then the representative is to call first thing Monday morning.
6. Any damage or theft to the facilities or equipment must be reported following the same guidelines.
7. The group representative will make himself or herself known to the custodian/supervisor/other staff person present.
8. The group representative is responsible for knowing fire and tornado procedures for directing the group in an event of an emergency. Guidelines are posted in every room.
9. The possession or use of tobacco/nicotine, nicotine products, alcohol, controlled substances (including copy-cat drugs), profane language, gambling in any form (except licensed bingo and raffles), and weapons within buildings is prohibited.
10. When classrooms or other instructional areas are used, the contents of desks, files, storage, and display areas will not to be disturbed.
11. Permission to use additional educational equipment must be approved through the Principal or the Director of Nutrition Services, as appropriate.
12. The use of candles or other fire hazards is strictly prohibited. The use of decorations must be specified on the request.
13. All activities must be of such a nature as not to create a nuisance or disturb the peace of the general neighborhood.
14. Personnel costs, including, but not limited to, custodians, nutrition services workers, supervisors and technicians may be included when determining total facility cost.
15. Applicants may be required to employ sworn law enforcement personnel to assist with supervision.
16. The requested facility may not be used for private parties, social events, celebrations or similar private uses.
17. All expectations for the Performing Arts Center per its use handbook must be followed

I have read and understand the expectations of the use of ACSD facilities including but not limited to those cited above.

Applicant Signature

Date

Approved 5/2/16

FACILITY USAGE FEE SCHEDULE
Anamosa Community School District

School Board Philosophy: The Board of Education actively seeks to respond to the educational, recreational, and cultural needs of its total community, however, all school facilities have been primarily erected and maintained for the use of the students of the ACSD and shall not be used for another purpose that will conflict with that use. Any costs incurred that are not determined by the district to directly and positively impact and enhance the education of our students will be passed along to the user as detailed in the fee structure below.

Exceptions to this fee structure must be approved by the Superintendent

Equipment Usage: Athletic groups will provide their own volleyballs, basketballs, etc. unless permission is received from A.D. prior to the activity.

Payment Procedure: All checks shall be made payable to the Anamosa Community School District. Full payment must be received before the initial date of facility usage.

Rental Costs	Priorities 1, 2, and 3	Priorities 4 & 5	Priority 6
HS Auditorium w/lobby	*Charges may apply	\$70/hr.	\$100/hr.
HS Auditorium Lobby only	*Charges may apply	\$30/hr	\$50/hr
Risers for stage	*Charges may apply	\$25/set	\$35/set
Classrooms	*Charges may apply	\$10/hr per room	\$20/hr per room
HS Band and Choir	*Charges may apply	\$25/hr	\$45/hr
Library	*Charges may apply	\$15/hr	\$25/hr.
Gyms	*Charges may apply	\$15/hr	\$25/hr
Locker Rooms	*Charges may apply	\$15/hr	\$25/hr
Commons	*Charges may apply	\$15/hr	\$25/hr
SH Cafeteria	*Charges may apply	\$15/hr	\$25/hr
Computer Lab	*Charges may apply	\$15/hr	\$25/hr
Weight Room	*Charges may apply	\$15/hr	\$25/hr
Wrestling Room	*Charges may apply	\$15/hr	\$25/hr
Football/Track Complex	*Charges may apply	\$30/hr	\$55/hr
Baseball/Softball Fields	*Charges may apply	\$30/hr	\$55/hr
Practice Fields	*Charges may apply	\$25/hr	\$50/hr
Concession Stands	*Charges may apply	\$15/hr	\$25/hr
Kitchen**	*Charges may apply	\$15/hr	\$25/hr
Events/Tournaments*	\$45 – 4 hr. or less per facility \$50 – 4 hrs. or more per facility		
Custodian	Charges will apply Less than 4 hrs. – No charge per facility 4 hours or more - \$50 per facility	\$30/hr.	\$35/hr.
Oversight Supervisor	*Charges may apply	\$20/hr.	\$25/hr.
Food Service Supervisor	Charges may apply	\$20/hr.	\$25/hr.
Lighting Technician***	*Charges may apply at Priority 4 & 5 Rate	\$15/hr.	\$20/hr.
Sound Technician****	*Charges may apply at Priority 4 & 5 Rate	\$15/hr.	\$20/hr.
Police/Security	Actual Cost	Actual Cost	Actual Cost

**District Food Service employee must be present for all kitchen usages when food is being prepared.

Facility Usage Request Form

The following facility would like to be used (*please circle facility*). Forms need to be returned to High School Office.

<u>Elementary</u>	<u>Middle School</u>	<u>High School</u>
Gym	Gym	Competition Gym
Classroom	Commons	Library
Cafeteria	Classroom	Classroom
Library	Computer Lab	Common
Computer Lab	Kitchen	EKFAC - Lobby
Kitchen	Practice Baseball Field	EKFAC - Auditorium
Other	Practice Softball Field	Wrestling Room
Football Field	Varsity Baseball Field	Weight Facility
	Varsity Softball Field	Kitchen

for the purpose of: _____

1st choice: from _____ a.m. _____ to _____ a.m. _____ S M T W T F S
 p.m. (Date) p.m. (Date) (circle day)

2nd choice: from _____ a.m. _____ to _____ a.m. _____ S M T W T F S
 p.m. (Date) p.m. (Date) (circle day)

3rd choice: from _____ a.m. _____ to _____ a.m. _____ S M T W T F S
 p.m. (Date) p.m. (Date) (circle day)

Requested by: _____ Telephone # _____
 E-mail: _____

Organization represented: _____ Group # _____

Number of people expected to be in attendance: _____
 (Individuals/Families will be charged at the Priority 4 & 5 rate)

Please Check Equipment/Services Needed:

Bleachers _____	Locker Room: Boys _____ Girls _____	Custodial Fee _____
Volleyball Net _____	Wrestling Mat/s _____ # _____	Food Service Fee _____
Basketball Hoops _____	Score Clock & Score Board Table _____	Technician _____
Chairs _____ # _____	P.A. System/Microphone _____	Projection Screen _____
Tables _____ # _____	Ticket Taker Desk /Chairs _____	Risers _____
Podium _____		
Other _____		

(Please Explain)

Proof of Insurance on File: Yes or No

Fee Amount* \$ _____ Paid _____

(*In certain situations a fee will be assessed for the use of a facility. See copy of the Facility Fee Schedule).

APPROVED

DENIED

_____ (Authorized Signature)

_____ (Date)

Any other specific instructions to carry out activity (attach diagram/outline of setup, if necessary)

Approved 5/2/16

**USE OF SCHOOL FACILITIES
HOLD HARMLESS AND INDEMNITY AND LIABILITY INSURANCE AGREEMENT**

The undersigned, hereafter referred to as "organization," states that it shall hold the Anamosa Community School District, hereafter referred to as "district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the organization or the district, and its officers, employees or agents, in the use by the organization of any facilities owned by the district. In case any action is brought therefore against the district or any of its officers, employees or agents, the organization shall assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the organization.

The organization agrees to furnish and maintain during the usage of the facilities owned by the district such bodily injury and property damage liability insurance as shall protect the organization and the district from claims for damages for personal injury, including accidental death, and from claims for property damages, which may arise from the organization or by anyone directly or indirectly employed by the organization, and the amounts of such insurance shall be for a minimum of one million dollars (\$1,000,000) combined single limit of bodily injury and property damage liability insurance. Such insurance shall include the Anamosa Community School District as an additional named insured in the policy carried by the organization and described above.

The organization shall furnish the district with a certificate of insurance covering the above-mentioned one million dollars (\$1,000,000) combined single limit of bodily injury and property damage liability.

Dated at _____, Iowa, this _____ day of _____, 20____ .

Organization Name

Signature

Approved 5/2/16

**BOARD OF EDUCATION MEETING
November 21, 2016**

ISSUE: Data Review: MAP, ACT, FAST

CONTACT: Lisa Beames, Superintendent

BACKGROUND:

Data discussion regarding MAP, ACT, and FAST testing will take place.

INFORMATION ONLY

Board of Education Committees

Policy Committee	Kristine Kilburg, Nicole Claussen, Sean Braden
Negotiations Committee	Kristine Kilburg Kandi Behnke, Sean Braden
PPEL & Facilities Committee	Connie McKean, Anna Mary Riniker, Nicole Claussen
CADRE	Nikki Claussen, Rob Sayre
Jones Co. Conf. Bd.	Roy Sayre
Ad Hoc Building/Long Range Planning	Connie McKean, Kristine Kilburg, Anna Mary Riniker,
Technology Committee	Rob Sayre, Anna Mary Riniker