



NAPA VALLEY UNIFIED SCHOOL DISTRICT

Transforming lives by instilling 21st Century skills and inspiring lifelong learning in every student.

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SEP -9 2014

Clerk of the Napa Superior Court

By: [Signature]
Deputy

August 22, 2014

The Honorable Mark S. Boessenecker
Judge of the Napa County Superior Court
825 Brown Street
Napa, CA 94559

Re: Forming Partners with the Community through Youth Sports "Putting Kids First"

Dear Judge Boessenecker:

The Board of Education of the Napa Valley Unified School District has reviewed findings and recommendations contained in the Napa County Grand Jury 2013-2014 Final Report – Forming Partners with the Community through Youth sports – "Putting Kids First". The District appreciates the efforts of the Grand Jury and we have and will endeavor to utilize the report as an opportunity to improve our systems and processes.

The Board considered it's response to the Grand Jury Report during its regular meeting of August 21, 2014, and the Board approved the attached response. District staff, as directed by the Board, is prepared to discuss any additional questions the Grand Jury may have regarding these responses.

Sincerely,

[Signature]
Patrick Sweeney, Ed.D.
Superintendent

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Napa Superior Court

Board of Education

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The Grand Jury's Findings and Recommendations, the District's Response:

- R1. That the Superintendent of the NVUSD and the City of Napa Parks and Recreation Department re-establish within the next six months a new Joint Use Agreement for Maintenance of School Sports Fields for School and Community Use.

NVUSD agrees with the finding. Both parties have met to discuss the details of a new Joint Use Agreement. Both parties agree and are working toward the completion of a new agreement between the two parties within six (6) months, prior to the end of the 2014 calendar year.

- R2. That the Director of Maintenance and Construction develop a more consistent maintenance program to ensure that the playing fields at all schools are maintained in a safe, playable condition.

NVUSD agrees with the finding. NVUSD has a scheduled maintenance program that distributes the work load equitably between all elementary middle and high schools. For information purposes, the maintenance schedule is attached.

- R3. That the Assistant Superintendent of Business Services develop written procedures for the enrollment of all non-profit youth sports leagues to ensure consistent tracking of applications, payments, billing and usage.

NVUSD agrees with the finding. NVUSD will create by January 2015 a written procedure document used for the identification of all non-profit user groups. This document will include: Organization Name and Address, Contact Name, Phone Number and E-Mail, Type of Organization (sports, religious, club, etc.) Tax ID Number and current Certificate of Insurance, and Statement of Tax Status (for Profit or Non-Profit).

- R4. That the Assistant Superintendent of Business Services prepare quarterly financial reports for the Youth Sports Council meetings detailing current revenues and expenditures in the Napa Youth Sports League account.

NVUSD agrees with the finding. NVUSD agrees to prepare quarterly financial reports for the Napa Youth Sports League detailing revenues and expenditures. The reports will be available for public review by the 15th day following each fiscal quarter.

- R5. That the Director of General Services and Facilities implement within the next six months, a computerized system for the reservations of playing fields.

NVUSD agrees with the finding. NVUSD will use the "School Dude Facilities Direct" software program for field and facilities reservations. Staff will continue to research other types of reservation software programs.

- R6. That the Director of General Services and Facilities adopt a lottery or similar system to assign playing fields that would replace the current "historical" system.

NVUSD agrees that the current "historical" system may not be the best system for field allocation. However, NVUSD is hesitant to support a lottery system where groups will be denied access based on a random selection process. The District wishes to continue to facilitate collaborative negotiations between all interested users which, in the past, generally provided for mutual agreements between all parties based on group size and activity (practice, games and tournaments). In rare instances where user groups are deadlocked and cannot come to a collaborative decision, a lottery system may be utilized.

- R7. That the Assistant Superintendent of Business Services immediately allow the use of credit cards for the payment of field use fees to ensure more efficient tracking of funds and team payments.

NVUSD will review this recommendation. The use of a credit card service would require the establishment of a stand-alone bank account. Currently funds deposited for field use fees are sent directly to the County Treasurer, where the District manages most cash assets. Additionally, the use of a credit card service would necessitate the charging of a processing fee, equivalent to 3-5% of the total transaction cost.

- R8. That the Assistant Superintendent of Business Services establish in the next six months stricter enforcement policies for the non-payment of field use fees.

NVUSD agrees with the finding. NVUSD will develop a non-payment policy within six months and, in addition, include said language in the newly developed Joint Use agreement with the City of Napa.

- R9. That the Director of Maintenance and Construction, in conjunction with the principals at each elementary school site, place at the entrance of each playing field updated, highly visible signage stating that a use permit for organized sports groups is required to use the field.

Current facility design and the spirit of the Civic Center Act limit NVUSD's control of open campus access from organized public use of the facilities. NVUSD will continue to enforce permitted use of the facilities through the reservation process and District Staffing. The Civic Center Act provides public facilities for public access.

- R10. That the Director of Maintenance and Construction establish procedures that expedite and track emergency work order requests within the web-based, electronic "School Dude" system to ensure proper transparency of the completed work.

NVUSD supports the expedition and tracking of emergency work orders in the current "School Dude" system.

- R11. That the Director of General Services and Facilities within the next three months create a computerized, online Facilities Use Application form designed for the exclusive reservations of playing fields.

NVUSD is researching the digital implementation of the "School Dude" public reservation system for activation. As indicated in Response 5 above, staff will be working on developing the program for internal use over the next few months. A completely automated online system, whether it is "School Dude" or another system, will require a longer implementation period.

- R12. That the Director of Maintenance and Construction continue to research and apply the most effective method of controlling the gopher infestation observed at many fields.

NVUSD agrees with the finding. The District continues to research and apply the most effective and humane gopher management techniques.

- R13. That the Superintendent of Schools and the Director of General Services and Facilities establish written guidelines immediately for the public posting of Youth Sports Council meetings, agendas and minutes.

NVUSD feels that the Youth Sports Council is most effective if it remains an autonomous organization, outside the direct or indirect supervision and control of either NVUSD or the City of Napa. Therefore, NVUSD recommends that the Napa Youth Sports Council reestablish a governing Board and elect officers. The governing body of the Youth Sports Council should be responsible of their own meetings, agendas and minutes.

- R14. That the City of Napa and the NVUSD continue to work in collaboration in the development of more playing fields on city-owned land for community use such as Kennedy Park.

NVUSD agrees with the finding. NVUSD officials and City of Napa officials meet on a regular basis to discuss many types of collaborative activities.

R15. That the Assistant Superintendent of Business Services implement and maintain a new financial software system for accounting services within the NVUSD to include the Napa Youth Sports League account.

NVUSD agrees with the finding. A new financial system was implemented effective July 1, 2014. All revenues received and expenses made on behalf of the Napa Youth Sports League are accounted for in this new system.

R16. That the NVUSD establish within the next six months written policies defining the type of work that can be performed on the fields by volunteers from the non-profit sports organizations.

NVUSD has an established volunteer site improvement form in place that allows for a case by case review of all proposed site improvement projects using the following criteria for decisions:

- 1) Scope of Project**
- 2) Scale of Project**
- 3) Staffing impact of Project**
- 4) Potential liability exposure mitigation by the District.**

R17. That the Parks and Recreation Department resume the responsibility for collecting field use fees from the NVUSD as it did prior to 2007.

NVUSD has discussed this issue with the City of Napa and concurs with the City that it is both proper and appropriate that the fees be collected by NVUSD as we use this revenue for sports field maintenance.

The Superintendent of the Napa Valley Unified School District has certified that the foregoing recommendations conform to the requirements of section 933.05 of the Penal Code.