



**LAS VIRGENES UNIFIED SCHOOL DISTRICT  
FACILITIES COMMITTEE MEETING MINUTES  
June 18, 2020**

Present: Angela Cutbill, Board Member  
Mathy Wasserman, Board Member  
Dan Stepenosky, Superintendent  
Karen Kimmel, Assistant Superintendent, Business Services  
Ryan Gleason, Director of Education & Leadership  
Jim Klein, Chief Technology Officer  
Julie Pescetto, Director of Facilities, Maintenance & Operations  
Kelly Beder, Business Manager  
Gilles Chiasson, Director of Theater Operations  
Leslie Timbers, Application Support Specialist  
Kirby Brock, Principal, Round Meadow Elementary School  
Stephanie Brazell, Principal, Chaparral Elementary School  
Susana Baird, Principal, A.C. Stelle Middle School  
Amy Rosen, Teacher

The meeting was called to order at 1:30 p.m. via teleconference/ video conference.

**Round Meadow 5<sup>th</sup> Grade Tiles**

Principal Brock shared that Round Meadow has run out of space currently used for tiles (used for honoring the 5<sup>th</sup> grade class) on their campus. She proposed using new space which is located right past the main office. Principal Brock stated that this new space can accommodate this year's class as well as classes for the next five to seven years. Dr. Stepenosky asked if the tiles would be seen from the road and Principal Brock said they would not. The committee approved this project.

**Chaparral Library Project**

Ms. Timbers shared the proposal for a mural in the Chaparral library. The mural will appear on the wall above the checkout desk and on the wall opposite it. Ms. Timbers shared that bookshelves would be painted and cut-out plywood trees with lighting will be added to them. Ms. Wasserman asked if there were any concerns with fire safety. Ms. Pescetto stated that the Maintenance team will walk the site to ensure safety. Principal Brazell also shared that the space will be getting new rugs funded by the PFC. The committee approved this project.

**Fall Reopening Plan**

Ms. Kimmel shared the reopening plan for the fall, but stressed that it is very fluid and constantly changing. She shared that there will be an electronic format for employees to use to self-report their daily

health screenings and that staff will be required to wear face masks or shields. Students will have their temperatures taken by thermal thermometers that will be set up at various entrance points at the school. Health offices will be expanded to accommodate more students safely.

Ms. Kimmel also shared that the District is looking at suspending bus transportation for the 1<sup>st</sup> semester as the buses would only be able to accommodate approximately 14 students at a time on a bus with a standard 80 person capacity. Transportation for special education would continue as that is mandated by IEPs.

Ms. Wasserman asked if it was possible to survey those who had expressed interest in sending their kids to school whether or not they would need transportation. Mr. Klein responded that the initial survey asking for schooling preference was anonymous so a new survey would have to be sent. The committee approved suspending home to school transportation for the 1<sup>st</sup> semester. They approve continuing transportation for Special Education students.

Ms. Kimmel shared that plexi-glass dividers will be put up at the school sites in the main offices and portable dividers provided for the health offices. They will be installed at the District Office as well. There will be markers on the ground indicating where students should stand to maintain a 6 foot distance from other students. Ms. Kimmel also shared that “high-touch” surfaces will be disinfected throughout the day, drinking fountains will be converted to water bottle filling stations and classrooms will be cleaned nightly. Ms. Kimmel is also working to ensure that each classroom has access to a sink and/or hand sanitizer.

Dr. Stepenosky asked how many students can be tracked at a time with the thermal scanners. Mr. Klein responded that multiple students at a time can be seen as long as they are seen in the camera lens (similar to a smartphone). Mr. Klein also shared that the scanners are rechargeable and will be stationed on tripods.

Ms. Kimmel stated that the District is expected to be receiving more guidance from LA County Public Health next week.

Ms. Kimmel shared the tentative proposal to keep elementary students as part of a cohort. Each class would have their own recess bags and they would eat lunch in their own classrooms. The District is looking at a staggered schedule for secondary students.

### **Facility Use Fees**

Ms. Kimmel shared that the current schedule for general facility use fees are comparable to neighboring districts. These fees were implemented in July 2018. Ms. Kimmel proposed a change in the fee schedule to note that labor rates will increase 3% annually on July 1 and proposes adding a minimum of a half an hour of disinfecting for all users. The committee approved these two changes.

### **PAEC Facility Use Schedule**

Ms. Chiasson spoke of creating a system for the PAECs to go online. They can be used as a soundstage and destination for producers who wish to produce work digitally. Mr. Chiasson proposed adding a fee for livestreaming on top of the regular rate. Ms. Kimmel noted that any change would need to be brought to the Board of Education for approval.

### **Willow Mural Project**

Ms. Pescetto shared that the new mural at Willow will read: “Home of the Willow Wildcats”. It will go on the outside of the library building. Ms. Pescetto shared that the site is working with a graphic designer to get a new mock-up of the sign. Ms. Cutbill asked what other schools have done with similar signs and Ms. Pescetto shared that some have a picture of the mascot instead of the words. The committee would like the “Willow” to be in a larger font than the “Wildcats” and perhaps include a picture of a wildcat.

### **Long-Term Tenants**

Ms. Kimmel shared an update on the status of the district’s long-term facilities. The child care providers all signed special hold harmless agreements and will comply with all COVID protocols. Ms. Kimmel shared that all of the private school tenants are struggling financially and the district has not collected rent from them. They have all asked for either some kind of forgiveness or some kind of help.

The rent for the child care centers was waived for the last few months of the year based on the district’s directive for them not to be on campus. Ms. Wasserman inquired if there were any options for the district to recover their losses and Ms. Kimmel responded that she did not believe so.

The committee expressed that the district should look into waivers and deferrals. Ms. Kimmel will work with Ms. Beder and the individual tenants regarding these options.

### **Stadium Fencing**

Ms. Pescetto shared that the scope of work for fencing for the high school football fields was sent out and a job walk will be done tomorrow. Bids will be due on 6/24 and awarded on 6/26.

Ms. Pescetto also shared the OCR update regarding the visitor’s bleachers at Agoura High School. The district is working with the Office of Civil Rights (OCR) on a timeline for repairs. Ms. Pescetto shared that she will also be reaching out to DSA to discuss options with them.

### **Shed Removal Update**

Ms. Pescetto shared that of the 54 storage containers at Agoura High School, two are slated to be removed – one for the Charger Club and one for Football. A few more sheds have been identified as having potential for removal. Ms. Cutbill stated that administration should have the key to all sheds on campus.

### **Proposed Meeting Dates**

The following meeting dates were proposed for the 2020/2021 school year. All meetings will begin at 1:30 pm:

August 27, 2020  
October 15, 2020  
December 10, 2020  
January 28, 2021  
March 18, 2021  
May 6, 2021  
June 17, 2021

The committee approved these dates.

The meeting adjourned at 3:10 pm.