



## **LAS VIRGENES UNIFIED SCHOOL DISTRICT FACILITIES COMMITTEE MEETING**

September 6, 2018

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**Present:** Angela Cutbill, Board Representative  
Mathy Wasserman, Board Representative  
Daniel Stepenosky, Superintendent  
Karen Kimmel, Assistant Superintendent – Business  
Julie Pescetto, Director of Maintenance, Operations and Facilities  
CJ Foss, Principal, Calabasas High School - departed 2:55 p.m.  
Scott Foli, Principal, Lupin Hill Elementary School - departed 3:00 p.m.  
Kirby Welsh, Principal, Round Meadow Elementary School - arrived 2:20 p.m.,  
departed 3:20 p.m.  
Tyler Higa, Assistant Principal, Calabasas High School - departed 2:55 p.m.  
Jennifer Harrison, Project Architect, Designer, Rachlin Partners - departed 2:20 p.m.

The meeting was called to order at 1:35 p.m. at the Las Virgenes Unified School District, 4111 Las Virgenes Road, Calabasas, CA 91302.

### **Lupin Hill Project**

Ms. Kimmel introduced Ms. Harrison representing Rachlin Partners, the architect, designer for the Lupin Hill Multipurpose Room (MPR). Ms. Harrison shared a Powerpoint presentation showing renderings of the building's exterior and interior along with physical samples of the finishes. Inside the MPR there will be tables that fold into the walls, the stage will have a lift access and two sets of stairs, and there will be a warming kitchen. The floor tiles will be the same type as the current tiles in the newly remodeled classrooms. Ms. Wasserman asked if the floor tiles would be laid in a pattern of rows so the students know where to line up. Ms. Cutbill commented that it might look too busy in rows. Mr. Foli responded that there has never been an issue as the teachers line up the students, or the chairs are lined up, and the classes know where to go. Dr. Stepenosky asked if the piping and wiring on the ceiling would be visible. Ms. Harrison explained that the ceilings will be painted black hiding any wiring. Ms. Kimmel inquired about a divider to block light and activity from the kitchen and restroom area during performances. Ms. Harrison discussed a heavy electric curtain that will be set into the wall. Ms. Wasserman expressed concern over the wear and tear of the curtain, and future replacement cost.



Ms. Kimmel stated there will be a keyed lock to the curtain, and Ms. Pescetto added we can require a deposit and hiring of a district employee for facility renters that wish to use the curtain. Dr. Stepenosky replied that staff would inquire about replacement cost. Ms. Cutbill commented that with this new functionality staff at Lupin Hill will find it quite useful. She stated the District should move forward with this option.

On the outside of the building Ms. Harrison explained there would be multi-colored mosaic tiles that would complement the existing colors and tiles on the campus, and there would be large inset printed inspirational quotes on colorful backgrounds matching the tilework. Ms. Cutbill remarked that the selected colors were beautiful and bold, everyone agreed. Mr. Folli introduced the suggested inspirational quotes. Ms. Cutbill noted that the quote should have a positive message. The committee discussed the suggestions and agreed on two quotes - "Dreams can come true if we have the courage to pursue them." - Walt Disney and "Be silly, be honest, be kind." - Ralph Waldo Emerson. Ms. Harrison continued that the main entrance faces the parking lot, and there is a shade awning. The restrooms can be accessed from the interior or exterior. Ms. Wasserman asked if there would be an access issue from the cafeteria for rainy days to which Mr. Folli responded the students have alternate serving on the inside on rainy days. Ms. Harrison went on to explain that the MPR would be on the same grade level as the existing classrooms building. Ms. Pescetto asked about the various samples of glass. Ms. Harrison explained that the vision would be to use glass for the doors, accent strips, and there would be glass between the multipurpose space and the warming kitchen. Ms. Wasserman asked if the intent is to be able to see into the kitchen. Dr. Stepenosky answered that from a supervising standpoint it would be a good idea. Ms. Kimmel asked if the glass doors to the outside could stay open when needed. Ms. Harrison responded yes, they could. She added that there will be an electric shade inside the building to block the outside light for performances. Mr. Folli stated that he would share the design and colors with his staff.

### **CHS Athletics Facilities**

Ms. Foss informed the committee that the alumni class of 1993 contacted her to let her know they were creating an alumni association. Soon after inception, the group grew into the hundreds of members. The alumni association inquired as to how they could help the school, and Ms. Foss presented them with a wish list. The alumni association wanted to start with the weight room, and after using the football locker room during an alumni game, they added upgrading the locker room to their list. Over the summer, the alumni installed new carpet, painted, fixed the broken lockers, and added locks in the locker room. They also installed a television and sound system. Ms. Wasserman asked if the changes the alumni made in the Football Locker Room were checked for seismic safety and if the pre-existing center bank of lockers could also be checked to see if they are anchored properly and are to code. Ms. Pescetto confirmed that the space would be checked for earthquake safety and code compliance. The committee also discussed an ongoing project to replace locks on lockers in the boys locker room in the gym building with embedded locks donated by the Parent Faculty Club (PFC). Ms. Wasserman inquired if the football locker room is only used for football players and asked about equity with girls' sports teams. Ms. Cutbill also emphasized the need for equal facilities between girls and boys sports. Mr. Higa responded that the girl's soccer team uses it as well in the winter as their team meeting room. Ms. Foss responded that it can be used by any sport. Dr. Stepenosky asked if in the winter the football team clears out of the locker room. Mr. Higa responded that the girl's soccer team



already has dedicated lockers, and they only wanted to use this locker room for their meetings before games and during half time. Ms. Foss added that the girl's softball team has presented the school with a proposal to create a locker room on the upper field which she will be presenting to the alumni association. Ms. Foss stated the the alumni association also has planned upgrades and instrument donations for the music department on their list. Ms. Kimmel noted that when there are physical goods donated there should be a list so the District can formally accept the items as donations. Ms. Wasserman added that the District would need the donation list to include the replacement value for insurance purposes. Ms. Kimmel went on to add that if the donor is donating any trade work or physical work the District would need a letter stating that the organization is going to fund the labor, including the valued amount, and Ms. Pescetto would have to contract to have the work done.

Ms. Foss and Mr. Higa went on to discuss upgrades for the weight room that is used by all sports. The alumni association is helping to transform the space into a fitness center. Ms. Foss presented the plans for the upgraded fitness space with all of the equipment being donated by the alumni association. Mr. Higa showed slides of the design of the room as well as photos of the old floor mats that needed to be replaced. The new floor mats are 16mm thick which provides more impact protection, and they are lined up seamlessly to avoid a tripping hazard. Ms. Foss stated that Ms. Pescetto has been provided a list of all equipment being donated. She went on to discuss a temporary wall in the space that was used for storage. By removing the unnecessary wall, they have added approximately ten feet to the room that they would like to use for spinning bicycles. Ms. Kimmel inquired about the stack of crates in the photo. Mr. Higa explained that they are plyo boxes that are used for individually for plyometrics/jumping. He went on to state that they already have plyo boxes that are wood, but these are safer. Ms. Foss then stated that the District has already replaced the lighting and added the fan which makes the space brighter and cooler. Mr. Higa then added that the ultimate goal is to promote health and wellness and to fight childhood obesity for all students. Once the space is finished they would like to open the space up to all students, not just athletes, possibly in the mornings before school if they have someone certified to work with them. Ms. Pescetto then stated that the new updated equipment being provided is safer than the current equipment. Dr. Stepenosky asked if the P.E. classes will be able to use the room. Mr. Higa responded that yes, the P.E. teachers would like to implement the new fitness center into the standards. Dr. Stepenosky inquired if there was a timeline to which Ms. Foss responded it will hopefully be completed by the end of October. Ms. Kimmel then asked if we would have staff there to inspect the equipment at delivery, and Dr. Stepenosky suggested it be someone who knows the safe distance for placement. Ms. Pescetto responded that yes there would be qualified staff present and that she is communicating with Mr. Higa daily in regards to this project.

Ms. Wasserman inquired if there was a formal plan for the girl's softball locker room. Ms. Foss responded that the request came in recently and they are looking into their options with Ms. Pescetto. Dr. Stepenosky commented that the Agoura High School coaches are interested in a locker room and the Calabasas High School football coach is interested in the seats that Agoura currently has. Mr. Higa and Ms. Pescetto are currently working on the seats. Ms. Foss also commented that Calabasas would also like the visitor side bleachers that Agoura has.

The committee then discussed procedures for making material changes to a structure. Ms. Kimmel stated that all projects must be reviewed and cleared by the Director of Maintenance & Facilities and the Facilities Committee regardless of who bears the cost.

Projects that must come before the Facilities Committee for review include the following:

- Any project that can be seen from the street
- Projects with donor investments > \$25k
- Bond Facility Projects > \$25k
- Planned Deferred Maintenance
- Categorically funded infrastructure (e.g. Prop 39)
- Proposed Naming of Facilities
- Decisions that impact standard practice and effect all school sites
- Sale, lease and rental of District-owned real property
- Proposed repurposing of existing facilities (e.g. classroom -> yoga room)
- Signage in front of school
- Change to school logo
- Murals
- Shade sails
- Electronic signage

In addition, the protocols for site administrators are:

- All projects must be vetted and cleared by Director of Maintenance & Facilities in advance. The Director will ensure that appropriate projects move forward to Committee.
- Electronic copies of sketches or presentations must be provided one week prior to the meeting
- Administrators are responsible for preparing any guests and explaining that only projects that are on the agenda should be discussed. Presentations are expected to be efficient and stay on point.

### **Round Meadow Traffic & Parking**

Ms. Kimmel stated that the City of Hidden Hills presented the District with an idea to get more cars off the road during drop-off and pick-up. The District also would like to address the identified unsafe parking conditions behind the school. Original sketches from the City would have required Division of the State Architect (DSA) involvement with a retaining wall, therefore District staff reconsidered the location for a staff parking area behind the school. As an alternative, a second drop off loop could encroach on the field by 20 feet and create about 23 parking spots. Ms. Welsh shared that she spoke with a few of the stakeholders, their Teacher in Charge (TIC), a few of the grade level leads, parents and people who have been on the campus for a long time. Everyone liked the idea of the increased parking, especially the staff. Ideally it would create less traffic on Round Meadow Road, and there would still be plenty of room on the field. Some of the people Ms. Welsh spoke with were concerned about encroaching on the field and the height of the fence for the new parking area being tall enough so balls from the field don't hit the cars. The committee then discussed the flow of traffic mapped out in the city's plans.



Ms. Kimmel stated that staff should talk to Durham School Services because the buses are currently going in the opposite direction of the plans, and there is most likely a good reason for that. Ms. Wasserman remarked that it would be hard to park with the flow of the city's plans. She stated that the traffic should enter at the bus loop, come down to the end, and that would allow for more cars to be in the loop and would keep more cars off of Round Meadow. Ms. Welsh then asked what would happen to the cars coming out. Ms. Wasserman answered that they would merge and come back out. Ms. Kimmel then stated that she would like there to be an electronic gate in front of the new parking area so only staff could get into the lot. Ms. Pescetto inquired if they could widen the size of the bus turnaround, to which Ms. Wasserman answered that was not possible because there is not enough room to widen it. She went on to say that it already has two lanes and a row of cars could park there and still have plenty of room to pass. Ms. Kimmel commented that there would still be three buses coming to the school site to which Dr. Stepenosky commented that it might be possible to still fit two buses side by side. Ms. Kimmel then stated that the plans will need to be shared with Durham School Services to find out how they would integrate their buses, and the cars need to be following the same path as the buses. Ms. Cutbill suggested that we bring in a traffic engineer to access the flow.

Ms. Kimmel discussed the cost of the project which would be shared with the City of Hidden Hills. The District's projected share would be just under \$100K, and the City's share would be about the same. They would need to install rubberized track and many more details need to be worked out in regards to the fencing and the gates. Ms. Pescetto asked why it had to be a rubberized surface. Dr. Stepenosky responded that then the students would be able to use it to play on. Ms. Kimmel added that the City of Hidden Hills would pay for the maintenance on the rubberized surface. Ms. Welsh stated that we also need to address the drainage issue because when it rains there tends to be a few large puddles of water on the field. Ms. Pescetto commented that we could install something to divert the water before it runs down onto the field. Ms. Kimmel added that we could ask the city to help fund the drainage project as it would be incorporated into the rubberized surface. Dr. Stepenosky asked if the committee agreed with this project. Ms. Welsh brought up that this project might not be as necessary in a few years with the continuing decrease in enrollment. Dr. Stepenosky suggested that the District build a clause into the agreement with the City so that if in the future the enrollment is much lower that at their cost they would remove the rubberized surface. Ms. Kimmel answered that she does not believe it would need to be removed, we could just stop utilizing it. Ms. Wasserman also noted that the students use it for running so there would always be a use for it. Ms. Welsh agreed. The committee agreed to keep moving the project forward

### **Summer Project Update**

Ms. Kimmel stated that Ms. Pescetto has a presentation that she would be sharing with the Measure G Oversight Committee at their next meeting, and Ms. Pescetto proceeded to show the committee an overview of the projects. Over the summer District staff completed 500 work orders along with 100 projects. Staff focused on school safety and parking lot safety upgrades at all sites and the continued work on the Lupin Hill project. In addition, some of the completed projects include air duct cleaning, waterline repair and new asphalt at Sumac, repairs on the Calabasas High School senior lot and football field visitor bench, the Agoura High School counseling office (which was funded by their PFC), juniper tree removal at Willow and White Oak, rerouted the concrete at the Willow library to fix the drainage issue, shade sails and painting

at various campuses, repurposed playground equipment relocated from Lupin Hill to Bay Laurel, and various plumbing, water and sewer line repairs throughout the district. Ms. Pescetto concluded that all of these repairs and upgrades were completed in eight weeks, and all staff were able to take their vacations because of teamwork. Ms. Cutbill noted that it is wonderful to visually see all of these projects and how much was completed. Ms. Pescetto commented that there was more work done, this was just part of what was accomplished. Dr. Stepenosky and Ms. Wasserman commented that the grounds look amazing. Ms. Pescetto responded that all of the staff worked really hard because they all want the best for the district.

### **Security Update**

There were no security updates reported during the meeting.

### **Open Projects**

Ms. Kimmel then presented the committee with the Bond Summary. She stated that last week we received the \$10.2M of bond money in our bank from the final bond sale. The District has set aside \$2.6M for technology over the next five years, along with the Lupin Hill Project, leaving \$2.2M that we have not yet committed. She went on to say that this includes a little set aside for a modernization project at White Oak, which also may be eligible for a state match. District staff has not included the costs for the Round Meadow parking project in this projection which would be approximately \$100K. She added that the general mindset has been to evaluate requests as they are submitted, and not to plan any new major projects until the Lupin Hill Project has been completed.

### **Next Meeting:**

The next meeting will be held on Thursday, October 18, 2018 at 1:30 p.m. in the District Office Cabinet Room.

The meeting adjourned at 3:37 p.m.