



Conejo Valley Unified School District Facilities: Continued Discussion



Purpose of the Presentation

- Recap the Board of Education and staff discussion regarding the permanent placement for Century Academy at Horizon Hills Campus and the Special Education Department to reunite with the Student Support Services Department and Instructional Services Department at Janss Rd.
- Give the Board of Education the opportunity to provide input on the CVUSD Educational Center (Janss Rd.) and a CVUSD Operational Center (Rancho Conejo Blvd./Mitchell Rd.)



Recap of May 7th Meeting

1. Century Academy permanent at Horizon Hills
2. Special Education Department permanent placement at Janss Rd.
3. Decisions on locations for Fiscal Services, Child Nutrition, and Transportation not determined



Since our last meeting...

- Examined layouts and spaces
- Met with Century staff
- Met with Century students
- Met with Instruction leadership
- Met with Century Academy administration
- Met with Planning, Fiscal, M&O, Student Support Services, and the Adult Education Parent Program
- Toured Horizon Hills, Janss Rd., 750 Mitchell Rd., 667 Rancho Conejo Blvd. multiple times
- Considered options



Century Academy: Faculty Comments

- The one constant was to establish a home for Century at Horizon Hills
 - Nine years at Waverly felt like a “camp”
 - Given no other options, faculty wants to make it a home
 - Would be nice to have a Marquis
- Concern over growth and not having the entire upper pod
- Sound, outdoor space, main office, having a lounge area for students
- Office space within classrooms (pros/cons)
- Independent Study program presents a challenge as far as location and space, as well as the right fit with a corresponding program (Century may not be the best alignment)



Century Academy: Student Comments

- Lots of downside to Waverly (sharing bathrooms, strangers in the area, walking through parking lot to change classes, having the park next door is both good and bad)
- Remarks concerning Horizon Hills:
 - Sound between classrooms
 - Hearing children crying, screaming etc.
 - Limited outdoor space - wanted outside tables with cover from sun
 - Need lounge area for between classes
 - Feel much safer on this campus
 - Feels more like a school
 - Would like space (cubbies) in the classrooms
 - Separate science lab area
 - Outdoor WiFi
 - Teacher offices all in one place
 - Ability to use MPR
 - Hydration station
 - Vending machines



Adult Education Parenting Program: Program Coordinator Comments

- As a District, we need to do a better job of collaborating with our enterprise programs and not consider them less important because they might be outside our TK-14 system, but rather build a strong partnership.
- Concern over parking
 - Current traffic study
- Timeline for loss of classrooms in upper pod
 - This would not take place this next school year or at any time in the future if Century Academy is not able to expand
- Concern over classroom space when Century Academy is ready to expand
 - Discussed the placement of two portables/one modular building and program coordinator provided exactly where to place buildings
 - Pad is already in place for additional portables
 - Running water routed to the additional portables
- Build a stronger relationship with Century Academy administration and school (i.e. child development and horticulture programs)



Special Education: Staff Comments

- Larger message to the special education community that special education staff is included
- Feelings of the Department being included, rather than separated
- Daily interactions will assist in building a team culture in both the Student Support Services Department and Instructional Services Department
- One location for parents to access instructional leadership
- Adequate storage for test kits, protocols, and student records
 - The storage shed will be made available
- Will there be confidential office space for administrators?
- Is there enough space for all Special Education staff at the District Office?
 - Identified some staff that are located at our BeMe preschool site, and all other staff will have space at the District Office



Breakthrough: Department Comments

- Will families feel comfortable coming to the main District Office and feel more confidential?
- Office space provides for confidentiality



In Summary

- Permanent placement for Century Academy on Horizon Hills Campus
- Adult Education Parenting Program will not be downsized from its current footprint
- Permanent placement of Special Education at Janss Rd.
- Permanent placement for Independent Study to CVHS
- Permanent placement for the Breakthrough Program to Building B on Janss Rd.



Next Steps for District Facilities

1. How can we best take advantage of under-utilized spaces within our current District facilities?
2. Is the model of having a CVUSD Educational Center at Janss Rd. and a CVUSD Operational Center at Rancho Conejo Blvd./Mitchell Rd. the right course of action to resolve on-going facility concerns?



Next Steps for District Facilities:

- Create two defined permanent District Office spaces;
 - (1) Educational Related (Janss Rd.)
 - (2) Operational Related (Rancho Conejo Blvd. / Mitchell Rd.)
- Effectively uses available office space within District facilities
- Provide permanent location for departments
- Fiscally conservative approach:
 - No selling of currently owned buildings and/or land
 - No buying of a new building to hold all or partial District Office staff
 - No new construction to build a facility to house all District Office staff
- Provides an answer to employees who felt uncertain about the future of their work spaces - final moves for many departments



Permanent District Office Facility Structure: Dual Centers

CVUSD Educational Center (Janss Rd.)

- Superintendent
- Instructional Services
- Student Support Services
- Satellite Offices

CVUSD Operational Center (Rancho Conejo/Mitchell)

- 750 Mitchell Rd
 - Majority of Business Services Department
 - Human Resources
- 667 Rancho Conejo Blvd.
 - Maintenance Department



Human Resource Department: Comments re: Dual Centers

- Shared concerns about being located on a different facility than Payroll
 - Both Departments will be located next to one another on the lower level of 750 Mitchell Rd.
- Concerned there would not be an area for a computer lab to test job applicants
 - The design will have space to run small groups of job applicants
- Apprehension regarding need for defined space for interviews and new employee onboarding
 - Space will be configured to be able to satisfy this need
- Ability to collaborate with risk management
- Possibility to have more space/additional work stations for summer interns



Fiscal Services Department: Comments re: Dual Centers

- No concerns if Human Resources is located at the same location
- Advantageous for timing of delivery of timesheets since Warehouse delivery begins and ends their day at Mitchell Road.



Child Nutrition Department: Comments re: Dual Centers

- Location is within walking distance for the Las Casitas/Conejo Creek parents in Newbury Park
- Parent access will not be as easy as Janss Rd.
- Central location for Child Nutrition staff in center of schools at Janss Rd. and not as close to central kitchen
- Coordination will be easy with all Business Departments



Transportation Department: Comments re: Dual Centers

- Location is within walking distance for the Las Casitas/Conejo Creek parents in Newbury Park
- Keeping Transportation and Child Nutrition together is smart because we service many of the same families
- Fiscal would be in same building and be easily accessible
- Dr. Hayek and Maria Odell should be located in the same location to over see Business Services
- Another move for Transportation
- At Janss, we are centrally located for all parents



Maintenance Department: Comments re: Dual Centers

- A better synergy for the maintenance team by improving collaboration activities of all M&O trades and maintenance personnel
- Direct supervision of the maintenance staff and trades for improved accountability and communication by the M&O supervisors and staff
- Ease in daily distribution of the workload assignments, thus allowing technicians to depart to the school sites speedier in the morning.
- Improved morale among maintenance employees that will help drive their quest to go from Good to Great and increase overall M&O productivity
- Will allow 750 Mitchell Rd. to become an all in one for CVUSD Business Services
- Space to lay-out projects (Temporary Issues)



Recommendation

- Create a CVUSD Educational Center (Janss Rd.) and a CVUSD Operational Center (Rancho Conejo Blvd./Mitchell Rd.) as permanent placement of departments
 - Create two defined permanent District Office spaces: (1) Educational Related, (2) Operational Related
 - Fiscal, Human Resources, Transportation, and Child Nutrition Departments move to 750 Mitchell Rd.
 - Maintenance moves to 667 Rancho Conejo
 - Estimated construction/moving cost for Dual Centers at \$350k
 - Improvements at 750 Mitchell and 667 Rancho Conejo Blvd
 - Relocate textbook storage in warehouse
 - Electric, HVAC, lighting, sprinklers, phones, network, flooring furniture, etc.





Discussion

