



BOARD OF EDUCATION
Minutes of Regular Board Meeting
July 28, 2020

CALL TO ORDER/MEETING PLACE

The meeting was held in accordance with Governor Newsom's Executive Orders N-33-20 and N-25-20 in regard to the COVID-19 virus, which included provisions relating to the Brown Act in regard to local legislative bodies, such as school boards, holding meetings via teleconference. One of the stated reasons for issuing this Executive Order was to, "further efforts to control the spread of the virus and to reduce and minimize the risk of infection." Notice was given that the regular meeting of the Las Virgenes Unified School District Board of Education, scheduled for July 28, 2020, would be a video conference meeting where the members of the Board of Education would attend the meeting via video conference. Members of the public were able to observe the meeting using a live online stream and were further able to submit public comments via email.

Board President Lesli Stein called the Board meeting to order at 4:50 p.m. at the Las Virgenes Unified School District, 4111 Las Virgenes Road, Calabasas, CA.

BOARD MEMBERS PRESENT

Angela Cutbill
Dallas Lawrence participated via video-conference
Linda Menges participated via video-teleconference
Lesli Stein
Mathy Wasserman participated via video-teleconference

BOARD MEMBERS ABSENT

None

BOARD OF EDUCATION DISCUSSION REGARDING CALENDARING ASSIGNMENTS AND GENERAL ANNOUNCEMENTS

ADJOURNMENT TO CLOSED SESSION

The Board adjourned to Closed Session at 4:55 p.m.

A discussion was held regarding Public Employee Discipline/Dismissal/Release; Conference with Labor Negotiations - Agency Designated Representative - Mr. Steve Scifres; and a Student Disciplinary Matter.

ADJOURNMENT OF CLOSED SESSION

Closed Session adjourned at 6:20 p.m.

CALL TO ORDER OPEN SESSION

President Stein reconvened the Board meeting at 6:25 p.m.

BOARD MEMBERS PRESENT

Angela Cutbill
Dallas Lawrence participated via video-conference
Linda Menges participated via video-teleconference
Lesli Stein
Mathy Wasserman participated via video-teleconference

BOARD MEMBERS ABSENT

None

STAFF PRESENT

Dr. Daniel Stepenosky, Superintendent
Steve Scifres, Assistant Superintendent of Human Resources
Karen Kimmel, Assistant Superintendent of Business, participated via video-conference
Dr. Clara Finneran, Assistant Superintendent of Education
Ryan Gleason, Director of Education and Leadership

Laura Kintz, Director of Elementary Education
Jim Klein, Chief Technology Officer
Angie Falk, Director of Pupil Services, participated via video-conference
Mr. Craig Hochhaus, LVEA President, participated via video-conference
Ms. Joanne Kress, White Oak Elementary School teacher, participated via video-conference
Ms. Brittany Stone, Willow Elementary School teacher, participated via video-conference
Ms. Darci Miller, A.E. Wright Middle School teacher, participated via video-conference
Mr. Ian Godburn, Calabasas High School teacher, participated via video-conference

STAFF ABSENT

None

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chief Technology Officer Jim Klein.

REPORT OUT OF CLOSED SESSION

President Stein reported that the Board of Education took no specific action in Closed Session.

APPROVAL OF AGENDA

On motion of Ms. Cutbill, seconded by Ms. Menges, the Board of Education approved the agenda of July 28, 2020.

Board Motion Carried 5:0 as follows:

AYES: Board members Cutbill, Lawrence, Menges, Stein, and Wasserman

NAYES: None

APPROVAL OF MINUTES

On motion of Mr. Lawrence, seconded by Ms. Cutbill the Board of Education approved the Board Meeting Minutes of June 23, 2020, and July 2, 2020.

Board Motion Carried 5:0 as follows:

AYES: Board members Cutbill, Lawrence, Menges, Stein, and Wasserman

NAYES: None

STAFF/BOARD COMMUNICATION

Ms. Cutbill stated that it has been a very busy summer planning for school to start and a lot has been happening behind the scenes with committee meetings and negotiations. She appreciates the staff's hard work.

Mr. Lawrence reiterated that there has been a Herculean effort by staff working seven days a week. He recognized the appreciation by the parents, including himself, who are nervous and struggling to figure out how to send the kids back to school in a few weeks.

Ms. Menges stated that she has been in negotiations with the teacher's association as everything is changing. She appreciates all the long hours that staff has put in over the summer to make school safe and successful.

Ms. Wasserman acknowledged the team of Board, Cabinet, administrators, and both unions for working non-stop with a phenomenal commitment. She also pointed out that Community 360 has wonderful resources to offer the community.

Ms. Stein shared that she and Dr. Stepenosky participated in the five-city COG Governing Board meeting and were invited to present to the committee with regard to the state of schools today. She also echoed her colleagues and thanked the teachers on the negotiating team led by LVEA President Mr. Craig Hochhaus for his collaboration on schedules and to getting schools safely opened. She also thanked LVCA President, Ms. Cindi Lunsford, for all of her leadership and guidance. She recognized and thanked Mr. Scifres for jumping into his new position in the time of a pandemic. She emphasized that the District will take care of its students and its employees.

Dr. Stepenosky echoed all the sentiments from the Board. He stated that he knows the campus is the best place for the students, but that it is not possible right now. He appreciates the positivity, kindness and flexibility of the parents. He reminded us that the next public webinar for the community is Wednesday, August 5, 2020, at 3:00 p.m. and will focus on providing information and answering as many questions as he can. He pointed out that 80% of families have requested the on-campus option and 20% request the Virtual Academy at this time. He knows things change quickly and appreciates the flexibility.

Dr. Finneran stated that not a day goes by that she does not see that everyone is doing the best that they can to prepare for August 19th. She also shared information on the scheduling process and that the on-campus version will begin with a distance-learning format. They are now deciding how to best place the staff, students, and looking at special programs based on the numbers they have just received. She thanked the entire team including the principals and cabinet members for developing the master schedules which usually takes months, but they have only had weeks.

Mr. Klein stated that the Technology Team is hard at work putting together efficient, digital systems and is confident that they will be able to have a smooth transition at the beginning of the school year.

Ms. Kimmel stated that the team is working hard to close the books for the fiscal year-end and to see where the district has ended up financially due to so many changes due to Covid-19. Child Nutrition is still serving approximately 200 families a day on Mondays, Wednesdays, and Fridays at A.E. Wright Middle School. The team is still purchasing PPE to make learning safe for the staff and students when we can have in-person classes.

Ms. Kintz thanked staff and administrative teams for their hard, non-stop work. Staff have been taking classes through Center Ed Ex which will positively influence their work with the students. Principals have been working on staffing plans and creating classes. Principals have also been meeting with Ms. Pescetto, Director of M&O, to walk through each campus going over drop off and pick up of students, furniture, and social distancing markers for the campuses.

Mr. Gleason states that the pandemic has not stopped the Center Ed Ex from moving forward, getting ready to launch again. He acknowledged Ms. Wenter for her support and that she is now moving on to support the Virtual Academy. He also outlined the professional development plans to support the faculty and staff teaching in a virtual or distanced environment and a modified version of the social justice course. He is excited to have a common vocabulary across the whole faculty.

Mr. Scifres is honored to work with the Board, Cabinet, and LVEA team and district negotiating teams. They have made progress for successful virtual and on-campus versions of school. He looks forward to working through the staffing details for the Virtual Academy.

Ms. Falk is pleased to report that special education had 99% participation rate for the extended school year. She acknowledged program coordinators Valerie Louthian, Brandy Rosen, and Kristen Stein for a successful extended school year.

COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA

There were no comments from the audience on items not on the agenda.

APPROVAL OF CONSENT AGENDA - A

On motion of Ms. Cutbill, seconded by Ms. Wasserman, the Board of Education approved Consent Agenda A, Items 1-6.

Board Motion Carried 5:0 as follows:

AYES: Board members Cutbill, Lawrence, Menges, Stein, and Wasserman

NAYES: None

1. Approved Job Description Update: Elementary Campus Supervisor, Middle School Campus Supervisor, and High School Campus Supervisor.
2. Approved Updated Job Description and Position Title: Director of Human Resources.
3. Approved Curriculum Council Community Representation Selection Process and approved the appointment of the following new Curriculum Council members: Emily Austin, Thomas Liu, and Douglas Kohno.
4. Approved acceptance of gifts as presented on the attached document.
5. Approved warrants as listed on the attached document.
6. Approved purchase orders as listed on the attached documents.

APPROVAL OF CONSENT AGENDA - B

On motion of Ms. Menges, seconded by Ms. Cutbill, the Board of Education approved Consent Agenda B, Items 1-2.

Board Motion Carried 5:0 as follows:

AYES: Board members Cutbill, Lawrence, Menges, Stein, and Wasserman

NAYES: None

1. Approved the expulsion of the student in Disciplinary Case No. 19-20-07
2. Approved personnel documents enumerating employee changes dated July 28, 2020

ACTION ITEMS

1. The approval of Resolution No. 1-20: clarifying Resolution No. 23-19 which granted emergency delegating authority to take necessary action to protect students and staff from the spread of coronavirus (COVID-19) was now presented. Ms. Kimmel stated that this resolution clarifies that the District has the ability to enter into business contracts without the formal business bidding process which could add a month for items critical to opening schools. Due to the pandemic, we would need to be able to act quickly to protect students and staff. These contracts will still be approved by the Board.

On Motion of Ms. Wasserman, seconded by Ms. Menges, the Board of Education approved Resolution No. 1-20, clarifying Resolution No. 23-19 which granted Emergency Delegating Authority to take necessary action to protect students and staff from the spread of the coronavirus (COVID-19).

Board Motion Carried 5:0 as follows:

AYES: Board members Cutbill, Lawrence, Menges, Stein, and Wasserman

NAYES: None

2. The approval of the award of contract to Johnstone Supply regarding the purchase of HVAC purification systems was now presented. Ms. Kimmel explained that approval of the award of contract to Johnston Supply will allow the Maintenance, Operations, and Facilities Department to immediately place the order and to plan for installation of the units by a separate vendor through the CUPCCAA process. Dr. Stepenosky explained how Ms. Pescetto and Ms. Kimmel found a system to boost the efficacy of the District's old HVAC system. Ms. Kimmel said that she is very excited to purchase a system used throughout the nation which will use the UVC system to "zap" the air at the coils in the rafters. The system has high reviews and will boost our safety protocols significantly.

On Motion of Ms. Cutbill, seconded by Ms. Menges, the Board of Education approved the contract to Johnstone Supply for the purchase of HVAC purification systems.

Board Motion Carried: 5:0 as follows:

AYES: Board members Cutbill, Lawrence, Menges, Stein, and Wasserman

NAYES: None

3. The approval of the Declaration of Need for Fully Qualified Educators was now presented. Mr. Scifres explained that while we limit our need to use other than fully credentialed teachers, the "Declaration of Need" process allows us the option to retain the services of a partially credentialed teacher in hard-to-fill teaching areas, when necessary. Dr. Stepenosky stated that this is a compliance document that declares the credentialing needs of the district.

On Motion, Mr. Lawrence, seconded by Ms. Wasserman, the Board of Education approved the Declaration of Need for Fully Qualified Educators as presented.

Board Motion Carried: 5:0 as follows

AYES: Board members Cutbill, Lawrence, Menges, Stein, and Wasserman

NAYES: None

INFORMATION ITEMS

1) Dr. Stepenosky presented the Fall 2020 Planning Update for the 2020/21 school year and expressed his appreciation for everyone's kindness, patience, and flexibility. Due to the coronavirus pandemic, our 2019/20 school year came to a close with celebrations that creatively adhered to social distancing guidelines. Looking to the Fall, and riding the waves of many changes and directives throughout the summer, staff has been working tirelessly to prepare for the opening of school in the 2020/21 school year. Working groups consisting of the leadership team and bargaining representatives were formed to develop schedule recommendations. Staff has been purchasing safety and personal protective equipment and readying campuses for students to return to school. Additionally, safety and cleaning protocols are being developed for our school sites. Our Pupil Services Department has been developing plans for assessing and meeting with families of students with disabilities. Our Technology Department continues to work to maintain and modernize infrastructure and analyze and respond to resource needs for the multifaceted learning environment that LVUSD will offer in the Fall. He added that he understands the importance of community connections and the learning and preparation of students for college and success.

Approximately 78% of families requested on-campus and 21% requested the Virtual Academy. There were 260 new enrollments from 10,000 families responded to the request - 641 did not respond but Mr. Klein's team was able to contact every family that did not respond. Ms. Cutbill and Ms. Stein thanked Mr. Klein and his team for doing this impressive customer service. Ms. Stein inquired whether we can take students that want to permit into the District and put them in the Virtual academy where they would stay. Dr. Finneran responded that there is a permit process that needs to be followed and that this could raise staffing issues. Ms. Kimmel stated that once they were accepted into the District, they would become students of the District, even when students go back to the campus. There would need to be a balance in numbers at the school sites. Ms. Stein discussed the possibility of looking at this option for the future if the District is going to keep or expand a Virtual Academy.

Dr. Finneran discussed the balance throughout the grade levels of approximately 80% on campus and 20% virtual. She wanted to clarify that the District is using the terminology of Virtual Academy for those students who have chosen distance learning for a complete semester or trimester. Distance learning is where all students are starting the school year. Distance learning students could potentially go on-campus once that becomes safe. The expectations from the state and from Las Virgenes USD are access to devices and connectivity, consistent live interaction between teachers and students, clear communication about expectations, and that assignments are to be equivalent to in-person instruction, which Dr. Finneran pointed out that in-person learning has a value that might not be quite matched by virtual learning. Dr. Finneran recognized Ms. Stone, Mr. Godburn, Ms. Miller, Ms. Kress, and Mr. Hochhaus for collaborating on the Virtual Academy. Ms. Stein thanked them all for their time and commitment.

Dr. Finneran explained that the Virtual Academy and On-Campus/Distance Learning, schedules will be the same. The focus for tonight's meeting is what the Virtual Academy will look like.

Ms. Kintz discussed the elementary sample schedule. They will mirror what a schedule looked like before the pandemic. Each school site will develop a similar schedule with its varied bell schedules. There will be an early dismissal on Wednesdays for teacher collaboration. Ms. Kress and Ms. Stone discussed sample schedules for lower and upper elementary students including

the 4/5 Science program. They stressed that although teachers would prefer to all be on-campus, they will strive to make this the best possible learning experience. Ms. Cutbill discussed the importance of consistency for parents that may need to schedule child care, etc. Mr. Lawrence had questions about a schedule for parents to count on and whether they would be the same by school or by class. Dr. Finneran stated that all students will receive a weekly schedule that will typically be a similar schedule. There may be a learning curve for teachers and that the schedule may change as the school year evolves. Ms. Wasserman asked about parent volunteers virtually in the break-out rooms at the elementary level. Dr. Finneran stated that there may be some liability risks, but she will explore it. Mr. Lawrence discussed using the structured curriculum in the distance learning environment. Ms. Stone stated that the curriculum was utilized, especially in the upper grades. There are pieces of the curriculum that do not work virtually, and there are other digital resources that are used. Mr. Lawrence inquired about printed material packets. Ms. Kintz stated that materials are being organized for pick-up and will be in the hands of students before school starts and possibly having materials pick-ups throughout the year. Mr. Lawrence also inquired about turning in assignments. Ms. Kintz said that they are developing plans for turning in work.

Dr. Finneran and Ms. Miller went over the sample middle school program. They said it is the most different schedule as it will be a block schedule. Ms. Miller stated that when teachers had to go to distance learning in the Spring, they found the six-period schedule per day was not ideal. The Virtual Academy will have a block schedule keeping in mind that sitting in front of a computer on Zoom all day long is not good for students. There will be a student support period at the beginning and the end of the day. Having the block schedule will allow teachers to do more with their classes. There will be a 30-40 minute check-in with their teachers and the bulk of the time will be asynchronous instruction. The middle schools will continue to have Wednesday teacher collaboration.

Mr. Gleason and Mr. Godburn discussed the virtual high school schedule and stated that it will mimic the high school bell schedule. There will be a student support period that may be an appointment option and drop-in option. There could be a 20-30 minute check-in and live instruction, then asynchronous time and then a check-out time. Mr. Godburn stressed that it is possible to overdo it on Zoom. He believes that they need space to do their own work. Monday's will be used more like an agenda-setting day and to check in with the students. Ms. Stein thanked the teachers for their time, not only for this meeting, but throughout the summer as they worked on these schedules and the new way of educating.

Ms. Falk discussed the students with special needs. Ms. Falk started off by thanking Mr. Gleason and Ms. Wenter for working with her on how to best serve students with special needs. She pointed out that with the passage of Senate Bill 98, the District is expected to deliver service minutes per the student's IEP. The students will participate virtually with their in-class peers. They will hold IEP's virtually and will continue to work with the LA County Department of Public Health for assessments. They are unable to do virtual testing at this time, but the testing may not be done in person at this time either. In lieu of assessments, Ms. Falk's team is reaching out to principals to determine what support they can give a student while the assessment is on hold or pending. Ms. Falk and her team are working to open Buttercup on August 19 in person if approved by LA County as the recommendations in place were being followed. Six students per class on average in stable cohorts, with seven classes and each class having their own designated drop-off and pick-up times. There is no mandate for social distancing for pre-school; however, teachers will be implementing a multitude of precautions including marking the rugs with dots and hand washing every 30-45 minutes. Ms. Cutbill expressed her excitement with the opening of Buttercup.

Mr. Klein discussed the technology needs for the District including all the questions the team has answered about scheduling and planning coming in from the families in the District. They surveyed the teachers to provide them with needed software, tools and resources to be successful in the Fall. The team is streamlining the enrollment and scheduling process. They are checking out materials in advance to speed up the pick-up and delivery of those materials. The safety tech is ready to train staff and get the thermal image scanners set up. Electronic locks are being installed on larger buildings in anticipation of being rented out again.

Mr. Gleason discussed the professional development plan and continuing to grow with a common vocabulary with regard to social justice.

Mr. Scifres expressed gratitude and appreciation to the coaches who facilitated a phase one three-week individual workout for student athletes. These were shut down in an abundance of caution. Moving forward, the latest information received from CIF is that all Fall sports will take place in the winter season. There will be virtual workouts for all students for PE. There will be a large focus on mental wellness, especially with middle school students. Dr. Finneran is working creatively with staff to incorporate clubs and activities in their daily experience and noted that there will be no off-campus field trips.

Ms. Kimmel re-emphasized that 2-day meal packages are available for families to pick up on Mondays, Wednesdays, and Fridays. Grab and Go will still be offered at the secondary school sites once school starts as well. Free and Reduced applications need to be completed online for the Fall. Ms. Wasserman inquired about selling food to families since there are available resources and Mr. Lawrence inquired about joining with another district. Ms. Kimmel said that she can look into catering for our families and said that we could not work with another district as they are mandated as well to maintain their child nutrition staff. Mr. Gleason talked about direct access to counseling services. There will be an auto-booking 1:1 appointment system for families, students, and staff to utilize. Initially, it will be virtual. He stated by the end of the last school year, they were oversubscribed.

Ms. Stein and Ms. Cutbill requested that all information be provided to students and families as a focus of the Board of Education is the well-being of the community.

ADJOURNMENT

The meeting was adjourned at 8:39 p.m.

September 1, 2020
Date Approved

Lesli Stein (signature on file)
President, Board of Education