



September 15th, 2023

Re: Use Permit for Ventana School
Owner/Applicant: Christ Episcopal Church / Ventana School

To Whom It May Concern:

I am writing to provide additional information regarding our building permit application and the potential new building's impact on our use permit. To the best of our knowledge, the new building will primarily impact two key areas related to our use permit: the number of staff, and the drop-off and pick-up procedures for our parking lots. Below I have outlined the current stipulations of our use permit and the proposed changes.

1. Current

- Maximum number of students / children of the school (Preschool through Grade 6) is 200 students with 35 staff.
 - > We currently have 34 employees but are notably understaffed in administrative and support positions.
 - > Our board voted several years ago not to offer Grade 6, so our Elementary program terminates at Grade 5.

1. Proposed

- We would like to request an increase to 50 staff members. We have several staff members who work part-time and/or remotely. Our after-school extended care programs only require staff in the afternoon. The nature of our program dictates that we have staggered start times for employees. Depending on their role and their status (full or part time), employees start work at 7, 7:30, 8:00, 8:30, 9:00, 10:00, 2:00, and 3:00 PM. As such, we don't anticipate that an increase in employees will negatively impact parking or traffic flow.

The proposed new building will not increase our student maximum, and we are currently under-enrolled. An increase in permitted staff would allow us to offer quality care to our students across the school day by hiring more staff for part-time roles. It seems unlikely that we would reach the maximum of 50 employees, but the flexibility to increase our staff in the future would be appreciated. Our preschool program has mandatory maximum student/teacher ratios, and we strive to have similarly low ratios in our elementary program to promote the success and safety of our students.

2. Current

- Upper parking area is to be reserved for staff parking only.

2. Proposed

- We would like to request that staff parking be permitted in the lower parking lot at the furthest point from the main doors. We would also like to maintain staff parking on the outer edges of the upper parking lot.

We'd reserve the spots closest to the crosswalks and entrances for children and families entering and exiting the school.

3. Current

- No Elementary School Drop-off / Pick-up in the lower parking area. The lower parking area is reserved for preschool and kindergarten students only.

3. Proposed

- We would like to request that elementary families who have children in the new building be allowed to drop-off in the lower parking lot. Pick-up requires parents to park their vehicles and meet their children at the classroom doors. We do not have a "pick-up line."

We have staggered drop-off times to prevent traffic congestion. Elementary and preschool families have the option to use extended care services for drop-off from 8 to 8:15 AM (elementary) and from 8 to 8:50 (preschool). General drop-off for elementary is 8:15 to 8:30 AM. General drop-off for preschool is from 8:50 to 9:00. Preschool parents must park their vehicles and escort their children to the classroom. For elementary families, they have the choice to drop off at the curb or park and walk their child in. About half the families choose to park and escort their child(ren) to the classroom door.

Our pick-up procedures require parents to park and come to the classroom doors for dismissal. Children are not dismissed curbside, which prevents long dismissal lines. Our most recent parking study, which was conducted during the busiest point of our day, shows ample parking available during pick-up.

Our most recent parking study also indicates that we have plenty of parking available during major events. As a precaution, we have also arranged an agreement with a neighboring school, Los Altos Christian School. Their board of trustees has agreed that should we ever require overflow parking for an event, we can, with advance notice and agreement, use one of their parking lots for staff vehicles. It seems unlikely that we would ever need to utilize this parking, but we have arranged for it as a precautionary measure.

Additionally, we have asked to remodel one of our existing rooms in order to make better use of the space. We have a large and very outdated kitchen on our property that is no longer being used in the manner it was designed to support. We have applied to remodel this space to divide it in two, providing a much smaller and more environmentally friendly kitchen space, and repurposing the remaining space as an art room. Our art teacher does not currently have a permanent space in which to teach classes and is having to move between classroom spaces throughout the day. This proposed remodel would give the art program a permanent home, but would not impact the number of students or staff on campus, nor operational hours.

If you have any questions regarding the requested changes, please do not hesitate to reach out. I appreciate you considering our proposal.

Sincerely,



Amanda Stewart
Head of School