



CONEJO VALLEY UNIFIED SCHOOL DISTRICT
Conejo Valley High School (CVUSD Board Room)
1402 E. Janss Road, Thousand Oaks, CA 91362

BOARD OF EDUCATION SPECIAL BOARD MEETING
Monday, February 24, 2025

MINUTES

1. OPEN SESSION

A. Call the Meeting to Order

Call to Order: President Powell called the meeting to order at 9:00 a.m.

Board Members present: Board President Lisa Powell, Board Vice President Karen Sylvester, Board Clerk Bill Gorback, Board Trustees Lauren Gill and Cindy Goldberg, and Student Board Trustee Aidan Light.

Administration present: Dr. Mark McLaughlin, Superintendent

B. Pledge of Allegiance

C. Approval of the Agenda

Trustee Gorback made the motion to approve the agenda as submitted, seconded by Trustee Gill. **Motion carried: 5-0, with a preferential “yes” vote from Trustee Light.**

D. Comments – Public (Limited to Special Board Meeting Agenda Items Only)

President Powell announced that there were no public comment requests submitted.

2. STUDY SESSION

A. CVUSD Governance Handbook

President Powell and Trustee Sylvester provided background on their focus in revising the CVUSD Governance Handbook and the importance of codifying current governance best practices. The Board then discussed the following sections of the handbook:

- Introduction:
 - The board discussed:
 - Whether to review or update the handbook annually
 - Whether to commit to a board self-evaluation annually
 - The Board reached a consensus to add “annually” to the last sentence of the Introduction in reference to the review/update of the Board Governance Handbook.

- Unity of Purpose:
 - The board reached a consensus to change the first sentence to: “Unity of purpose is a common focus, overarching goals, and the values and beliefs governance team members share about students, the district, and public education that collectively animates their service and enables them to govern effectively.”
 - The board reached a consensus to add the following sentence to follow the first sentence: “This is exemplified through adherence to district mission and vision, Board core values/philosophy, and current Board priorities.”

- CVUSD Mission Statement:
 - The board discussed:
 - Bringing the board policy forward for approval once the mission/vision statements are revised.
 - Placing the district’s mission statement on the district website homepage.
 - Incorporating the statement on the district’s “About Us” webpage with the mission statement, adding to the statement the phrase, “reaching their full potential.”

- CVUSD Vision Statement:
 - The board discussed:
 - The mission statement serving alone as a complete picture of the district’s mission and vision.
 - The board reached a consensus to delete the vision statement.

- Core Values/Philosophy:
 - The board discussed:
 - The possibility of reordering or combining sections.
 - Using the term “All students” instead of “every” or “each.”
 - Readdressing the revision of Board Policies 0000, 0100, and 0200.
 - Including the description of acronyms.
 - The board reached a consensus to keep the ordering of sections as is.

- District LCAP Goals:
 - Board members had no changes for this section.

- Current Board Key Actions and Priorities:
 - The board discussed:
 - The need to update key actions periodically or annually.
 - Changing item #8 to: “Identify and communicate Community Pillars for CVUSD schools.”

- Effective Governance
 - The board reached a consensus to change “Council” to “Committee” in reference to the Student District Advisory Committee.

- Primary Responsibilities of the Board:
 - The board reached a consensus to include the graphic on page 5 of the DAC handbook in this section and to add in a link to Board Policy 9000.
 - The board reached a consensus to add (student academics and fiscal oversight) at the end of the fourth bullet.

- Effective Individual Board Members:
 - Board members had no changes for this section.

- Collective Board Roles and Responsibilities:
 - The board discussed:
 - Whether to keep or remove the word “vision” based on the decision to remove the district’s vision statement.
 - The board reached a consensus to remove the word “vision” in the second bullet but keep in the remaining bullets.

- Student Board Member Roles and Responsibilities:
 - The board discussed:
 - Whether to list out the roles and responsibilities or provide a link to Board Bylaw 9150 – Student Board Members.
 - The board reached a consensus to keep the roles and responsibilities listed in the handbook.
 - The board reached a consensus to remove the eighth bullet regarding participation in SDAC subcommittees.

- Board Meeting Guidelines and Norms:
 - The board reached a consensus to remove the second sentence in the fourth bullet.
 - The board reached a consensus to insert a semicolon after the word “meetings” in the eighth bullet.

- Board Protocols – Meeting Preparation:
 - Agenda/Board Packets:
 - The board reached a consensus to remove the asterisks at the start of each section in the table and replace it with a dash or bullet, and to remove the highlight from the text under “Agendas/Board packets.”
 - Placement of Items on Meeting Agenda:
 - The board reached a consensus to remove the highlighted text in this section.
 - The board reached a consensus to require that requests from board members to add agenda items be in writing to the superintendent or board president and not through a phone call and directed staff to update Board Bylaw 9322 – Agenda/Meeting Materials to reflect this requirement.
 - The board directed district staff to determine whether to capitalize “board” in this section and throughout the document.
 - Criteria for Receiving Recognition at a Board Meeting:
 - The board discussed:
 - Whether specific categories needed to be listed and reached a consensus to keep the categories listed with the existing clause that the decision to recognize specific individuals/groups is at the discretion of the superintendent and board president.
 - Meeting Management:
 - The board reached a consensus to remove the fourth bullet in this section regarding prohibiting the use of cell phones or texting from the dais.
 - Disruptive Behavior:
 - Board members had no changes for this section.
 - Allowing the Majority to Set the Direction:
 - The board reached a consensus to remove the last bullet in this section regarding contact by the media.
 - Communications/Engagement – Keeping the Board Informed:
 - Board members had no changes for this section.

- Email, Text, and Social Media Communication Practices:
 - The board reached a consensus to add a bullet with the following sentence from Board Bylaw 9012: “A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that the response does not necessarily reflect the views of the Board as a whole.”

- Trustee Requests for Information:
 - The board reached a consensus to move this section after “Keeping the Board Informed.”
 - The board reached a consensus to move the second bullet to the bottom of the list.

- Community Engagement/Responding to Community Requests and Concerns:
 - The board reached a consensus to add a graphic to the district website similar to the graphic at the top of page 7 in the district’s DAC Handbook related to the district’s process for responding to community requests and concerns.

- Visiting Schools:
 - Board members had no changes for this section.

President Powell asked board members if any additional protocols should be added to this handbook, to which there were no responses. Dr. McLaughlin stated that staff would make the requested revisions and bring the handbook back as an information item for a final board review, and then for action and signature at the subsequent meeting.

6. ADJOURNMENT

A. Adjournment

President Powell adjourned the Study Session at 11:22 a.m. The next regularly scheduled board meeting will be Wednesday, March 5, 2025, 6:00 p.m. - Open Session, at Conejo Valley High School in the CVUSD Board Room, 1402 E. Janss Road, Thousand Oaks.

April 2, 2025



Date

Board Clerk

April 2, 2025



Date

Superintendent

Please note that all regular CVUSD board Meetings are recorded for public viewing, are considered matters of Public Record, and are housed on the CVUSD website in perpetuity. The video recording of this board meeting can be viewed on the CVUSD website on the Board of Education page under *Board Meeting Videos – Watch Meetings Live* at the following link:

<https://www.conejousd.org/domain/122>