



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

BOARD OF EDUCATION REGULAR BOARD MEETING
Wednesday, December 13, 2023

MINUTES

1. CLOSED SESSION

A. Comments – Public

President Gill announced that there were no public comment requests submitted, and the Board convened into Closed Session at 5:00 p.m. where the following items were discussed:

B. Labor Negotiations, Pursuant to Government Code §54957.6. The agency negotiator is Shauna Ashmore, Assistant Superintendent, Human Resources. Employee Organization: California School Employees Association (CSEA)

C. Public Employee Discipline/Dismissal/Release, Pursuant to Government Code Section 54957

Closed Session ended at 5:55 p.m.

2. OPEN SESSION

A. Call the Meeting to Order

Call to Order: President Gill called the meeting to order at 6:00 p.m.

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

Administration present: Dr. Mark McLaughlin, Superintendent; Dr. Victor Hayek, Deputy Superintendent, Business Services; Shauna Ashmore, Assistant Superintendent, Human Resources; Kenneth Loo, Assistant Superintendent, Instructional Services; and Dr. Shanna M. Egans, Assistant Superintendent, Student Services.

B. Pledge of Allegiance

C. Announcements from Closed Session and Open Session Procedures

President Gill announced that the following items were discussed in Closed Session:

B. Labor Negotiations, Pursuant to Government Code §54957.6. The agency negotiator is Shauna Ashmore, Assistant Superintendent, Human Resources. Employee

Organization: California School Employees Association (CSEA)

There was no Board action taken on this agenda item.

C. Public Employee Discipline/Dismissal/Release, Pursuant to Government Code Section 54957

There was no Board action taken on this agenda item.

D. Approval of the Agenda

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

E. Student Recognitions

The Board of Education and District staff recognized the following teams as Marmonte League Champions: Thousand Oaks High School Boys Football (Co-champions), Newbury Park High School Boys Cross Country, Westlake High School Girls Flag Football, and Westlake High School Girls Tennis.

F. Student Services – Recognition of CVUSD Inclusion Heroes

The Board of Education and District staff recognized five (5) CVUSD employees that were selected as this year’s CVUSD Inclusion Heroes and presented them with honorary certificates.

G. Reports from Student Reporters

Century Academy: Abigail Vey

Conejo Valley High School: Mariah Hill

Newbury Park High School: Evan Sussman

Thousand Oaks High School: Ashley

Westlake High School: Kaitlin Knight

Students reported on: Student field trips, final exams, Thanksgiving events, holiday spirit weeks and activities, Inclusive Schools Week activities, afterschool intervention programs, student voter registration, guest speakers, second semester enrollment, ASB/ASG activities, blood drives, holiday donation and fundraising events, performing arts competitions and performances, fall sports end of season accomplishments, student academic acknowledgements, Unified Sports events, annual future high school student nights, wellness center and social emotional learning (SEL) activities, and club meetings.

H. Reorganization of the Board of Education

President Gill turned the Board meeting over to Dr. McLaughlin, and Dr. McLaughlin explained the Board reorganization process, stated that the Board had the ability to choose Board representatives for various committees or postpone that decision for a later Board meeting, and opened the floor for nominations for Board President.

Trustee Gill nominated Trustee Goldberg for Board President, and Trustee Goldberg accepted the nomination. Dr. McLaughlin asked if there were any other nominations for Board President or any comments or discussion, which there were none. **Motion carried: 5-0, with an honorary “yes” vote from Trustee Kahl.**

President Goldberg continued the reorganization process by opening up the floor for nominations for Board Vice President. Trustee Sylvester nominated Trustee Powell for Board Vice President, and Trustee Powell accepted the nomination. President Goldberg asked if there were any other nominations or discussion, which there were none. **Motion carried 5-0, with an honorary “yes” vote from Trustee Kahl.**

President Goldberg opened up the floor for nominations for Board Clerk. Trustee Gill nominated Trustee Gorback for Board Clerk, and Trustee Gorback accepted the nomination. President Gill asked if there were any other nominations or discussion, which there were none. **Motion carried 5-0, with an honorary “yes” vote from Trustee Kahl.**

President Goldberg opened up the floor for nominations for the Ventura County Committee on School District Organization. Trustee Gorback nominated Trustee Sylvester, and Trustee Sylvester accepted the nomination. President Goldberg asked if there were any other nominations or discussion, which there were none. **Motion carried 5-0, with an honorary “yes” vote from Trustee Kahl.**

President Goldberg requested that Board members email her directly with their interest in participating on Board Committees. This item will be voted on by the Board at their regular meeting on January 17, 2024.

I. Comments – Public

President Goldberg announced that there were three (3) public comment requests submitted, and each speaker received three (3) minutes to speak. Dr. McLaughlin provided clarification on a public speaker’s comment regarding a request from MATES Charter School to place a modular building at their school site to accommodate a Transitional Kindergarten program.

J. Comments - Board of Education

Board members provided comments.

K. Comments – Superintendent

Dr. McLaughlin provided comments.

3. ACTION ITEMS – GENERAL

A. Board of Education – Approval of Scheduled Regular Board Meeting Dates for the Remainder of the 2023-2024 School Year and a Portion of the 2024-2025 School Year

Trustee Powell made the motion to approve, seconded by Trustee Gorback. There was no Board discussion on this agenda item. **Motion carried: 5-0, with a preferential “yes” vote from Trustee Kahl.**

B. Board of Education – CSBA Delegate Assembly Nominations

Trustee Sylvester made the motion to approve, seconded by Trustee Gorback. There was no Board discussion on this agenda item. **Motion carried: 5-0, with a preferential “yes” vote from Trustee Kahl.**

C. Student Services – Adoption of Resolution #23/24-17: International Holocaust Remembrance Day

Trustee Gorback made the motion to approve, seconded by Trustee Powell. President Goldberg commented on the importance of this resolution. There was no Board discussion on this agenda item. **Motion carried: 5-0, with a preferential “yes” vote from Trustee Kahl.**

D. Student Services – Adoption of Resolution #23/24-18: National Black History Month

Trustee Gill made the motion to approve, seconded by Trustee Sylvester. There was no Board discussion on this agenda item. **Motion carried: 5-0, with a preferential “yes” vote from Trustee Kahl.**

E. Human Resources – Notice of Public Hearing to Approve the Submission of the Disclosure of Collective Bargaining Agreement (AB 1200) for 2023-2024

President Goldberg convened the Public Hearing at 7:41 p.m. After no public comment requests were submitted, President Goldberg closed the Public Hearing at 7:41 p.m. There was no Board discussion this agenda item.

F. Human Resources – Approval of Tentative Agreement Between the Conejo Valley Unified School District and the Conejo Valley Pupil Personnel Association (CVPPA)

Trustee Sylvester made the motion to approve, seconded by Trustee Powell. There was no Board discussion on this agenda item. **Motion carried: 5-0, with a preferential “yes” vote from Trustee Kahl.**

G. Business Services – Approval of 2023-2024 First Interim Financial Statements

Trustee Sylvester made the motion to approve, seconded by Trustee Gorback. Dr. Hayek presented information on the 2023-2024 First Interim Financial Statements, including Education Code requirements for reporting, budget cycle and reporting schedule, fiscal and budget updates from the state, 2023-2024 First Interim estimated revenues, expenses, and projected ending fund balances, multi-year projections with factors and budget assumptions, other fund balances, and 2023-2024 Stimulus fund balances. Dr. Hayek responded to questions from Board members regarding the reflection of restricted budget expenses in end of year balances, projected expenses, and budget assumption factors.

H. Business Services – 2022-2023 Financial Audit Report and Annual Comprehensive Financial Report

Trustee Powell made the motion to approve, seconded by Trustee Sylvester. Dr. McLaughlin and Dr. Hayek commented on the financial audit process and highlighted specific audit details and findings. There was no Board discussion on this agenda item. **Motion carried: 5-0, with a preferential “yes” vote from Trustee Kahl.**

I. Business Services – Approval of Resolution #23/24-16: Authorizing the Issuance of CVUSD Election of 2014 General Obligation Bonds, Series E, and Actions Related Thereto

Trustee Gorback made the motion to approve, seconded by Trustee Gill. Dr. Hayek confirmed that there were no changes regarding the bond issuance since the discussion at the previous Board meeting. **Motion carried: 5-0, with a preferential “yes” vote from Trustee Kahl.**

4. ACTION ITEMS – CONSENT

Trustee Gorback made the motion to approve the Consent Agenda as submitted, seconded by Trustee Gill. There was no Board discussion on this agenda item. **Motion carried: 5-0, with a preferential “yes” vote from Trustee Kahl.**

CONSENT AGENDA ITEMS:

- A. Board of Education - Approval of Minutes**
- B. Human Resources - Personnel Assignment Orders**
- C. Human Resources - Approval of Salary Schedule - Exempt Non-Classified Employees - Non-Represented**
- D. Instructional Services - Approval of Contracts Under \$5,000**
- E. Instructional Services - Parent Support/Booster Organization Reauthorization**
- F. Instructional Services - Approval of Renewal Contract - EdFiles**
- G. Instructional Services - Annual Review of the Quarter 1 Williams Report by the Ventura County Office of Education**
- H. Instructional Services - Overnight Trip Request - Thousand Oaks High School Boys Basketball**
- I. Instructional Services - Approval of Renewal Contract - NoRedInk - TOH**
- J. Instructional Services - Overnight Trip Request - WHS Softball**
- K. Instructional Services - Approval of Renewal Contract with Boys and Girls Club of Greater Conejo Valley**
- L. Instructional Services - Approval of New Contract - International Baccalaureate Organization (IBO)**
- M. Instructional Services - Approval of Renewal Contract - Instructure, Inc. (Mastery Connect) - DEC**
- N. Student Services - Approval of Contract for Non-Public School Placement**
- O. Student Services - Approval of Renewal Contract - Reality Improv Connection, Inc. - BRITE**
- P. Student Services - Approval of Amendment No. 1 to the Renewal Contract with McGraw-Hill LLC**
- Q. Student Services - Approval of New Contract - Pinnacle Medical Waste Solutions**
- R. Student Services - Approval of New Contract with Next Gen Community Consulting**
- S. Student Services - Approval of New Contract - Lauren C. Walsh**
- T. Business Services - Ratification of Workers' Compensation Claims (under \$50,000)**
- U. Business Services - Ratification of Warrants - November 2023**
- V. Business Services - Acceptance of Donations/Gifts**
- W. Business Services - Approval of Transfer of Funds - November 2023**
- X. Business Services - Approval of Addendum to the Certification of Signatures for 2023-2024**

- Y. Business Services - Approval of Memorandum of Understanding with Conejo Schools Foundation**
- Z. Business Services - Approval of Child Care Contracts**
- AA. Business Services - Approval of Amendments to Board Policy and Administrative Regulation 1330 - Use of School Facilities**
- BB. Business Services - Approval of Amendments to Administrative Regulation 3311 - Bids**
- CC. Business Services - Approval of Amendments to Administrative Regulation 3311.3 - Design-Build Contracts**
- DD. Business Services - Approval of Amendments to Board Policy and Administrative Regulation 3551 - Food Service Operations/Cafeteria Fund**
- EE. Business Services - Approval of Amendments to Board Policy 3312 - Contracts**
- FF. Business Services - Approval of STS Education's Statement of Work for the Promethean ActivPanel installation at Newbury Park High School**
- GG. Business Services - Change Order 1: E-rate Category 2 Network Electronics Project, Phase 2 - CDW-G**
- HH. Business Services - MEASURE I - Notices of Completion**
- II. Business Services - MEASURE I - Change Order 1 – Play Equipment Installation and Site Work – Glenwood Elementary - Ortco, Inc.**
- JJ. Business Services - Approval of Purchase Order Report (POs exceeding \$5,000)**
- KK. Business Services - Ratification of Purchase Order Report (POs under \$5,000)**
- LL. Business Services - Disposal of Surplus and Obsolete Equipment**
- MM. Business Services – Maintenance & Operations Department - Approval of Ad Hoc Maintenance Agreements for 2023-2024**

5. INFORMATION/DISCUSSION ITEMS – GENERAL

A. Instructional Services – Presentation: California Principals Support (CAPS) Network

CVUSD Middle School Principals Shane Frank, Jason Klinger, and Nicole Judd presented information on the California Principals Support Network (CAPS) professional development, including an overview of the training purpose, structure, and topics; description and development of Professional Learning Communities (PLCs); PLC guiding principles and cultural shifts in fundamental purpose and use of assessments; feedback from teacher and staff teams; and next steps. District staff responded to questions from Board members regarding how PLC teams are formed and function at school sites, how PLCs are affected by grade transitions, the impact from these training and collaboration efforts, classroom implications, and the extension of this training to other secondary schools.

B. Board of Education – Approval of Amendments to Board Bylaw 9124 – Attorney

Dr. McLaughlin provided background on the language amendments specified by Gamut related to the Board’s ability to request proposals for attorney firms and Board member access to attorney use. Dr. McLaughlin clarified that the language amendments do not change current district practice and that the use of an attorney by the Board would require a vote for Board approval. Dr. McLaughlin responded to a Board member’s question regarding whether language in the bylaw is needed to codify the requirement of a Board majority vote for Board attorney use. The Board reached consensus to add language regarding the requirement for a Board majority vote.

C. Instructional Services – Approval of Amendments to Board Policy 0410 – Nondiscrimination in District Programs

Mr. Loo provided background on the language amendments specified by Gamut related to updates to Assembly Bill 1078 requiring districts to include a statement in policy prohibiting discrimination, harassment, intimidation, and bullying as applicable to all acts of the Governing Board and Superintendent in enacting policies and procedures that govern the district, and regarding a district’s legal responsibility to provide accurate instructional materials. There was no Board discussion on this agenda item.

D. Instructional Services – Approval of Amendments to Board Policy and Administrative Regulation 1312.2 – Complaints Concerning Instructional Materials

Mr. Loo provided background on the language amendments specified by Gamut related to updates to Assembly Bill 1078 requiring the California Department of Education (CDE) to develop guidance and public educational materials to ensure public access to information about educational laws and policies, and other updates to the procedures for complaints concerning instructional materials. There was no Board discussion on this agenda item.

E. Business Services – Approval of Amendments to Board Policy and Administrative Regulation 3230 – Federal Grant Funds

Dr. Hayek provided background on the language amendments specified by Gamut related to new laws regarding the use and accounting of federal grant funds, the extension of the timeframe for submitting the final performance report, and other minor changes. There was no Board discussion on this agenda item.

F. Business Services – Approval of Amendments to Board Policy 3460 – Financial Reports and Accountability

Dr. Hayek provided background on the language amendments specified by Gamut related to the addition of materials for districts facing insolvency who are considering applying for an emergency apportionment. There was no Board discussion on this agenda item.

G. Human Resources – Approval of Amendments to Board Policy and Administrative Regulation 4113 – Assignment

Mrs. Ashmore provided background on the language amendments specified by Gamut related to the assignment of teachers based on the grade level and subject matter of their respective credential, assignment to departmentalized classes outside their credential authorization, assignment to elective courses outside their credential authorization, and assignment to special schedules. Mrs. Ashmore and Dr. McLaughlin responded to a Board member’s questions regarding teacher misassignments and the monitoring and reporting process.

6. ADJOURNMENT

A. Future Board Topics / Activities

Board members did not add any topics for discussion at future Board meetings

B. Adjournment

President Goldberg adjourned the Open Session at 9:10 p.m. The next regularly scheduled Board meeting will be Wednesday, January 17, 2024, 4:00 pm Discussion Session; 5:00 p.m. Closed Session; 6:00 p.m. Open Session, at Conejo Valley High School in the CVUSD Board Room, 1402 E. Janss Road, Thousand Oaks.

January 17, 2024

Date



Board Clerk

January 17, 2024

Date



Superintendent

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