**CONEJO VALLEY UNIFIED SCHOOL DISTRICT**

**DISTRICT ADVISORY COUNCIL HANDBOOK**



**2024/2025**

CONEJO VALLEY UNIFIED SCHOOL DISTRICT YEAR 2024



## BOARD OF EDUCATION

Cindy Goldberg, President

Lisa Evans Powell, Vice President

Bill Gorback, Clerk Lauren Gill, Member Karen Sylvester, Member

Aidan Light, Student Board Trustee

## DISTRICT ADMINISTRATION

Mark W. McLaughlin, Ed.D., Superintendent

Victor P. Hayek, Ed.D., Deputy Superintendent, Business Services Kenneth Loo, Assistant Superintendent, Instructional Services Shauna Ashmore, Assistant Superintendent, Human Resources Shanna Egans, Ed.D., Assistant Superintendent, Student Services

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CONEJO VALLEY UNIFIED SCHOOL DISTRICT INSTRUCTIONAL SERVICES DIVISION

**DISTRICT ADVISORY COUNCIL CALENDAR**

## 2024-2025 SCHOOL YEAR

### GENERAL MEETINGS EXECUTIVE BOARD MEETINGS 9:00 - 11:30 a.m. 11:30 a.m.

University MPR University MPR

Meetings are the 2nd Tuesday of every month Tuesday, September 10, 2024

Tuesday, October 8, 2024

Tuesday, November 12, 2024

Tuesday, December 10, 2024

Tuesday, January 14, 2025

Tuesday, February 11, 2025

Tuesday, March 11, 2025

Tuesday, April 9, 2024

Tuesday, May 6, 2025

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

**DAC Members Serving on Committees - Year 2024/2025**

|  |  |  |
| --- | --- | --- |
| Board of Education | Heather | Spohr |
| Budget/LCAP Committee | Lee Ann | Holland |
| Legislative Reporter | Ed | Shatzen |
| School Choice Committee | Jessica | Gehle |
| Technology Committee | Emma | Howells |
| Walk & Roll | Autum | Sasala |
| Wellness Committee | Christa | Clippinger |

**Committee Members Who Report to DAC - Year 2024/2025**

|  |  |  |
| --- | --- | --- |
| California School Employees Assn (CSEA) | Marco | Maldonaldo |
| Conejo Council Parent Teacher Assn (CCPTA) | Deanna | Camacho |
| Conejo Schools Foundation (CSF) | Lana | Clark |
| Conejo Valley Pupil Personnel Assn (CVPPA) | Amy | Kirksey |
| African-American (AADAC) | Sean | Turntine |
| District English Learners (DELAC) | Lucely | Duarte |
| Gifted and Talented Education (GATE DAC) | Christine | Wells |
| LGBTQ+ (LGBTQ+DAC) | Jessica | Bernacki |
| Measure I Bond Citizens Oversight | Andrew | Pletcher |
| Special Education District Advisory Council (SEDAC) | Denise | Benic |
| United Association of Conejo Teachers (UACT) | Courtney | Stockton |
| Thousand Oaks Library | Charlotte | Burrows |

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

### DAC Members 2024-2025

|  |  |  |  |
| --- | --- | --- | --- |
| **Repr** | **School** | **FirstName** | **LastName** |
| Board | Chairperson | Heather | Spohr |
| Board | Vice-Chairperson | Lee Ann | Holland |
| Board | Secretary/ASP | Jessica | Gehle |
| Board | Parliamentarian | Heather | Skelly |
| Board | Member-at-Large | Christa | Clippinger |
| Board | Member-at-Large | Aniqa | Courtney |
| Board | Member-at-Large | Ed | Shatzen |
| Board | Member-at-Large | Autum | Sasala |
| Board | Member-at-Large | Carrie | Howard |
| Board | Member-at-Large | Emma | Howells |
|  |  |  |  |
| Elem Sch | Acacia | Mandy | Pollack |
| Elem Sch | Aspen | Daniel | Quick |
| Elem Sch | Banyan | Kinsie | Flame |
| Middle High Sch | Century |  |  |
| Middle Sch | Colina | Timothy | Neal |
| Elem Sch | Conejo Academy |  |  |
| High Sch | Conejo Valley | Krista | Pettersson |
| Elem Sch | Cypress | Andrea | Yusim |
| Elem Sch | EARTHS | Ashlee | Spear |
| Elem Sch | Glenwood |  |  |
| Elem Sch | Ladera |  |  |
| Elem Sch | Lang Ranch | Lauren | Cohen |
| Middle Sch | Los Cerritos |  |  |
| Elem Sch | Madrona | Rosie | Butler |
| Elem Sch | Maple | Jessica | Weihe |
| High Sch | Newbury Park | Denise | Benic |
| Middle Sch | Redwood | Catie | McBreen |
| Middle Sch | Sequoia | Kinsie | Flame |
| Elem Middle Sch | Sycamore Cyn (K-8) | Hun | Kaplowitz |
| High Sch | Thousand Oaks | Stepahnie | Barrus |
| Elem Sch | Walnut | Kristan | Delmarty |
| Elem Sch | Weathersfield | Stephanie | Barrus |
| Elem Sch | Westlake Elem | Grace | Benson |
| High Sch | Westlake High | Emma | Howells |
| Elem Sch | Westlake Hills | Melinda | Smith |
| Elem Sch | Wildwood | Michelle | Murphy |

CONEJO VALLEY UNIFIED SCHOOL DISTRICT DISTRICT ADVISORY COUNCIL

## A GUIDE TO SELECTING AND BECOMING A DAC REPRESENTATIVE

The selection of a representative to the District Advisory Council is an important decision for your School Site Council. Monthly DAC meetings provide a forum for learning about and discussing the needs, accomplishments, and activities of the school district, for the purpose of formulating advice to the school board on matters related to educational programs, policies, and procedures. Each DAC representative is the indispensable middleman in this process.

**Parents**

**Teachers SSC DAC Repr. DAC Board/Admin. Students**

Your DAC representative should be someone who is active and involved at your school. He/she may be a parent, a teacher/other school employee, or the principal, and need not be a voting member of the School Site Council. The ideal DAC representative is an informed, active participant –- an asset to both the School Site Council and the District Advisory Council.

Depending on circumstances, the DAC representative will function in the following ways:

1. As the liaison between the SSC and the DAC.
2. As the delegate of the SSC to the DAC, carrying the vote of the SSC on major issues.
3. Because of the time lag involved in this process, the DAC representative of the school, voting his/her own position on minor or corollary issues.

The responsible DAC representative will:

1. Regularly attend all SSC and DAC meetings, and will arrange for an alternate, if necessary.
2. Present the needs and concerns of the SSC to the DAC.
3. Present the issues raised at DAC meetings to the SSC.
4. Become/stay attuned to his/her school’s “personality” and reflect this personality in DAC discussions.
5. Consider serving on DAC committees.

**EDUCATION CODE - EDC**

**TITLE 2. ELEMENTARY AND SECONDARY EDUCATION [33000 - 65001]** *( Title 2 enacted by Stats. 1976, Ch. 1010. )*

**DIVISION 3. LOCAL ADMINISTRATION [35000 - 45500]** *( Division 3 enacted by Stats. 1976, Ch. 1010. )*

**PART 21. LOCAL EDUCATIONAL AGENCIES [35000 - 35787]** *( Part 21 enacted by Stats. 1976, Ch. 1010. )*

**CHAPTER 2. Governing Boards [35100 - 35401]** *( Chapter 2 enacted by Stats. 1976, Ch. 1010. )*

**ARTICLE 3. Meetings [35140 - 35150]** *( Article 3 enacted by Stats. 1976, Ch. 1010. )*

**35147.** (a) Except as specified in this section, any meeting of the councils or committees specified in subdivision (b) is exempt from the provisions of this article, the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Division 3 of Title 2 of the Government Code), and the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code).

1. The councils and advisory committees established pursuant to Sections 52063, 52069, and 52176, subdivision (b) of Section 54425, Sections 54444.2, 56190, 62002.5, and 65000, and the committees formed pursuant to Section 11503 are subject to this section.
2. (1) Any meeting held by a council or committee specified in subdivision (b) shall be open to the public, and any member of the public shall be able to address the council or committee during the meeting on any item within the subject matter jurisdiction of the council or committee. Notice of the meeting shall be posted at the schoolsite, or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting. The notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon. The council or committee may not take any action on any item of business unless that item appeared on the posted agenda or unless the council or committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the council or committee subsequent to the posting of the agenda.

(2) Questions or brief statements made at a meeting by members of the council, committee, or public that do not have a significant effect on pupils or employees in the school or school district, or that can be resolved solely by the provision of information, need not be described on an agenda as items of business. If a council or committee violates the procedural meeting requirements of this section, upon demand of any person, the council or committee shall reconsider the item at its next meeting, after allowing for public input on the item.

1. Any materials provided to a schoolsite council shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1 of the Government Code).

*(Amended (as amended by Stats. 2021, Ch. 615, Sec. 67) by Stats. 2022, Ch. 301, Sec. 1. (SB 1057) Effective January 1, 2023.)*



**BYLAWS OF THE**

**DISTRICT ADVISORY COUNCIL**

**This document replaces any prior Bylaws and Standing Rules of the CVUSD District Advisory Council**

### Adopted: November 10, 2014

### Revised: May 12, 2015

### Revised: November 14, 2017

### Revised: January 15, 2019

### Revised: January 14, 2020

### Revised: October 12, 2021

### Revised: September 10, 2024

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# ARTICLE I. NAME

The name of this Council shall be the District Advisory Council (also known as “DAC”) of the Conejo Valley Unified School District (also known as “CVUSD”).

# ARTICLE II. OBJECT

The District Advisory Council will advise the Conejo Valley Unified School District Board of Education on matters related to education programs, policies, and procedures, and consider actions as requested that pertain to the student achievement and academic performance within the Conejo Valley Unified School District. The District Advisory Council is also an additional forum for stakeholder engagement as part of the Local Control and Accountability Plan (LCAP). The District Advisory Council will establish and maintain intra-district communications between the Conejo Valley Unified School District and each school site council and all DACs to encourage the sharing of needs, accomplishments and activities in order to support a high-quality school system.

# ARTICLE III. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern the District Advisory Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws. District Advisory Council meetings will be conducted in accordance with the Ralph M. Brown Act.

# ARTICLE IV. MEMBERSHIP

## SECTION 1. DEFINITION OF MEMBER

## VOTING MEMBER

A Voting Member is defined as:

* 1. A representative from each school within the Conejo Valley Unified School District who is duly selected by their school site council. A representative may be a parent, principal, teacher or classified employee and does not need to be a member of their school site council. The representative shall not represent more than one (1) school site.
	2. A District Advisory Council Executive Board Officer other than the Chairperson. If the Executive Board Officer also serves as a Representative for a school site, then that member is only entitled to one (1) vote.
	3. A representative designated by each of CVUSD’s parent advisory councils, including African American District Advisory Council (AADAC), District English Learners Advisory Council (DELAC), Gifted and Talented Education District Advisory Council (GATE-DAC), Lesbian, Gay, Bisexual, Transgender, Queer+ Advisory Council (LGBTQ+AC) and Special Education District Advisory Council (SEDAC). If this representative also serves as DAC site representative (#1 above) or is on the DAC executive board (#2 above), then that member is only entitled to one (1) vote.

## NON-VOTING MEMBER

A Non-Voting Member is defined as:

* 1. A member of any community organization as recognized by the District Advisory Council Executive Board.
	2. The Conejo Valley Unified School District assistant superintendent of instruction and district staff members as recognized by the District Advisory Council Executive Board.
	3. The District Advisory Council Chairperson.

## SECTION 2. ALTERNATES

If a Voting Member is unable to attend a District Advisory Council meeting, then they may designate an alternate representative from their school site or advisory council to attend in their absence.

1. Voting Member must notify the District Advisory Council Chairperson of their absence and designate an Alternate Representative who will serve in their absence.

This notification must take place no later than 8:00 am prior to the start of said meeting.

1. An Alternate Representative must be a representative from a school site or other district advisory council who is actively involved and understands their school site or council policies and culture.If an Alternate

Representative is designated to act on the Voting Member’s behalf, then they will be introduced to the Members during roll call and recognized by the Parliamentarian.

Once recognized, the Alternate Representative will then have full voting privileges for all business during said meeting.

## SECTION 3. LENGTH OF TERM

Each school site council and parent advisory council shall reserve the right to determine the length of term for the membership of each duly selected representative.

## SECTION 4. TERMINATION

A Voting Member may be subject to termination if they are absent for two (2) meetings without having notified the District Advisory Council Chairperson no later than 8 a.m. prior to the start of said meeting that a designated Alternate Representative will attend in their absence. Upon such occurrence, the Chairperson shall notify the District Advisory Council Executive Bard to review and vote on recommending to the District Advisory Council the termination of Member. If the Member is terminated, the Chairperson will notify the assistant superintendent who will then inform the school site principal.

## SECTION 5. TRANSFER OF MEMBERSHIP

School site councils and parent advisory councils may designate a new District Advisory Council representative at any time.

1. After a school site council or parent advisory council designates a new District Advisory Council representative, the school site council or parent advisory c must notify the District Advisory Council chairperson no later than 8 a.m. prior to the start of the next regularly scheduled general meeting.
2. The newly designated representative will be introduced to the Members during roll call and recognized by the Chairperson.

Once recognized, the newly designated representative will be considered a Voting Member.

# ARTICLE V. VOTING

### SECTION 1. VOTING RIGHTS Voting Members may cast one (1) vote on each matter submitted to a vote of the District Advisory Council. A Voting Member roll call and the tally and recording of all votes will be taken by the Parliamentarian. A Voting Member can vote yes, no, or abstain. Proxies are not permitted.

## SECTION 2. VOTING METHODS

## TWO-THIRDS (2/3) VOTE

A two-thirds (2/3) vote means at least two-thirds of the votes cast (not counting Voting Members who abstain) at a meeting with a quorum being present.

## ELECTION VOTING

Refer to “*Article VII. Elections, Section 2. Method of Voting”*

An Executive Board Officer who does not serve as a school site representative has the duty to be impartial while representing the district-wide interests of the parents and students within the Conejo Valley Unified School District. In this instance, the Executive Board Officer’s vote shall represent the broader-based needs and goals of all school sites.

An Executive Board Officer who also serves as a school site representative has the duty to represent the specific needs of their school site. In this instance, the executive board officer's vote shall represent the needs and goals of their specific school site.

An Executive Board Officer who also serves as parent advisory council representative has the duty to represent the specific needs of their parent advisory council. In this instance, the Executive Board Officer’s vote shall represent the needs and goals of their parent advisory council.

# ARTICLE VI. EXECUTIVE BOARD

## SECTION 1. OFFICERS

The officers of the District Advisory Council shall be a Chairperson, a Vice Chairperson, a Secretary, a Parliamentarian, and six (6) Members-at-Large, and shall be known as the District Advisory Council Executive Board.

### CHAIRPERSON Shall preside at the District Advisory Council General, Special, and Executive Board Meetings.

* 1. Shall keep and maintain a file containing communications, and all other information pertinent to the office and the District Advisory Council.
	2. Shall coordinate the work of Officers and committees of the District Advisory Council, including all general administrative procedures and policies.
	3. Shall have the authority to decrease the amount of time allotted for each public speaker during public comments when there are five (5) or more speaker cards.
	4. Shall attend or view the Conejo Valley Unified School District Board of Education Meetings representing the District Advisory Council, provide reports to the Board of Education as requested, and report back to the District Advisory Council at the next General Meeting. If the Chairperson is unable to attend a Conejo Valley Unified School District Board of Education meeting or view the video recording, then the Chairperson shall find a replacement to attend or view in their absence.
	5. Shall serve as an Ex-Officio Member of all Committees except the Nominating Committee.
	6. Shall keep the Executive Board informed of all activities of the District Advisory Council.
	7. Shall notify the assistant superintendent who will notify the school site principal or school site administration when their designated school site representative has been absent without having notified the District Advisory Council Chairperson no later than 8 a.m. prior to the start of the meeting that a designated Alternate Representative will attend in their absence.
	8. Shall notify the assistant superintendent who will notify the school site principal or school site administration when their designated school site representative has been terminated from Membership for reasons described in “*Article IV. Membership, Section 5. Termination*”
	9. Shall perform such other duties as may be prescribed in the Bylaws or assigned by the District Advisory Council.
	10. Shall not serve as a District Advisory Council school site representative or a designated parent advisory council representative to the District Advisory Council.

## B. VICE CHAIRPERSON

1. Shall preside at the District Advisory Council General, Special, and Executive Board Meetings when the Chairperson is absent or unable to preside.
2. Shall keep and maintain a file containing any information pertinent to the office.
3. Shall keep and maintain a log of all DAC topics, presenters and presentations. The log shall be shared with Instructional Services for posting on the DAC website.
4. Shall perform such other duties as may be prescribed in the Bylaws, assigned by the District Advisory Council, or assigned by the District Advisory Council Chairperson.

## C. SECRETARY

1. Shall be responsible at each meeting for receiving and providing to the Chairperson all Site Concern and Success Cards, Topic Suggestion Cards, Request to Update on Prior Topic Cards, District Advisory Council Representative Reports, Support Organization Reports, and Public Comment Cards.
2. Shall be the timekeeper for each speaker during public comments.
3. Shall be responsible for seeing that minutes are taken at all District Advisory Council Special and Executive Board Meetings.
4. Shall provide a copy of the District Advisory Council Executive Board Meeting Minutes to the Executive Board Officers within ten (10) calendar days following the Executive Board Meeting.
5. Shall keep and maintain a file containing the Minutes of all District Advisory Council Special, and Executive Board Meetings.
6. Shall verify that the District Advisory Council General MeetingAgenda and Minutes are posted in compliance with the Robert M. Brown Act.
7. Shall perform such other duties as may be prescribed in the Bylaws, assigned by the District Advisory Council, or assigned by the District Advisory Council Chairperson.

## D. PARLIAMENTARIAN

1. Shall have a working knowledge of parliamentary procedure and of the District Advisory Council Bylaws and ensure compliance with the Ralph M. Brown Act.
2. Shall maintain and have at meetings a notebook containing the District Advisory Council Bylaws and a copy of *Robert’s Rules of Order Newly Revised*.
3. Shall give necessary advice in parliamentary procedure to the Chairperson and to the District Advisory Council when requested by the Chairperson.
4. Shall take a roll call at each meeting for attendance purposes.
5. Shall notify the Chairperson and superintendent, monthly of any voting member absences.
6. Shall record motions, seconds, and tally votes at each meeting for inclusion in the Meeting Minutes.
7. Shall announce the formation of a Nominating Committee during the February General Meeting and solicit participation to be elected during the March General Meeting. Parliamentarian will Chair said committee and provide instruction in procedures.
8. Shall perform such other duties as may be prescribed in the Bylaws, assigned by the District Advisory Council, or assigned by the District Advisory Council Chairperson.

**MEMBERS-AT-LARGE**

1. Shall chair District Advisory Council committees as needed and requested by the Chairperson.
2. Shall perform such other duties as may be prescribed in the Bylaws, assigned by the District Advisory Council, or assigned by the District Advisory Council Chairperson.

## SECTION 2. ELIGIBILITY

Any District Advisory Council Member is eligible to serve as an Officer based on the following:

## CHAIRPERSON

Eligibility to serve as the Chairperson requires the Member to have served on the District Advisory Council Executive Board for one (1) year immediately preceding their term of office.

## OTHER OFFICERS

Eligibility to serve as the Vice Chairperson, Secretary, Parliamentarian or Member-at-Large, requires the Member to have served a minimum of a one

(1) year term on the District Advisory Council immediately preceding their term of office.

## SECTION 3. TERM OF OFFICE

The term of office on the District Advisory Council Executive Board is one (1) year beginning July 1 and ending June 30. No member shall be eligible to serve more than two (2) consecutive terms in the same position.

## SECTION 4. PURPOSE OF THE EXECUTIVE BOARD

1. Shall review school district policies with the District Advisory Council as necessary to provide input to the Conejo Valley Unified School District Board of Education through the District Advisory Council Chairperson.
2. Shall determine the District Advisory Council Meeting Agenda based upon topic suggestion cards, requests for updates on prior District Advisory Council topics, current events, suggestions from the Conejo Valley Unified School District, and information considered pertinent to school sites.
3. Shall provide support to, and be a resource for, the District Advisory Council Members in the execution of their duties.
4. Shall vote to recommend to the District Advisory Council the termination of any Member who is absent for two (2) meetings without having notified the District Advisory Council Chairperson no later than 8 a.m. prior to the start of said meeting that a designated Alternate Representative will attend in their absence.
5. Shall nominate and elect the new Officer from the existing Executive Board should an Officer position become vacant.
6. Shall open the Executive Board Meeting, annually in the month of May, to the newly elected Executive Board Officers for the purposes of planning and transitioning. This meeting will immediately follow the General Meeting. The current Executive Board Officers will review their duties and records with the Executive Board Elect-Officers to help prepare them for their newly elected positions, which will become effective July 1.

## SECTION 5. REMOVAL FROM OFFICE

Upon recommendation of the District Advisory Council Executive Board, any Officer may be removed by two-thirds (2/3) vote (not counting Voting Members who abstain) at a General Meeting with a quorum being present.

## SECTION 6. VACANCY

If the Chairperson, Vice Chairperson, Secretary or Parliamentarian positions become vacant, then the remaining Executive Board Officers will nominate and elect the new Officer from the existing Executive Board.

A Special Executive Board Meeting shall be called by the Chairperson (or Vice Chairperson if the Chairperson position is vacated; Secretary if the Chairperson and Vice Chairperson are vacated; Parliamentarian if the Chairperson, Vice Chairperson, and Secretary are vacated). This Special Executive Board Meeting will be held for the sole purpose of electing a new Officer.

If an Officer of the Executive Board is unable or not willing to fill the vacant position, then qualified candidates will be nominated and elected by the District Advisory Council Members.

If a vacancy is filled by the January meeting, then the Member filling that position will be considered to have served a full one (1) year term.

If a vacancy is filled after the January meeting, then the Member filling that position may do so without forfeiting his/her eligibility to serve in that same office for two (2) additional terms.

# ARTICLE VII. ELECTIONS

## SECTION 1. ELECTION OF OFFICERS

The Officers of the District Advisory Council Executive Board shall be elected at a General Meeting, annually in the month of May. The newly elected Officers will assume office July 1 on that same year.

The timeline and process will be as follows:

## FEBRUARY GENERAL MEETING

The Parliamentarian will solicit participation for a Nominating Committee, consisting of three (3) Voting Members and chaired by the Parliamentarian.

Any of the three (3) Voting Members shall not serve on the Nominating Committee two (2) consecutive years.

## MARCH GENERAL MEETING

The District Advisory Council will vote for three (3) Voting Members and form the Nominating Committee. The Parliamentarian will chair and provide instruction and procedures to the newly formed committee.

## APRIL GENERAL MEETING

The Nominating Committee will present a “Slate of Proposed Officer Nominees” to include one (1) nominee each for Chairperson, Vice- Chairperson, Secretary, and Parliamentarian, and six (6) nominees for Member-at-Large. Members of the Committee are not excluded from becoming nominees for elected office.

## MAY GENERAL MEETING

Additional nominations shall be permitted from the floor, followed by an election of the Officers.

## SECTION 2. METHOD OF VOTING

If there is only one (1) Nominee for an office, then the election for that office shall be by a Majority Vote. A Voting Member roll call and the tally and recording of all votes will be taken by the Parliamentarian. A Voting Member can vote yes, no, or abstain. Proxies are not permitted. The Parliamentarian will then report the results to the Chairperson.

If there is more than one (1) Nominee for an office, then the election for that office shall be by paper ballot. If there are more than six (6) Nominees for the Member-at-Large positions, then the election for Members-At-Large shall be by paper ballot. The Parliamentarian shall conduct a roll call for distribution and collection of ballots. Proxies are not permitted. Paper ballots shall be tallied, when possible, by two (2) Non-Voting Members and reported to the Parliamentarian and Chairperson.

# ARTICLE VIII. MEETINGS

## SECTION 1. QUORUM

A quorum is the minimum number of members who must be present at a meeting to transact business.

The presence of fifty percent (50%) plus one (1) of all Voting Members shall constitute a quorum for the purposes of transacting business at any District Advisory Council meeting.

## SECTION 2. GENERAL MEETINGS

1. Shall begin at 9 a.m. on the second (2nd) Tuesday of each month, September through May, unless changed by the District Advisory Council Chairperson with a fifteen (15) day notice to the District Advisory Council.
2. Shall meet a minimum of eight (8) times during the school year.
3. Voting Members must inform the District Advisory Council Chairperson no later than 8 a.m. before any General Meeting if they will be absent. If the Voting Member is unable to attend, then an Alternate Representative will need to attend and represent their school site. Failure to attend two (2) meetings without prior notification and having an Alternate Representative attend in the Voting Member’s absence may result in the District Advisory

Council Executive Board recommending to the District Advisory Council the removal of the Voting Member.

1. Notice of a General Meeting shall be posted pursuant to the Ralph M. Brown Act.
2. General Meetings shall be conducted in accordance with the Ralph M. Brown Act.

## SECTION 3. EXECUTIVE BOARD MEETINGS

1. Shall be held at a time determined by the members of the Executive Board. These meetings should be held in conjunction with the General Meeting.
2. Notice of an Executive Board Meeting shall be posted pursuant to the Ralph

M. Brown Act.

1. Executive Board Meetings shall be conducted in accordance with the Ralph

M. Brown Act.

## SECTION 4. SPECIAL MEETINGS

1. May be called by the Chairperson or by the petition of two-thirds (2/3) of the Voting Members.
2. Notice of a Special Meeting shall be posted pursuant to the Ralph M. Brown Act.
3. Special Meetings shall be conducted in accordance with the Ralph M. Brown Act.

## SECTION 5. PLACE OF MEETING

The District Advisory Council shall hold General, Special and Executive Board Meetings at a location provided by the Conejo Valley Unified School District.

## SECTION 6. NOTICE OF MEETINGS

Notice of Meetings needs to be posted seventy-two (72) hours prior to the scheduled meeting and in compliance with the Ralph M. Brown Act. Postings will be at the following locations:

1. Conejo Valley Unified School District – District Office, 1400 E. Janss Road, Thousand Oaks, CA 91362

*This location will serve as the main posting location pursuant to the Ralph M. Brown Act, Government Code 54954.2(2);*

1. Conejo Valley Unified School District - District Advisory Council (DAC) webpage: [http://www.conejousd.org/Parents/DistrictAdvisoryCouncil(DAC).aspx](http://www.conejousd.org/Parents/DistrictAdvisoryCouncil%28DAC%29.aspx)

## SECTION 7. AGENDA

1. Shall be the responsibility of the District Advisory Council Executive Board, together with the assistant superintendent of instruction and district staff, to prepare an Agenda.
2. Shall be included with the Notice of Meetings and posted seventy-two (72) hours prior to the scheduled meeting in compliance with the Ralph M. Brown Act.
3. Shall include specific items to be discussed and may include specific times for one or more activities.
4. Shall list reports from District Advisory Council representatives/committees, support organizations, and District Advisory Council Member Site Concerns and Successes. Shall list public comments, District Advisory Council Chairperson comments, District Advisory Council Members comments, and the Conejo Valley Unified School District assistant superintendent comments.
5. Shall have a layout as follows:
	1. General
		1. Call Meeting to Order
		2. Pledge of Allegiance
		3. Roll Call
		4. Approval of Agenda
	2. Public Comments
	3. Actions Items
		1. Item A
	4. Information/Discussion
		1. Item A
		2. Item B
	5. Reports
		1. Standing Committees and District Committees
		2. Other District Advisory Councils/Committee Reports
		3. Community Reports
	6. Member Comments
		1. Chair
		2. Members
		3. District Administrators
	7. Adjournment
	8. Executive Board Meeting
		1. Call Meeting to Order
		2. Roll Call
	9. Public Comments
	10. Information/Discussion
		1. Discuss Meeting Five Key Takeaways
		2. Item A
	11. Action Items
		1. Item A
	12. Member Comments
	13. Adjournment

## SECTION 8. PUBLIC COMMENTS – AGENDA ITEMS AND NON-AGENDA ITEMS

If a community member wishes to address the District Advisory Council, then it is necessary to complete a Speaker Form and hand it to the District Advisory Council Secretary. If they would like to make comments about items not on the Agenda, a Speaker Form should be completed and turned in prior to the Public Comments section of the Agenda. If they wish to address an Agenda Item, then they will need to submit the Speaker Form prior to the Action portion of the Agenda. Pursuant to the Ralph M. Brown Act, the District Advisory Council cannot enter into formal discussion nor can a decision be made in regard to public comments. The District Advisory Council may provide a reference to District staff or other resources of information, request District staff to report back at a subsequent meeting or direct the District Advisory Council Executive Board to place an item on a future agenda. Public comments will be limited to three (3) minutes. On those occasions where there are five (5) or more Speaker Cards, the Chairperson of the District Advisory Council may make the decision to decrease the time.

If a community member wishes to register their opinion on a topic but not speak, then they must fill out a Public Written Statement Form and hand it to the District Advisory Council Secretary. The District Advisory Council Executive Board Members will review these forms following the General Meeting.

## SECTION 9. REPORTS FROM REPRESENTATIVES, COMMITTEES, AND SUPPORT ORGANIZATIONS

All reports should be provided to the District Advisory Council Secretary before, during, or immediately after the District Advisory Council General Meeting.SECTION 10. SITE CONCERNS AND SUCCESSES

District Advisory Council Members may complete a “Site Concern and Success” card to promote discussion and provide information to the General Membership regarding their School Site. If a Member wishes to submit a card, then it needs to be submitted to the District Advisory Council Secretary.

# ARTICLE IX. COMMITTEES

There shall be such committees created by the District Advisory Council Chairperson or Executive Board as may be required to carry on the work of the District Advisory Council. There shall also be District Advisory Committee representatives selected to participate in Conejo Valley Unified School District Committees.

In order to promote the participation of as many District Advisory Council representatives as possible in committee work, representatives are encouraged to serve on only one (1) committee at a time. The Chairperson shall serve as an Ex-Officio Member of all Committees except the Nominating Committee.

## SECTION 1. COMMITTEE REPRESENTATIVES

1. Shall be selected from the District Advisory Council Executive Board whenever possible. Because Members-at-Large have no specific duties assigned to them in the Bylaws, they shall be asked first when there is a need to chair or represent the District Advisory Council on a Committee.

If a Committee Representative cannot be found from the District Advisory Council Executive Board, then an elected District Advisory Council Representative or Official Alternate who attends the District Advisory Council meetings will be sought.

1. Shall attend all the committee meetings and be responsible for reporting and communicating to the District Advisory Council.

## SECTION 2. COMMITTEE APPOINTMENTS

All committee appointments shall be subject to the ratification of the Executive Board.

## SECTION 3. SUGGESTED LINES OF COMMUNICATIONS

Committee Member  Committee Chairperson 

District Advisory Council Chairperson  District Advisory Council Membership

# ARTICLE X. AMENDMENT OF BYLAWS

These Bylaws can be amended at a District Advisory Council General Meeting as follows:

1. Proposed Amendment(s) shall appear on the Agenda as an “Information/Discussion Item.”
2. At the following General Meeting, the Proposed Amendment(s) shall appear on the Agenda as an “Action Item.”
3. A Voting Member roll call and the tally and recording of all votes will be taken by the Parliamentarian. The two-thirds (2/3) vote will be the method of voting. A Voting Member can vote yes, no, or abstain. Proxies are not permitted.

## PARLIAMENTARY HINTS

Knowledge of parliamentary procedure is a valuable tool that should be known and used by members of organizations to accomplish business in a systematic manner, to determine the will of the majority, and to protect the rights of the individual.

There are several basic procedures to follow that are frequently used.

### To Adopt A Motion

1. Receive recognition.
2. Make the motion by saying, “I move...” (short single idea, write it out if possible)
3. Second the motion (seconder need not agree with the motion)
4. Chair states the motion
5. Discussion or debate (each member may speak once to the motion until everyone who wishes has spoken)
6. Put the questions to vote.
	1. Decision of Chairperson (Asks, “Are you ready for the question?” Hearing no objection, the vote is taken.)
	2. Member makes motion, “I move the previous question.” Must be seconded. Requires two-thirds vote to pass.
7. Announce the vote and the result.

### To Change Motion or Defer Action

1. Amendment – Must be seconded. Majority vote to pass. Amend by:
	1. Adding
	2. Inserting
	3. Striking out
	4. Striking out and inserting
	5. Substituting
2. Table – Must be seconded. Not debatable. Majority vote to pass.
3. Commit – Refer to committee.
4. Postpone until set time.
5. Postpone indefinitely (kills the motion).

### General Information

**Withdrawal or Modification of Motion**: Before it is stated by the chair, the maker may withdraw or modify the motion. After it is stated, the maker may withdraw or modify the motion if there is no objection. Consent of second is automatic unless seconder objects and withdraws second.

**Reports**: Member presents the report. The Chair calls on members for discussion.

CONEJO VALLEY UNIFIED SCHOOL DISTRICT INSTRUCTIONAL SERVICES DIVISION

## HOW CAN PARENTS/GUARDIANS GET HELP FROM THEIR SCHOOLS?

The Board of Education and the staff of the Conejo Valley Unified School District believe that a successful school experience for your student depends on a strong home/school partnership. It is important that parents feel that they have an adequate opportunity to express their concerns, to be heard, and acknowledged.

ELEMENTARY:

1. Call the school for an appointment with the teacher.
2. Individual parent conferences may be requested.
3. If you still need help, call the principal.
4. If you need additional help, write Dr. Dena Sellers, Director of Elementary Education, at dsellers@conejousd.org or at 1400 E. Janss Road, Thousand Oaks, CA 91362.

MIDDLE:

1. Call the school for an appointment with the teacher.
2. Call a counselor for assistance on class schedules and other student needs.
3. If you still need help, call the principal.
4. If you need additional help, write to Mr. Shane Frank, Director of Middle Schools, at sfrank@conejousd.org or at 1400 E. Janss Road, Thousand Oaks, CA 91362.

HIGH SCHOOL:

1. Call the school for an appointment with the teacher.
2. Call the counselor for advice on class schedules and other student needs.
3. Call an assistant principal for discipline or more significant problems.
4. Call the principal for additional help on any of the above areas.
5. If you need additional help, write to Ms. Nicole Judd, Director of High Schools, at

njudd@conejousd.org or at 1400 E. Janss Road, Thousand Oaks, CA 91362.

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

For questions about Student Support Services, Special Education and GATE, please call the District Educational Center at (805) 497-9511

For questions about Human Resources, Business Services, Fiscal Services, Maintenance and Operations, Planning, Child Nutrition Services, and Transportation, please call the District Operational Center at (805) 498-4557. They are located at 750 Mitchell Rd., Newbury Park.

CONEJO VALLEY UNIFIED SCHOOL DISTRICT INSTRUCTIONAL SERVICES DIVISION

## DAC REPRESENTATIVE’S GUIDELINES REGARDING BOARD OF EDUCATION MEETINGS

Regular meetings of the Board of Education are held the first and third Wednesday of each month starting at 6:00 p.m. in the Board of Education Room, 1402 E. Janss Rd., Thousand Oaks.

ATTENDING THE BOARD MEETING:

* 1. By the Friday before a Board meeting, the agenda will be posted to Board Docs via the District website: [www.conejousd.org](http://www.conejousd.org/) . To locate the agenda:
		1. click on the “Board of Education” tab at the top of the website,
		2. select “Board Meetings, Agendas and Minutes” from the drop-down menu,
		3. click on the “View Agenda Here” link
	2. Review the agenda. There is usually too much to review in depth, but familiarizing yourself with the order of the agenda, and the times, will help you follow the meeting and make notes of important decisions.
	3. Double-check where and when the Board meeting will be held.
	4. Take notes of two or three important issues and/or decisions and be prepared to give a brief report about them at the next DAC meeting.

If you have any questions, please contact Shannon Snyder, (805) 497-9511, ext. 1201.

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| **CONEJO VALLEY UNIFIED SCHOOL DISTRICT** |
| **INSTRUCTIONAL SERVICES DIVISION** |
| **BOARD POLICY APPROVAL PROCESS** |
| **New Policy Proposed** | **Amendment of Existing Policy****Proposed** |
|  |  |
|  |  |
| **Board Report Written** |  |
|  | **Cumulative** |
|  | **Timeline** |
| **Published in Board Packet** | **Published** |
|  |  |
| **Board Reviews as Information Item** | **6 Days** |
|  |  |
| **Board Approves as Action Item or Requests Amendment** | **20-27****Days\*** |
| **\* Board Meetings are at 6:00 p.m. on the first and third Wednesday of each month.** |

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

## DISTRICT SERVICES DIRECTORY

District Educational Center, 1400 E. Janss Rd., Thousand Oaks District Operational Center, 750 Mitchell Rd., Newbury Park

**PHONE 497-9511**

|  |  |  |
| --- | --- | --- |
| **DISTRICT EDUCATIONAL CENTER:** | **CONTACT** | **EXTENSION** |
| **Instructional Services** |  |  |
| Assistant Superintendent | Kenny Loo | 1202 |
| Elementary Education | Dena Sellers | 1211 |
| Middle Schools | Shane Frank | 1221 |
| High Schools | Nicole Judd | 1231 |
| Education Tech & Student Performance | Jayna Suter | 1240 |
| Diversity, Equity and Inclusion | James Jenkins | 2371 |
| **Student Services**Assistant Superintendent | Shanna Egans | 2302 |
| Special Education - Elementary | Shanda Lee | 3332 |
| Special Education - Secondary | Dawn Thomas | 3331 |
| Student Support Services | Christina Harrison | 3321 |
| Multilingual Learners and Equity | Ricardo Araiza | 3351 |
| BreakThrough | Christina Harrison | 3321 |
| Diversity, Equity and Inclusion | James Jenkins | 2371 |
| **Superintendent/Board of Education** |  |  |
| Superintendent | Mark McLaughlin | 1102 |
| Board Meetings, Agenda | Sheri Fehlman | 1101 |
| Coordinator, Communications/Marketing | Kimberly Gold | 1105 |

**PHONE 498-4557**

|  |  |  |
| --- | --- | --- |
| **DISTRICT OPERATIONAL CENTER:** | **CONTACT** | **EXTENSION** |
| **Business Services** |  |  |
| Deputy Superintendent | Victor Hayek | 7502 |
| Fiscal Services | Susan Tucker | 7510 |
| Child Care | Amie Mills | 492-3567 |
| Neighborhoods for Learning | Bonnie Baruch | 494-8100 |
| Civic Center | Elizabeth Jones | 6572 |
| Child Nutrition | Virginia Beck | 7531 |
| Risk Management | Gary Bradbury | 7528 |
| Transportation | Richard Villafan | 7525 |
| Purchasing | Anthony Frutos | 7550 |
| Warehouse | James Bjordahl | 7557 |
| Print Center | John Henrikson | 7555 |
| Planning & Facilities | Tim McCabe | 7541 |
| Maintenance & Operations | David Riccardi | 6571 |
| **Personnel Services**Assistant Superintendent | Shauna Ashmore | 7402 |
| Classified Personnel | Marina Mihalevsky | 7407 |

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT SCHOOLS DIRECTORY**

YEAR 2024/2025

|  |  |  |  |
| --- | --- | --- | --- |
| TK-5 | **Acacia Magnet School For Enriched Learning** | 495-5550 | Dennis Carter |
| 55 W. Norman Ave, Thousand Oaks, CA 91360 | dcarter@conejousd.org |
| TK-5 | **Aspen Elementary** | 495-2810 | Shane Craven |
| 1870 Oberlin, Thousand Oaks, CA 91360 | scraven@conejousd.org |
| TK-5 | **Banyan Elementary** | 498-6641 | Allison Kennedy |
| 1120 Knollwood Dr, Newbury Park, CA 91320 | akennedy@conejousd.org |
| TK-5 | **Conejo Academy** | 495-7058 | Erica Ultreras |
| 280 Conejo School Rd, Thousand Oaks, CA 91362 | eultreras@conejousd.org  |
| TK-5 | **Cypress Elementary** | 498-6683 | Michele McDonald |
| 4200 Kimber Dr, Newbury Park, CA 91320 | mmcdonald@conejousd.org |
| K-5 | **EARTHS Magnet School** | 498-3686 | Jeff Rickert |
| 2626 Michael Dr, Newbury Park, CA 91320 | jrickert@conejousd.org |
| TK-5 | **Glenwood Elementary** | 495-2118 | Vivian Vina |
| 1135 Windsor Dr, Thousand Oaks, CA 91360 | vvina@conejousd.org |
| TK-5 | **Ladera STARS Academy** | 492-3565 | Tasia Dove |
| 1211 Calle Almendro, Thousand Oaks, CA 91360 | tdove@conejousd.org |
| TK-5 | **Lang Ranch Elementary** | 241-4417 | Megan Triplett |
| 2450 Whitechapel Pl, Thousand Oaks, CA 91362 | mtriplett@conejousd.org |
| TK-5 | **Madrona Elementary** | 498-6102 | Gina Mandell |
| 612 Camino Manzanas, Thousand Oaks, CA 91360 | gmandell@conejousd.org |
| K-5 | **Maple Elementary** | 498-6748 | Patty Lewis |
| 3501 Kimber Dr, Newbury Park, CA 91320 | plewis@conejousd.org |
| TK-8 | **Sycamore Canyon School** | 498-1573 | Doug Hedin |
| 4601 Via Rio, Newbury Park, CA 91320 | dhedin@conejousd.org |
| TK-5 | **Walnut Elementary** | 498-3608 | Tammy Farhit |
| 581 Dena Drive, Newbury Park, CA 91320 | tfarhit@conejousd.org |
| TK-5 | **Weathersfield Elementary** | 492-3563 | Paola Vargas |
| 3151 Darlington Dr, Thousand Oaks, CA 91360 | pvargas@conejousd.org |
| TK-5 | **Westlake Elementary** | 374-2150 | Teri Culpepper |
| 1571 E. Potrero Rd, Westlake Village, CA 91361 | tculpepper@conejousd.org |
| TK-5 | **Westlake Hills Elementary** | 497-9339 | Michael Niemczyk |
| 3333 S. Medicine Bow Ct, Thousand Oaks, CA 91362 | mniemczyk@conejousd.org |
| K-5 | **Wildwood Elementary** | 492-3531 | Kevin Lynch |
| 620 W. Velarde Dr, Thousand Oaks, CA 91360 | klynch@conejousd.org |
| 6-8 | **Colina Middle School** | 495-7429 | Jennifer Dobson |
| 1500 Hillcrest Dr, Thousand Oaks, CA 91362 | jdobson@conejousd.org |
| 6-8 | **Los Cerritos Middle School** | 492-3538 | Jason Klinger |
| 2100 Ave de las Flores, Thousand Oaks, CA 91360 | jklinger@conejousd.org |
| 6-8 | **Redwood Middle School** | 497-7264 | Kristi Keener |
| 233 Gainsborough Rd, Thousand Oaks, CA 91360 | kkeener@conejousd.org |
| 6-8 | **Sequoia Middle School/Discover Academy** | 498-3617 | Karla DiDomizio |
| 2855 Borchard Rd, Newbury Park, CA 91320 | kdidomizio@conejousd.org  |
| TK-8 | **Sycamore Canyon School** | 498-1573 | Doug Hedin |
| 4601 Via Rio, Newbury Park, CA 91320 | dhedin@conejousd.org |
| 6-12 | **Century Academy** | 496-0286 | Yuliya Eisenberg |
| 33 Greta St, Thousand Oaks, CA 91360 | yreznikovaeisenberg@conejousd.org |
| 9-12 | **Conejo Valley High School** | 498-6646 | Brian Mercer |
| 1402 E Janss Rd., Thousand Oaks, CA 91362 | bmercer@conejousd.org |
| 9-12 | **Newbury Park High School** | 498-3676 | Steve Lepire |
| 456 Reino Rd, Newbury Park, CA 91320 | slepire@conejousd.org |
| 9-12 | **Thousand Oaks High School** | 495-7491 | Eric Bergmann |
| 2323 Moorpark Rd, Thousand Oaks, CA 91360 | ebergmann@conejousd.org |
| 9-12 | **Westlake High School** | 497-6711 | Jason Branham |
| 100 N. Lakeview Canyon Rd, WLV, CA 91361 | jasonbranham@conejousd.org |

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT DIRECTORY OF SCHOOLS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SCHOOL** | **ADDRESS** | **PHONE** | **FAX** | **FRONT OFFICE** | **COUNSELORS** | **GRADES/****HOURS** |
| **Acacia Magnet School** | 55 W. Norman Avenue | 805-495-5550 | 805-374-1156 | Dennis Carter, Principal | Carmen Ayala | TK/K: 8:15-1:30 |
| **for Enriched Learning** | T.O. 91360-3599 | Isabel Alamillo, Office Manager | Gabriela Magdaleno, | **TK/K: Wed: 8:15-1:00** |
|  |  |  | School Social Worker | Gr 1-5: 8:15-2:40 |
|  |  |  |  | **Gr 1-5 Wed: 8:15-1:30** |
| **Aspen Elementary** | 1870 Oberlin | 805-495-2810 | 805-374-1157 | Shane Craven, Principal | Katie Berry | TK/K: 8:15-1:20 |
| T.O. 91360-2099 | Stacey Coombe, Office Manager | Lorena Martinez | Gr 1-5: 8:15-2:40 |
|  |  |  | **Friday: 8:15-1:30** |
| **Banyan Elementary** | 1120 Knollwood Drive | 805-498-6641 | 805-375-6626 | Allison Kennedy, Principal | Jannelle Guillot | TK/K: 8:25-1:30 |
| N.P. 91320-5599 | Christine Okun, Office Manager | Gr 1-5: 8:25-2:35 |
| **Century Academy** | 33 Greta Street | 805-496-0286 |  | Yuliya Reznikova-Eisenberg, Principal | Rachel Kelterer | 8:00-3:00 |
| T.O. 91360 | Sean MacDonald, Asst. Principal |
|  | Maria Gomez, Office Manager |
| **C.V.U.S.D. Child Care** | 2801 Atlas Avenue | 805-492-3567 | 805-492-2302 | Amie Mills, Director, Child Development |  | 7:30-4:00 (office) |
| T.O. 91360 | Lisa Courter, Secretary | 7:00-6:00 (programs) |
| **Colina Middle School** | 1500 E. Hillcrest Drive | 805-495-7429 | 805-374-1163 | Shane Frank, Principal | Kimberly Chopp | Period A: 7:50 Start |
| T.O. 91362-2599 | Heather Lane, Asst. Principal | Melissa Doll | Period 1-6: 9:00-3:10 |
|  | April Vazquez, Dean of Students |  | **Tuesday: 10:00-3:10** |
|  | Anita Chiapuzio, Office Manager |  |  |
| **Conejo Academy of** | 280 N. Conejo School Rd | 805-495-7058 | 805-374-1158 | Erica Ultreras, Principal | Carmen Ayala | TK/K: 8:15-1:30 |
| **Leadership and** | T.O. 91362-3199 | Nancy Avina, Office Manager | Icela Sabory | Gr 1-5: 8:15-2:40 |
| **Language Immersion** |  |  | Gabriela Magdaleno, | **Wed: 8:15-1:30** |
| **Conejo Oaks Academy** | 1025 Old Farm Road |  |  | Amanda Glover, Coordinator |  |  |
| **(Post-Secondary)** | T.O. 91360-4941 |
| **Conejo Valley Adult** | 1025 Old Farm Road | 805-497-2761 | 805-374-1167 | Mike Sanders, Principal |  |  |
| **Education** | T.O. 91360-4941 | Christine Mendez, Office Manager |
| **Conejo Valley High** | 1402 E. Janss Road | 805-498-6646 | 805-413-8399 | Martin Manzer, Principal | Catherine Kanney | 8:00-3:10 |
| **School** | T.O. 91362 | Dawn Stines, Office Manager |
|  |  | Sean MacDonald, Asst. Principal |
| **Conejo Valley** | 33 Greta Street | 805-413-8397 |  | Sean MacDonald, Asst. Principal |  | 8:00-3:00 |
| **Independent Study** | T.O. 91360 |
| **Cypress Elementary** | 4200 Kimber Drive | 805-498-6683 | 805-375-5600 | Michele McDonald, Principal | Jennifer Sheppard | TK/K: 8:15-1:20 |
| N.P. 91320-4898 | Patti McRae, Office Manager | Gr 1-5: 8:15-2:40 |
|  |  | **Gr 1-5 Tues: 8:15-1:30** |
| **EARThS Magnet** | 2626 Michael Drive | 805-498-3686 | 805-375-5602 | Jeff Rickert, Principal | Jannelle Guillot | K: 8:15-1:30 |
| N.P. 91320-3292 | Susan Onsgard, Office Manager | **K Tues: 8:15-1:00** |
|  |  | Gr 1-5: 8:15-2:40 |
|  |  | **Gr 1-5 Tues: 8:15-1:30** |
| **Glenwood Elementary** | 1135 Windsor Drive | 805-495-2118 | 805-374-1159 | Vivian Vina-Hunt, Principal | Lorena Martinez | TK/K: 8:30-1:35 |
| T.O. 91360-5228 | Elsa Casillas, Office Manager | Gabriela Magdaleno, | Gr 1-5: 8:30-2:40 |
|  |  | School Social Worker |  |
| **Ladera STARS Academy** | 1211 Calle Almendro | 805-492-3565 | 805-493-8851 | Tasia Dove, Principal | Jennifer Sheppard | K: 8:15-1:30 |
| T.O. 91360-6499 | John Orleans, Office Manager | Gabriela Magdaleno, | Gr 1-5: 8:15-2:40 |
|  |  | School Social Worker | **Tuesday: 8:15-1:30** |
| **Lang Ranch Elementary** | 2450 Whitechapel Place | 805-241-4417 | 805-241-4617 | Megan Triplett, Principal | Jennifer Sheppard | K: 8:25-1:30 |
| T.O. 91362-5399 | Vaishali Bhargava, Office Manager | Nathan Snider | Gr 1-5: 8:25-2:35 |
| **Los Cerritos Middle** | 2100 E. Ave de las Flores | 805-492-3538 | 805-493-8854 | Jason Klinger, Principal | Jenna Poe | Period A. 8:04 Start |
| **School** | T.O. 91362-1599 | Brandy Pacheco, Asst. Principal | Karen McCarthy | Period 1-6: 8:55-3:10 |
|  |  | Paige Gonzales, Dean of Students |  | **Wednesday: 8:55-1:55** |
|  |  | Kathleen Banaszkiewicz, Office Manager |  |  |
| **Madroña Elementary** | 612 Camino Manzanas | 805-498-6102 | 805-375-5601 | Gina Mandell, Principal | Lorena Martinez | TK/K: 8:25 -1:30 |
| T.O. 91360-2199 | Luz Bediale, Office Manager | Icela Sabory | Gr 1-5: 8:25-2:35 |
| **Maple Elementary** | 3501 Kimber Drive | 805-498-6748 | 805-375-5603 | Patty Lewis, Principal | Katie Berry | K: 8:10-1:15 |
| N.P. 91320-4399 | Jacqueline Maloney, Office Mgr. | Icela Sabory | Gr 1-5: 8:10-2:35 |
|  |  |  | **Monday - 8:10-1:30** |

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT DIRECTORY OF SCHOOLS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SCHOOL** | **ADDRESS** | **PHONE** | **FAX** | **FRONT OFFICE** | **COUNSELORS** | **GRADES/****HOURS** |
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| **for Enriched Learning** | T.O. 91360-3599 | Isabel Alamillo, Office Manager | Icela Sabory | **TK/K: Wed: 8:15-1:00** |
|  |  |  |  | Gr 1-5: 8:15-2:40 |
|  |  |  |  | **Gr 1-5 Wed: 8:15-1:30** |
| **Aspen Elementary** | 1870 Oberlin | 805-495-2810 | 805-374-1157 | Shane Craven, Principal | Jennifer Sheppard | TK/K: 8:15-1:20 |
| T.O. 91360-2099 | Stacey Coombe, Office Manager | Gr 1-5: 8:15-2:40 |
|  |  | **Friday: 8:15-1:30** |
| **Banyan Elementary** | 1120 Knollwood Drive | 805-498-6641 | 805-375-6626 | Allison Kennedy, Principal | Carmen Ayala | TK/K: 8:25-1:30 |
| N.P. 91320-5599 | Christine Okun, Office Manager | Gr 1-5: 8:25-2:35 |
| **Century Academy** | 33 Greta Street | 805-496-0286 |  | Yuliya Reznikova-Eisenberg, Principal | Rachel Kelterer | 8:00-3:00 |
| **(SHINE)** | T.O. 91360 | Sean MacDonald, Asst. Principal |
|  |  | *Vacant* , Office Manager |
| **C.V.U.S.D. Child Care** | 2801 Atlas Avenue | 805-492-3567 | 805-492-2302 | Amie Mills, Director, Child Development |  | 7:30-4:00 (office) |
| T.O. 91360 | Lisa Courter, Secretary | 7:00-6:00 (programs) |
| **Colina Middle School** | 1500 E. Hillcrest Drive | 805-495-7429 | 805-374-1163 | Jennifer Dobson, Principal | Kimberly Chopp | Period A: 7:55 Start |
| T.O. 91362-2599 | Heather Lane, Asst. Principal | Melissa Doll | Period 1-6: 9:00-3:10 |
|  | Michelle Eby, Dean |  | **Tuesday: 10:00-3:10** |
|  | Anita Chiapuzio, Office Manager |  |  |
| **Conejo Academy of** | 280 N. Conejo School Rd | 805-495-7058 | 805-374-1158 | Erica Ultreras, Principal | Chantal Escalante | TK/K: 8:10-1:30 |
| **Leadership and** | T.O. 91362-3199 | Nancy Avina, Office Manager | Icela Sabory | Gr 1-5: 8:10-2:40 |
| **Language Immersion** |  |  |  | **Wed: 8:10-1:30** |
| **Conejo Oaks Academy** | 1025 Old Farm Road |  |  | Amanda McKenzee Glover, Coordinator |  |  |
| **(Post-Secondary)** | T.O. 91360-4941 |
| **Conejo Valley Adult** | 1025 Old Farm Road | 805-497-2761 | 805-374-1167 | Mike Sanders, Principal |  |  |
| **Education** | T.O. 91360-4941 | Melissa Marquez, Office Manager |
| **Conejo Valley High** | 1402 E. Janss Road | 805-498-6646 | 805-413-8399 | Brian Mercer, Principal | Catherine Kanney | 8:00-3:10 |
| **School** | T.O. 91362 | Sean MacDonald, Asst. Principal |
|  |  | Dawn Stines, Office Manager |
| **Cypress Elementary** | 4200 Kimber Drive | 805-498-6683 | 805-375-5600 | Michele McDonald, Principal | Jannelle Guillot | TK/K: 8:15-1:20 |
| N.P. 91320-4898 | Crista Tennant, Office Manager | Gr 1-5: 8:15-2:40 |
|  |  | **Gr 1-5 Tues: 8:15-1:30** |
| **EARThS Magnet** | 2626 Michael Drive | 805-498-3686 | 805-375-5602 | Jeff Rickert, Principal | Jannelle Guillot | K: 8:15-1:30 |
| N.P. 91320-3292 | Susan Onsgard, Office Manager | **K Tues: 8:15-1:00** |
|  |  | Gr 1-5: 8:15-2:40 |
|  |  | **Gr 1-5 Tues: 8:15-1:30** |
| **Glenwood Elementary** | 1135 Windsor Drive | 805-495-2118 | 805-374-1159 | Vivian Vina-Hunt, Principal | Lorena Martinez | TK/K: 8:30-1:35 |
| T.O. 91360-5228 | Elsa Casillas, Office Manager | Gabriela Magdaleno, | Gr 1-5: 8:30-2:40 |
| **Ladera STARS Academy** | 1211 Calle Almendro | 805-492-3565 | 805-493-8851 | Tasia Dove, Principal | Jennifer Sheppard | K: 8:15-1:30 |
| T.O. 91360-6499 | John Orleans, Office Manager | Gabriela Magdaleno, | Gr 1-5: 8:15-2:40 |
|  |  |  | **Tuesday: 8:15-1:30** |
| **Lang Ranch Elementary** | 2450 Whitechapel Place | 805-241-4417 | 805-241-4617 | Megan Triplett, Principal | Nathan Snider | K: 8:25-1:30 |
| T.O. 91362-5399 | Vaishali Bhargava, Office Manager | Gr 1-5: 8:25-2:35 |
| **Los Cerritos Middle** | 2100 E. Ave de las Flores | 805-492-3538 | 805-493-8854 | Jason Klinger, Principal | Cynthia Doll | Period A. 8:04 Start |
| **School** | T.O. 91362-1599 | Brandy Pacheco, Asst. Principal | Jenna Poe | Period 1-6: 8:55-3:10 |
|  |  | Paige Gonzales, Dean | Karen McCarthy | **Wednesday: 8:55-1:55** |
|  |  | Kathleen Banaszkiewicz, Office Manager |  |  |
| **Madroña Academy of** | 612 Camino Manzanas | 805-498-6102 | 805-375-5601 | Gina Mandell, Principal | Icela Sabory | TK/K: 8:25 -1:30 |
| **the Arts and Sciences** | T.O. 91360-2199 | Luz Bediale, Office Manager | Alexandra | Gr 1-5: 8:25-2:35 |
|  |  |  | Buenrostro-Rangel |  |
| **Maple Elementary** | 3501 Kimber Drive | 805-498-6748 | 805-375-5603 | Patty Lewis, Principal | Icela Sabory | K: 8:10-1:15 |
| N.P. 91320-4399 | Leslie Beaton, Office Manager | Alexandra | Gr 1-5: 8:10-2:35 |
|  |  | Buenrostro-Rangel | **Monday - 8:10-1:30** |

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| **Conejo Valley Unified School District** |
| **2024-2025 School Year Calendar** |
|  |  | ***FIRST DAY OF SCHOOL IS AUGUST 21, 2024*** |  |  |  |  | ***IMPORTANT DATES*** |  |
|  |  |  | July 24 |  |  |  |  |  |  |  | August 24 |  |  | **AUGUST 2024** |  |
| Su |  | **M** | **Tu** | **W** | **Th** | **F** | Sa |  | Su |  | **M** |  | **Tu** | **W** | **Th** | **F** | Sa |  | **16** | New Teacher Orientation |  |
|  |  | 1 | 2 | 3 | 4 | 5 | 6 |  |  |  |  |  |  |  | 1 | 2 | 3 |  | **19** | Professional Learning Day (No School) |  |
| 7 |  | 8 | 9 | 10 | 11 | 12 | 13 |  | 4 |  | 5 |  | 6 | 7 | 8 | 9 | 10 |  | **20** | Teacher Prep Day |  |
| 14 |  | 15 | 16 | 17 | 18 | 19 | 20 |  | 11 |  | 12 |  | 13 | 14 | 15 | **16** | 17 |  | **21** | **First Day of Classes** |  |
| 21 |  | 22 | 23 | 24 | 25 | 26 | 27 |  | 18 |  | **19** |  | **20** | **21** | 22 | 23 | 24 | **SEPTEMBER 2024** |  |
| 28 |  | 29 | 30 | 31 |  |  |  |  | 25 |  | 26 |  | 27 | 28 | 29 | 30 | 31 |  | **2** | Holiday - Labor Day (No School) |  |
|  |  |  | Student Days = 0 |  |  |  |  | Student Days = 8 | **OCTOBER 2024** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **3** | Holiday - Local Holiday (No School) / Classified Opt. Holiday |
|  |  | September 24 |  |  |  |  | October 24 |  |  |  | **14-18** | Elementary Minimum Days - Parent/Teacher Conferences |
| Su |  | **M** | **Tu** | **W** | **Th** | **F** | Sa |  | Su |  | **M** |  | **Tu** | **W** | **Th** | **F** | Sa |  | **21** | Non Instructional (No School) |  |
| 1 |  | **2** | 3 | 4 | 5 | 6 | 7 |  |  |  |  |  | 1 | 2 | **3** | 4 | 5 | **NOVEMBER 2024** |  |
| 8 |  | 9 | 10 | 11 | 12 | 13 | 14 |  | 6 |  | 7 |  | 8 | 9 | 10 | 11 | 12 |  | **1** | Professional Learning Day (No School) |  |
| 15 |  | 16 | 17 | 18 | 19 | 20 | 21 |  | 13 |  | **14** |  | **15** | **16** | **17** | **18** | 19 |  | **11** | Holiday - Veterans Day (No School) |  |
| 22 |  | 23 | 24 | 25 | 26 | 27 | 28 |  | 20 |  | **21** |  | 22 | 23 | 24 | 25 | 26 |  | **25-29** | Fall Break (No School) / 27th = Classified Optional Holiday |
| 29 |  | 30 |  |  |  |  |  |  | 27 |  | 28 |  | 29 | 30 | 31 |  |  | **DECEMBER 2024** |  |
|  |  |  | Student Days = 20 |  |  |  |  | Student Days = 21 |  | **23-31** | Winter Break (No School) |  |
| **JANUARY 2024** |
|  |  | November 24 |  |  |  |  | December 24 |  |  | **1-3** | Winter Break (No School) |  |
| Su |  | **M** | **Tu** | **W** | **Th** | **F** | Sa |  | Su |  | **M** |  | **Tu** | **W** | **Th** | **F** | Sa |  | **6** | SPD (No School - **Secondary** Students Only) |
|  |  |  |  |  |  | **1** | 2 |  | 1 |  | 2 |  | 3 | 4 | 5 | 6 | 7 |  | **20** | Holiday - Martin Luther King, Jr. Day (No School) |
| 3 |  | 4 | 5 | 6 | 7 | 8 | 9 |  | 8 |  | 9 |  | 10 | 11 | 12 | 13 | 14 | **FEBRUARY 2025** |  |
| 10 |  | **11** | 12 | 13 | 14 | 15 | 16 |  | 15 |  | 16 |  | 17 | 18 | 19 | 20 | 21 |  | **14** | Holiday - President's Day (No School) |  |
| 17 |  | 18 | 19 | 20 | 21 | 22 | 23 |  | 22 |  | **23** |  | **24** | **25** | **26** | **27** | 28 |  | **17** | Holiday - President's Day (No School) |  |
| 24 |  | **25** | **26** | **27** | **28** | **29** | 30 |  | 29 |  | **30** |  | **31** |  |  |  |  | **MARCH 2025** |  |
|  |  |  | Student Days = 14 |  |  |  |  | Student Days = 15 |  | **17** | Professional Learning Day (No School) |  |
| **APRIL 2025** |
|  |  | January 25 |  |  |  |  |  | February 25 |  |  |  | **18** | Holiday - Local Holiday / Classified Optional Holiday |
| Su |  | **M** | **Tu** | **W** | **Th** | **F** | Sa |  | Su |  | **M** |  | **Tu** | **W** | **Th** | **F** | Sa |  | **21-25** | Spring Break (No School) |  |
|  |  |  |  | **1** | **2** | **3** | 4 |  |  |  |  |  |  |  |  |  | 1 |  | **MAY 2025** |  |  |
| 5 |  | **6** | 7 | 8 | 9 | 10 | 11 |  | 2 |  | 3 |  | 4 | 5 | 6 | 7 | 8 |  | **23** | Non Instructional Day (No School) |  |
| 12 |  | 13 | 14 | 15 | 16 | 17 | 18 |  | 9 |  | 10 |  | 11 | 12 | 13 | **14** | 15 |  | **26** | Holiday - Memorial Day (No School) |  |
| 19 |  | **20** | 21 | 22 | 23 | 24 | 25 |  | 16 |  | **17** |  | 18 | 19 | 20 | 21 | 22 |  | **JUNE 2025** |  |  |
| 26 |  | 27 | 28 | 29 | 30 | 31 |  |  | 23 |  | 24 |  | 25 | 26 | 27 | 28 |  |  | **12** | Last Day of School - Elementary |  |
|  |  |  | Student Days = 18 |  |  |  |  | Student Days = 18 |  | **13** | Last Day of School - Secondary |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **13** | EPD (No School - **Elementary** Students Only) |
|  |  |  | March 25 |  |  |  |  |  |  |  | April 25 |  |  |  |  |  |  |
| Su |  | **M** | **Tu** | **W** | **Th** | **F** | Sa |  | Su |  | **M** |  | **Tu** | **W** | **Th** | **F** | Sa | **END OF TRIMESTER FOR ELEMENTARY** |  |
|  |  |  |  |  |  |  | 1 |  |  |  |  |  | 1 | 2 | 3 | 4 | 5 | ***Progress Report/Grade Referral Dates:*** |  |
| 2 |  | 3 | 4 | 5 | 6 | 7 | 8 |  | 6 |  | 7 |  | 8 | 9 | 10 | 11 | 12 |  |  | 1st Referral | 9/27/2024 |
| 9 |  | 10 | 11 | 12 | 13 | 14 | 15 |  | 13 |  | 14 |  | 15 | 16 | 17 | **18** | 19 |  |  | End Trimester 1 | 11/15/2024 |
| 16 |  | **17** | 18 | 19 | 20 | 21 | 22 |  | 20 |  | **21** |  | **22** | **23** | **24** | **25** | 26 |  |  | 2nd Referral | 1/17/2025 |
| 23 |  | 24 | 25 | 26 | 27 | 28 | 29 |  | 27 |  | 28 |  | 29 | 30 |  |  |  |  |  | End Trimester 2 | 3/7/2025 |
| 30 |  | 31 | Student Days = 20 |  |  |  |  | Student Days = 16 |  |  | 3rd Referral | 4/25/2025 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | End Trimester 3 | 6/12/2025 |
|  |  |  | May 25 |  |  |  |  |  |  |  | June 25 |  |  |  |  |  |  |
| Su |  | **M** | **Tu** | **W** | **Th** | **F** | Sa |  | Su |  | **M** |  | **Tu** | **W** | **Th** | **F** | Sa | **END OF QUARTER/SEMESTER FOR MIDDLE SCHOOLS AND HIGH SCHOOLS** |
|  |  |  |  |  | 1 | 2 | 3 |  | 1 |  | 2 |  | 3 | 4 | 5 | 6 | 7 | ***Grade Referral Dates:*** |  |
| 4 |  | 5 | 6 | 7 | 8 | 9 | 10 |  | 8 |  | 9 |  | 10 | 11 | 12 | **13** | 14 |  |  | 1st Referral | 9/20/2024 |
| 11 |  | 12 | 13 | 14 | 15 | 16 | 17 |  | 15 |  | 16 |  | 17 | 18 | 19 | 20 | 21 |  |  | 2nd Referral | 11/15/2024 |
| 18 |  | 19 | 20 | 21 | 22 | **23** | 24 |  | 22 |  | 23 |  | 24 | 25 | 26 | 27 | 28 |  |  | 3rd Referral | 2/13/2025 |
| 25 |  | **26** | 27 | 28 | 29 | 30 | 31 |  | 29 |  | 30 |  |  |  |  |  |  |  |  | 4th Referral | 5/2/2025 |
|  |  |  | Student Days = 20 |  |  |  |  | Student Days = 10 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | End Quarter 1 | 10/18/2024 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | End Semester 1 | 12/20/2024 |
|  |  | Non Instructional Day / No School |  |  |  |  |  |  | End Quarter 3 | 3/21/2025 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | End Semester 2 | 6/13/2025 |
|  |  | New Teacher Orientation |  |  |  |  |  |  |  |  | School Day |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | ALL Teacher Prep Day |  |  |  |  |  |  |  |  | Weekend |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Professional Learning Day / No School |  |  | Holiday / No School |  |  |
|  |  |  |  |  |  |  |  |
|  |  | Secondary Prep Day (SPD) |  |  |  |  |  |  | Vacation / No School |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | Elementary Prep Day (EPD) |  |  |  |  |  |  | Minimum Days - Elementary Parent Conferences / Last Day of School Elementary |

CVUSD Acronyms List

|  |  |
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| **Acronym** | **Definition** |
| AADAC | African American District Advisory Committee |
| AB | Assembly Bill |
| ACSA | Association of CA. School Administrators |
| ADA | American Disabilities Act or Average Daily Attendance |
| AP | Advanced Placement |
| AVID | Advancement Via Individual Determination |
| BCBA | Board Certified Behavior Analyst |
| BTSA | Beginning Teacher Support & Assessment (now known as Induction) |
| CAA | California Alternate Assessment (part of CAASPP, for some of our SWD) |
| CAASPP | California Assessment of Student Performance and Progress |
| CCSS | Common Core State Standards |
| CDE | California Department of Education |
| CDS | County/District/School Code |
| CHKS | California Health Kids Survey |
| COLVOP | Conejo, Las Virgines, Oak Park ACSA Charter |
| CP | College Prep (level of course) |
| CSEA | California School Employees Association |
| CSF | Conejo Schools Foundation |
| CTA | California Teachers Association |
| CTE | Career Technical Education |
| CVPPA | Conejo Valley Pupil Personnel Association |
| CVUSD | Conejo Valley Unified School District |
| DAC | District Advisory Committee |
| DEC | District Educational Center |
| DEI | Diversity Equity and Inclusion |
| DELAC | District English Learner Advisory Committee |
| DLI | Dual Language Immersion |
| DOC | District Operational Center |
| E.C. | Education Code |
| EAP | Early Assessment Program |
| EL\* | English Learner (a student) |
| ELA | English-Language Arts |
| ELAC | English Learner Advisory Committee |
| ELD | English Language Development (the program) |
| ELOP | Expanded Learning Opportunities Program |
| ELPAC | English Lanugage Proficiency Assessments for California |
| FAPE | Free Appropriate Public Education |
| FIT | Facilities Inspection Tool |
| FPM | Federal Progress Monitoring |
| FY | Foster Youth |
| GATE | Gifted and Talented Education |
| GATEDAC | Gifted and Talented Education District Advisory Council |
| HS | High School |
| IB | International Baccalaureate |
| IDEA | Individual with Disabilites Education Act |

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| IEP | Individualized Educational Plan |
| ILP | Individual Learning Plan |
| LCAP | Local Control and Accountability Plan |
| LCFF | Local Control Funding Formula |
| LEA | Local Education Agency |
| LGBTQ+AC | Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, and Others Advisory Council |
| LRE | Least Restrictive Environment |
| ML | Multilingual Learner |
| MS | Middle School |
| MTSS | Multi-Tiered System of Supports |
| N/C | No Cost |
| NAEP | National Assessment of Educational Progress |
| NGSS | Next Generation Science Standards |
| PD | Professional Development |
| PFA | Parent Faculty Association |
| PL | Professional Learning |
| PLC | Professional Learning Community |
| PSAT/NMSQT | Preliminary SAT/National Merit Scholarship Qualifying Test |
| PTA | Parent Teacher Association |
| PTSA | Parent Teacher Student Association |
| RFEP | Reclassified Fluent English Proficient |
| RTI | Response To Intervention |
| Rtl2 | Response to Instruction/Intervention |
| SAI | Specialized Academic Instruction |
| SARB | School Attendance Review Board |
| SARC | School Accountability Report Card |
| SAT | Scholastic Aptitude Test |
| SB | Senate Bill |
| SBAC | Smarter Balanced Assessment Consortium |
| SCAC | Secondary Curriculum Articulation Committee |
| SDAC | Student District Advisory Committee |
| SED\* | Socio-Economically Disadvantaged |
| SEDAC | Special Education District Advisory Committee |
| SELPA | Special Education Local Plan Area |
| SPSA | School Plan For Student Achievement |
| SRO | School Resource Officer |
| SSC | School Site Council |
| SUPER DAC | DAC meeting that includes all CVUSD Advisory Committees and Councils |
| SWD\* | Students With Disabilities |
| TK | Transitional Kindergarten |
| TOSA | Teacher on Special Assignment |
| UACT | Unified Association of Conejo Teachers |
| VCOE | Ventura County Office of Education |
| WASC | Western Association of Schools & Colleges |
|  | \*Used on CA. Dashboard |