

Welcome District Advisory Council (DAC)

September 9, 2025

DAC “101”

Beginning of the Year Orientation

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DAC 101 - Beginning of the Year Orientation

Key Concepts

Greene Act

Member Guide

Meeting Dates

Quick Reference

Key Concepts - DAC Bylaws

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.

Key Concepts - *DAC Bylaws*

Article VIII. 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.

Greene Act (CA Education Code 35147)

Open to the Public:

- 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.

Meeting Notice:

- 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.



Greene Act (CA Education Code 35147)

Questions or Brief Statements:

- 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.

Materials:

- 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).



Member Guide - *DAC Handbook*

The selection of a representative to the District Advisory Council is an important decision for your School Site Council (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 middle person in this process.

Parents, Teachers, Students → SSC → DAC Repr. → DAC
Board/Admin.

Member Guide - *DAC Handbook*

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.

Member Guide - *DAC Handbook*

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.

CVUSD Communication Guidelines For Parents & Guardians



WHERE DO I START?

Communication
Guidelines for
Parents & Guardians

Conejo Valley Unified School District is dedicated to providing you with transparent information about your child's education in a timely manner. We want you to feel comfortable addressing your questions in our District. With direct and respectful communication, most issues are resolved at the school level.

Please present your questions and concerns in the following order:

1

YOUR CHILD'S TEACHER

If you have a question related to your child or their learning, contact their classroom teacher directly via email or phone.

If you haven't heard from the teacher in a reasonable amount of time, or if after discussion, the issue has not been resolved, move to Step 2.

2

YOUR SCHOOL ASSISTANT PRINCIPAL OR PRINCIPAL

At Step 2, your first point of contact will be your Assistant Principal, who may then advise you to talk to your child's school Counselor or the school Principal. Call or email the school to arrange this.

If you are dissatisfied or the situation has not been resolved, move to Step 3.

3

RELEVANT GRADE SPAN OR DEPT. DIRECTOR

The District's Grade Span and Department Directors supervise Principals at CVUSD. To help resolve your situation it is important for you to know the names of all the staff members with whom you have spoken and the dates of your conversations. Email the appropriate District Grade Span or Department Director.

If the situation has not been resolved, move to Step 4.

4

RELEVANT DEPUTY/ ASSISTANT SUPERINTENDENT

The District's Deputy/Assistant Superintendents supervise District Office staff and all CVUSD school staff. Only after the previous steps to resolve the situation should you contact relevant Superintendents. You may contact by email or phone to arrange a phone conversation or meeting, which may include all involved parties.

If you are dissatisfied or the situation has not been resolved, move to Step 5.

5

BOARD OF EDUCATION

The Board of Education has been elected by the community to provide leadership and citizen oversight of the District. The Board shall ensure that the District is responsive to the values, beliefs, and priorities of the community. You can contact Board Members via email. You may also provide public comment during a Board Meeting.

DAC Meeting Dates 2025-26 School Year

Meetings are the 2nd Tuesday of every month

Tuesday, September 9, 2025

Tuesday, October 14, 2025

Wednesday, November 12, 2025

Tuesday, December 9, 2025

Tuesday, January 13, 2026

Tuesday, February 10, 2026

Tuesday, March 10, 2026

Tuesday, April 14, 2026

Tuesday, May 12, 2026

Quick Reference - *Advisory Committee & Council Handbook*

The following summary is provided as a quick reference to the roles of District Advisory Committee and Councils:

- District Advisory Committees and Councils are meant to provide meaningful opportunities that support **two-way communication** amongst members to increase the sharing of ideas, best-practices and suggestions among student or parent members.
- District Advisory Committees and Councils **do not determine policy**, nor direct District staff or the Board of Education. CVUSD Board Policy 1220 states that “Citizen advisory committees shall serve in an advisory capacity; they may make recommendations, but their actions shall not be binding on the Board or Superintendent.”

Quick Reference - *Advisory Committee & Council Handbook*

The following summary is provided as a quick reference to the roles of District Advisory Committee and Councils:

- Individual District Advisory Committee or Council members should present views and recommendations **representing their constituent group**. Individual opinions must be identified as such.
- Only issues presented on the public agenda may be discussed and deliberated, in accordance with the requirements of California law. Members of Brown Act committees must avoid “serial meetings” (Page 19), which are private discussions, in person or electronic, involving a majority of committee members pertaining to matters involving the committee.

DAC webpage

<https://www.conejousd.org/parents-community/district-advisory-council-dac>

District Advisory Council (DAC)

The District Advisory Council is comprised of parent representatives from each of the schools who advise the Board of Education on matters related to educational programs, policies, procedures, and consider actions as requested. The District Advisory Council will establish and maintain intra-district communications, encourage the sharing of needs, accomplishments and activities in order to support a high quality school system.

DAC Executive Board 2025-2026

- Heather Spohr, Chairperson
- Jessica Gehle, Vice-Chairperson
- Carrie Howard, Secretary
- Ed Shatzen, Parliamentarian
- Christa Clippinger, Member-at-Large
- Cindy Mayling, Member-at-Large
- Heather Skelly, Member-at-Large
- Andrea Yusim, Member-at-Large
- Stephanie Barrus, Member-at-Large
- Kensie Flame, Member-at-Large
- DAC is committed to keep its members and school site councils informed of budgetary decisions made in CVUSD. For budget updates, please [Click Here](#).

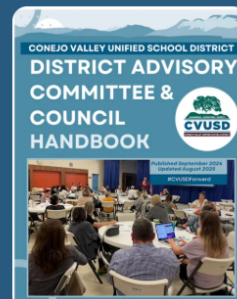
DAC Presentations

- [DAC Safety Presentation - September 13, 2022](#)
- [DAC School Culture and Climate - September 13, 2022](#)
- [School Plan For Student Achievement \(SPSA\) - October 11, 2022](#)
- [Brown Act - Greene Act Workshop - October 11, 2022](#)
- [CTE Presentation November 8, 2022](#)
- [School Fundraising - December 13, 2022](#)
- [DAC Presentation - January 10, 2023](#)
- [Presentation on Student Performance - March 14, 2023](#)
- [Presentation on Student Performance - March 14, 2023 - Spanish](#)
- [LCAP for DAC - April 4, 2023](#)
- [LCAP: Digging Deeper - April 4, 2023](#)
- [DAC Chair Comments - April 4, 2023](#)
- [Guided Studies - April 4, 2023](#)
- [DAC Presentation - May 9, 2023](#)
- [School Counseling In CVUSD - September 12, 2023](#)
- [Super DAC Meeting - English - October 10, 2023](#)

Meeting Agendas and Minutes

Agendas and Minutes for DAC Meetings are on [Board Docs](#), under District Advisory Council

District Advisory Committee and Council Handbook



Documents

- [2025-2026 Meeting Schedule Dates](#)
- [Bylaws of the District Advisory Council](#)
- [DAC Handbook](#)

DAC Discussion Questions

05:00

1. How to you gather information about your school's successes and challenges?
2. How do you communicate with members of your school?
3. What do you enjoy the most about being involved in DAC?
4. What's some practical advice you'd give new DAC members?

Thanks For Serving on DAC!

Fiscal Updates

Dr. Victor Hayek,
Deputy Superintendent of Business Services

[Presentation Link](#)