

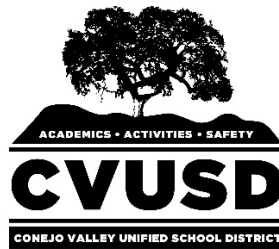
CONEJO VALLEY UNIFIED SCHOOL DISTRICT

DISTRICT ADVISORY COUNCIL HANDBOOK



2025/2026

CONEJO VALLEY UNIFIED SCHOOL DISTRICT
YEAR 2025



BOARD OF EDUCATION

Lisa Evans Powell, DSW, President
Karen Sylvester, Vice President
Bill Gorback, Clerk
Lauren Gill, Member
Cindy Goldberg, Member
Finn Kerns, 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 and
Student Services
Shauna Ashmore, Assistant Superintendent, Human Resources

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CONEJO VALLEY UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES DIVISION

DISTRICT ADVISORY COUNCIL CALENDAR

2025-2026 SCHOOL YEAR

GENERAL MEETINGS

9:00 - 11:30 a.m.

University MPR

EXECUTIVE BOARD MEETINGS

11:30 a.m.

University MPR

Meetings are the 2nd Tuesday of every month

(unless noted below)

Tuesday, September 9, 2025

Tuesday, October 14, 2025 (SUPER DAC)

Wednesday, November 12, 2025

Tuesday, December 9, 2025

Tuesday, January 13, 2026

Tuesday, February 10, 2026

Tuesday, March 10, 2026 (SUPER DAC)

Tuesday, April 14, 2026

Tuesday, May 12, 2026

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

DAC Members Serving on Committees - Year 2025/2026

Board of Education	Heather	Spohr
Budget/LCAP Committee	Heather Cindy	Skelly Mayling
Legislative Reporter	Ed	Shatzen
School Choice Committee	Jessica	Gehle
Technology Committee	Kinsie Andrea	Flame Yusim
Walk & Roll	Stephanie	Barrus
Wellness Committee	Christa Kinsie	Clippinger Flame

Committee Members Who Report to DAC - Year 2025/2026

California School Employees Assn (CSEA)	Mike	Bundy
Conejo Council Parent Teacher Assn (CCPTA)	Deanna	Camacho
Conejo Schools Foundation (CSF)	Lana	Clark
Conejo Valley Pupil Personnel Assn (CVPPA)	Jennifer	Sheppard
African American (AADAC)	Marlena	Wallace
District English Learners (DELAC)	Lucely	Duarte
Gifted and Talented Education (GATE DAC)	Christine	Wells
LGBTQ+ AC	Aniqa	Courtney
Measure I Bond Citizens Oversight	Andrew	Pletcher
Special Education District Advisory Council (SEDAC)	Mandy	Pollak
United Association of Conejo Teachers (UACT)	Josh	Carolan
Thousand Oaks Library	Charlotte	Burrows

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

**DAC Members
2025-2026**

Repr	School	FirstName	LastName
Board	Chairperson	Heather	Spohr
Board	Vice-Chairperson	Jessica	Gehle
Board	Secretary/ASP	Carrie	Howard
Board	Parliamentarian	Ed	Shatzen
Board	Member-at-Large	Christa	Clippinger
Board	Member-at-Large	Cindy	Mayling
Board	Member-at-Large	Heather	Skelly
Board	Member-at-Large	Andrea	Yusim
Board	Member-at-Large	Stephanie	Barrus
Board	Member-at-Large	Kensie	Flame
Elem Sch	Acacia	Mandy	Pollack
Elem Sch	Aspen	Alison	Friedman
Elem Sch	Banyan	Jennifer	Sugden
Middle High Sch	Century	Kris	Endo
Middle Sch	Colina	Timothy	Neal
Elem Sch	Conejo Academy	Anne	Carle
High Sch	Conejo Valley	Krista	Pettersson
Elem Sch	Cypress	Bonnie	Rockey
Elem Sch	EARTHS	TBD	
Elem Sch	Glenwood	TBD	
Elem Sch	Ladera	Katie	Miller
Elem Sch	Lang Ranch	Lauren	Cohen
Middle Sch	Los Cerritos	Katie	Dahm
Elem Sch	Madrona	Rosie	Addison
Elem Sch	Maple	TBD	
High Sch	Newbury Park	Ed	Shatzen
Middle Sch	Redwood	Megan	Goebel
Middle Sch	Sequoia	Autumn	Sasala
Elem Middle Sch	Sycamore Cyn (K-8)	Srishti	
High Sch	Thousand Oaks	Cindy	Mayling
Elem Sch	Walnut	Kristen	Delmarty
Elem Sch	Weathersfield	Stephanie	Barrus
Elem Sch	Westlake Elem	Grace	Benson
High Sch	Westlake High	Bing	Liu
Elem Sch	Westlake Hills	Melinda	Smith
Elem Sch	Wildwood	Jessie	Hernandez

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.



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).

(b) 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.

(c) (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.

(d) 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

A. 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.

B. 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.

- A.** 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.

- B.** 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.

- A.** After a school site council or parent advisory council designates a new District Advisory Council representative, the school site council or parent advisory council must notify the District Advisory Council chairperson no later than 8 a.m. prior to the start of the next regularly scheduled general meeting.
- B.** 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

A. 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.

B. 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.

1. CHAIRPERSON Shall preside at the District Advisory Council General, Special, and Executive Board Meetings.
2. Shall keep and maintain a file containing communications, and all other information pertinent to the office and the District Advisory Council.
3. Shall coordinate the work of Officers and committees of the District Advisory Council, including all general administrative procedures and policies.
4. 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.
5. 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.
6. Shall serve as an Ex-Officio Member of all Committees except the Nominating Committee.
7. Shall keep the Executive Board informed of all activities of the District Advisory Council.
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 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.
9. 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"*
10. Shall perform such other duties as may be prescribed in the Bylaws or assigned by the District Advisory Council.

11. 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 Meeting Agenda 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 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

9. Shall chair District Advisory Council committees as needed and requested by the Chairperson.
10. 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:

A. 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.

B. 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

- A. 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.
- B. 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.

- C. Shall provide support to, and be a resource for, the District Advisory Council Members in the execution of their duties.
- D. 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.
- E. Shall nominate and elect the new Officer from the existing Executive Board should an Officer position become vacant.
- F. 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 in 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:

A. 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.

B. 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.

C. 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.

D. 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

- A.** 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.
- B.** Shall meet a minimum of eight (8) times during the school year.
- C.** 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.

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

SECTION 3. EXECUTIVE BOARD MEETINGS

- A. 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.
- B. Notice of an Executive Board Meeting shall be posted pursuant to the Ralph M. Brown Act.
- C. Executive Board Meetings shall be conducted in accordance with the Ralph M. Brown Act.

SECTION 4. SPECIAL MEETINGS

- A. May be called by the Chairperson or by the petition of two-thirds (2/3) of the Voting Members.
- B. Notice of a Special Meeting shall be posted pursuant to the Ralph M. Brown Act.
- C. 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:

- A. 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);

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

SECTION 7. AGENDA

- A. 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.
- B. 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.
- C. Shall include specific items to be discussed and may include specific times for one or more activities.
- D. 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.

E. Shall have a layout as follows:

1. General
 - a. Call Meeting to Order
 - b. Pledge of Allegiance
 - c. Roll Call
 - d. Approval of Agenda
2. Public Comments
3. Actions Items
 - a. Item A
4. Information/Discussion
 - a. Item A
 - b. Item B
5. Reports
 - a. Standing Committees and District Committees
 - b. Other District Advisory Councils/Committee Reports
 - c. Community Reports
6. Member Comments
 - a. Chair
 - b. Members
 - c. District Administrators
7. Adjournment
8. Executive Board Meeting
 - a. Call Meeting to Order
 - b. Roll Call
9. Public Comments
10. Information/Discussion
 - a. Discuss Meeting Five Key Takeaways
 - b. Item A
11. Action Items
 - a. 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

- A.** 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.

- B.** 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 (seconders 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.
 - a. Decision of Chairperson (Asks, "Are you ready for the question?" Hearing no objection, the vote is taken.)
 - b. 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:
 - a. Adding
 - b. Inserting
 - c. Striking out
 - d. Striking out and inserting
 - e. 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 Mrs. 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.

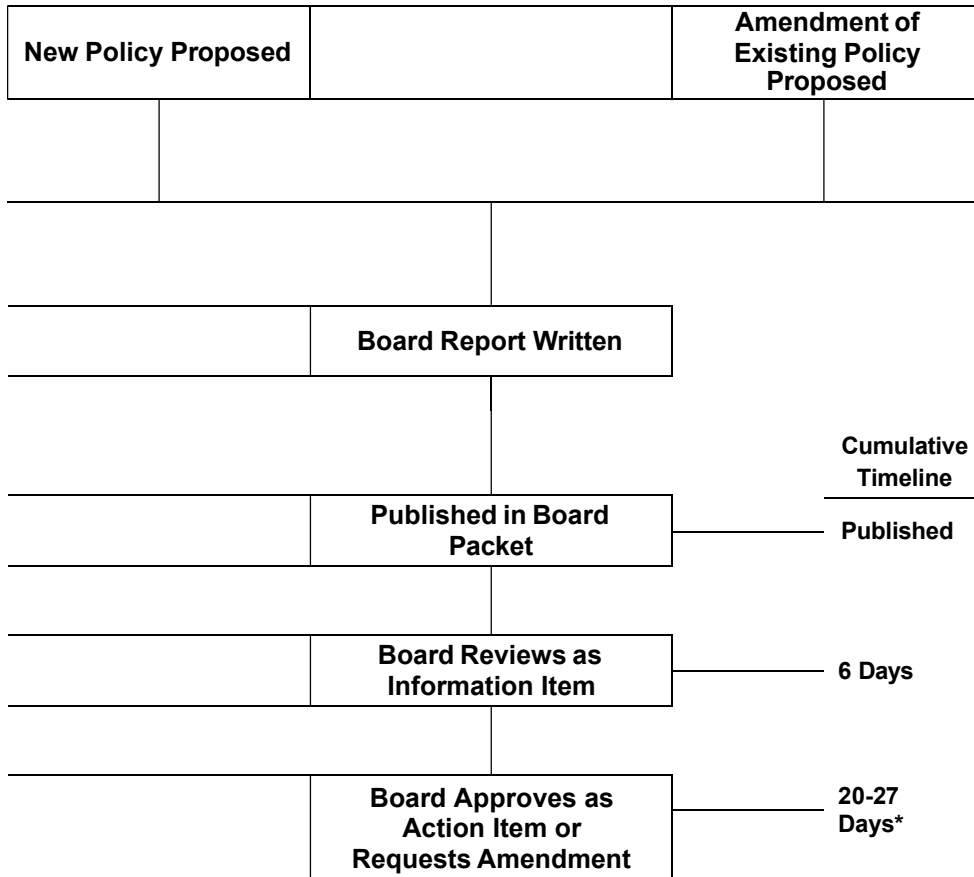
ATTENDING THE BOARD MEETING:

1. By the Friday before the Board meeting, the agenda will be posted to Board Docs via the District website: www.conejousd.org . To locate the agenda:
 - a. click on the "Board of Education" tab at the top of the website,
 - b. select "Board Meetings, Agendas and Minutes" from the drop-down menu,
 - c. 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.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES DIVISION**

BOARD POLICY APPROVAL PROCESS



* 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

DISTRICT EDUCATIONAL CENTER:	CONTACT	PHONE 497-9511 EXTENSION
Instructional and Student 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
Special Education - Elementary	Shanda Lee	3332
Special Education – Secondary (Interim)	Steve Barnes	3331
Student Support Services/Breakthrough	Christina Harrison	3321
Multilingual Learners and Equity	Ricardo Araiza	3351
Superintendent/Board of Education		
Superintendent	Mark McLaughlin	1102
Board Meetings, Agenda	Sheri Fehlman	1101
Coordinator, Communications/Marketing	Kimberly Gold	1105

DISTRICT OPERATIONAL CENTER:	CONTACT	PHONE 498-4557 EXTENSION
Business Services		
Deputy Superintendent	Victor Hayek	7502
Fiscal Services	Jamie Ledezma	7510
Child Care	Amie Mills	492-3567
Neighborhoods for Learning	Bonnie Baruch	494-8100
Civic Center	Elizabeth Jones	6572
Child Nutrition	Sarah Phillips	7531
Risk Management		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
CONEJO VALLEY UNIFIED SCHOOL DISTRICT



DIRECTORY OF SCHOOLS

SCHOOL	ADDRESS	PHONE	FAX	FRONT OFFICE	COUNSELORS	GRADES/ HOURS
Acacia Magnet School for Enriched Learning	55 W. Norman Avenue T.O. 91360-3599	805-495-5550	805-374-1156	Dennis Carter, Principal Isabel Alamillo, Office Manager	Jannelle Guillot Icela Sabory	TK/K: 8:15-1:30 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 T.O. 91360-2099	805-495-2810	805-374-1157	Shane Craven, Principal Stacey Coombe, Office Manager	Jennifer Sheppard	TK/K: 8:15-1:20 Gr 1-5: 8:15-2:40 Friday: 8:15-1:30
Banyan Elementary	1120 Knollwood Drive N.P. 91320-5599	805-498-6641	805-375-6626	Allison Kennedy, Principal Christine Okun, Office Manager	Carmen Ayala	TK/K: 8:25-1:30 Gr 1-5: 8:25-2:35
Century Academy (SHINE)	33 Greta Street T.O. 91360	805-496-0286		Brian Mercer, Principal Yuliya Reznikova-Eisenberg, Asst. Prin Brandon La Croix, Office Manager	Rachel Kelterer	8:00-3:00
C.V.U.S.D. Child Care	2801 Atlas Avenue T.O. 91360	805-492-3567	805-492-2302	Amie Mills, Director, Child Development Lisa Courter, Secretary		7:30-4:00 (office) 7:00-6:00 (programs)
Colina Middle School	1500 E. Hillcrest Drive T.O. 91362-2599	805-495-7429	805-374-1163	Jennifer Dobson, Principal Heather Lane, Asst. Principal Anita Chiapuzio, Office Manager	Kimberly Chopp Melissa Doll	Period A: 7:55 Start Period 1-6: 9:00-3:10 Tuesday: 10:00-3:10
Conejo Academy of Leadership and Language Immersion	280 N. Conejo School Rd T.O. 91362-3199	805-495-7058	805-374-1158	Erica Ultreras, Principal Yohaira Lopez, Office Manager	Chantal Escalante Icela Sabory	TK/K: 8:15-1:30 Gr 1-5: 8:15-2:40 Wed: 8:10-1:30
Conejo Oaks Academy (Post-Secondary)	1025 Old Farm Road T.O. 91360-4941	805-497-9511 Ext. 3334				8:00-2:00
Conejo Valley Adult Education	1025 Old Farm Road T.O. 91360-4941	805-497-2761	805-374-1167	Jason Klinger, Principal Nancy Avina, Office Manager		
Conejo Valley High School	1402 E. Janss Road T.O. 91362	805-498-6646	805-413-8399	Brian Mercer, Principal Sean MacDonald, Asst. Principal Dawn Stines, Office Manager	Catherine Kanney	8:00-3:10
Cypress Elementary	4200 Kimber Drive N.P. 91320-4898	805-498-6683	805-375-5600	Michele McDonald, Principal Crista Tennant, Office Manager	Jannelle Guillot	TK/K: 8:15-1:20 Gr 1-5: 8:15-2:40 Gr 1-5 Tues: 8:15-1:30
EARTHs Magnet	2626 Michael Drive N.P. 91320-3292	805-498-3686	805-375-5602	Jeff Rickert, Principal Joy Shah, Office Manager	Jannelle Guillot	K: 8:15-1:30 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 T.O. 91360-5228	805-495-2118	805-374-1159	Vivian Vina-Hunt, Principal Elsa Casillas, Office Manager	Gabriela Magdaleno, Lorena Martinez	TK/K: 8:30-1:35 Gr 1-5: 8:30-2:40
Ladera STARS Academy	1211 Calle Almendro T.O. 91360-6499	805-492-3565	805-493-8851	Tasia Dove, Principal John Orleans, Office Manager	Jennifer Sheppard Gabriela Magdaleno,	K: 8:15-1:30 Gr 1-5: 8:15-2:40 Tuesday: 8:15-1:30
Lang Ranch Elementary	2450 Whitechapel Place T.O. 91362-5399	805-241-4417	805-241-4617	Megan Triplett, Principal Vaishali Bhargava, Office Manager	Nathan Snider	K: 8:25-1:30 Gr 1-5: 8:25-2:35
Los Cerritos Middle School	2100 E. Ave de las Flores T.O. 91362-1599	805-492-3538	805-493-8854	Brandy Pacheco, Principal Paige Gonzales, Asst. Principal Kathleen Banaszkiwicz, Office Manager	Rebecca Cook Jenna Poe Karen McCarthy	Period A: 8:04 Start Period 1-6: 8:55-3:10 Wednesday: 8:55-1:55
Madroña Academy of the Arts and Sciences	612 Camino Manzanas T.O. 91360-2199	805-498-6102	805-375-5601	Jasson Przebieda, Principal Luz Bediale, Office Manager	Icela Sabory	TK/K: 8:25 -1:30 Gr 1-5: 8:25-2:35
Maple Elementary	3501 Kimber Drive N.P. 91320-4399	805-498-6748	805-375-5603	Meghann OWeger, Principal Leslie Beaton, Office Manager	Icela Sabory Shay Williams - Watson	K: 8:10-1:15 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
Newbury Park High School	456 N. Reino Road N.P. 91320-3798	805-498-3676	805-499-3549	Steve Lepire, Principal Carly Adams, AP - Instruction Ethan Gray, AP - Athletics Linda Eckelkamp, AP - Attendance Katie Berry, AP - Activities <i>Vacant</i> , Coordinator Linda Abilez, Office Manager	Tina Choi Tina Coleman Edith Cortes Richard Napora Lesley Nedwick	Period 0: 7:30-8:20 Period 1-7: 8:30-3:30
Redwood Middle School	233 W. Gainsborough Rd T.O. 91360-3499	805-497-7264	805-497-3734	Kristina Keener, Principal Michelle Eby, Asst. Principal Sonja Gannfors, Office Manager	Tracy Sims Bill Zasadill	Period A: 7:55 Start Period 1-6: 9:00-3:10 Tuesday: 9:30-3:10
Sequoia Middle School	2855 Borchard Road N.P. 91320-3898	805-498-3617	805-375-5605	Karla DiDomizio, Principal Kelly Welch, Asst. Principal Jaime Taylor, Office Manager	Shannon Martens Kelly Meador	Period 0: 7:55 Start Period 1-6: 8:45-2:55 Tuesday: 8:45-1:30
Sycamore Canyon School	4601 Via Rio N.P. 91320-6872	805-498-1573	805-498-0385	Doug Hedin, Principal Cheryl Moncourtois, Asst. Principal Carrie Penix, Dean Deanna Briggs, Office Manager	Jennifer Sheppard Nicole Vitto	TK/K: 8:15-1:30 Tuesday: 8:15-1:15 Gr 1-5: 8:15-2:40 Tuesday: 8:15-1:30 Gr 6-8 A Period: 7:55 Gr 6-8: 8:45-3:08 Tuesday: 8:45-2:05
Sycamore Canyon Be Me Preschool	4601 Via Rio N.P. 91320-6872	805-498-1573 805-492-4051		Shauna Grudsky, Preschool Coordinator		Pre-school and Infant Programs
Thousand Oaks High School	2323 N. Moorpark Road T.O. 91360-3198	805-495-7491	805-374-1165	Eric Bergmann, Principal Danielle Oliveri, AP - Instruction Joshua Eby, AP - Athletics Michael Godfrey, AP - Attendance Amanda Glover, AP - Student Sup Svcs Christine Mendez - Office Manager	Kelsey Daigneault Robyn Britt Priscilla Montero Kelly Ross Darla Scott Daniel Solis	Period A: 7:20-8:20 Period 1-6: 8:30-3:20
Walnut Elementary	581 Dena Drive N.P. 91320-2999	805-498-3608	805-375-5604	Tammy Farhit, Principal Ashley McCreary, Office Manager	Carmen Ayala Gabriela Magdaleno,	TK/K: 8:15-1:20 Gr 1-5: 8:15-2:40 Gr 1-5 Wed: 8:15-1:30
Weathersfield Elementary	3151 Darlington Drive T.O. 91360-4593	805-492-3563	805-492-4452	Paola Vargas, Principal Jacqueline Wright, Office Manager	Nathan Snider	TK/K: 8:25-1:30 Gr 1-5: 8:25-2:35
Westlake Elementary	1571 E. Potrero Road W.V. 91361-1529	805-374-2150	805-496-4006	Terri Culpepper, Principal Victoria Ater, Office Manager	Nathan Snider	TK/K: 8:25-1:30 Gr 1-5: 8:25-2:35
Westlake High School	100 N. Lakeview Canyon Ro W.V. 91362-3895	805-497-6711	805-497-2606	Jason Branham, Principal Carlos Cardenas, AP - Instruction Carnell Henderson, AP - Athletics Jeniffer Modolo, AP - Activities Michelle Kerrigan, AP - St Supp Svcs Susan Greiner, Office Manager	Tawnya Ferdolage Andrea Jacobo Amy Kirksey Sonia Magana Monica Mora Emily Nelson	Period 0: 7:15-8:23 Period 1-6: 8:30-3:17 Wednesdays: No Period 0 Period 1-6: 8:30-3:17
Westlake Hills Elementary	3333 S. Medicine Bow Ct W.V. 91362-3545	805-497-9339	805-374-1162	Michael Niemczyk, Principal Irene Nelson, Office Manager	Carmen Ayala	TK/K: 8:15-1:20 Gr 1-5: 8:15-2:40 Gr 1-5 Wed: 8:15-1:30
Wildwood Elementary	620 W. Velarde Drive T.O. 91360-1399	805-492-3531	805-493-8855	Kevin Lynch, Principal Karen Meyer, Office Manager		K: 8:10-1:20 Gr 1-5: 8:10-2:35 Gr 1-5 Tues: 8:10-1:20
University Center Be Me Preschool	2801 Atlas Avenue T.O. 91360	805-492-4051	805-241-4346	Shana Grudsky, Coordinator - Ext. 113 Martha Alvidrez, Sr. Office Assistant		Pre-school and infant programs



2025-2026 School Year Calendar

FIRST DAY OF SCHOOL IS AUGUST 20, 2025

IMPORTANT DATES

July 25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Student Days = 0						

August 25						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Student Days = 8						

September 25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Student Days = 20						

October 25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Student Days = 22						

November 25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
Student Days = 13						

December 25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Student Days = 15						

January 26						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Student Days = 19						

February 26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
Student Days = 18						

March 26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Student Days = 21						

April 26						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Student Days = 16						

May 26						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Student Days = 19						

June 26						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Student Days = 10						

AUGUST 2025

- 15 New Teacher Orientation
- 18 Professional Learning Day (No School)
- 19 Teacher Prep Day

SEPTEMBER 2025

- 1 Holiday - Labor Day (No School)
- 23 Holiday - Local Holiday (No School) = **Classified Opt. Holiday**

OCTOBER 2025

- 2 Holiday - Local Holiday (No School) = **Classified Opt. Holiday**
- 13-17 Elementary Minimum Days - Parent/Teacher Conferences

NOVEMBER 2025

- 3 Professional Learning Day (No School)
- 11 Holiday - Veterans Day (No School)
- 24-28 Fall Break (No School) / 26th = **Classified Optional Holiday**

DECEMBER 2025

- 22-31 Winter Break (No School)

JANUARY 2026

- 1-2 Winter Break (No School)
- 5 SPD (No School - **Secondary** Students Only)
- 19 Holiday - Martin Luther King, Jr. Day (No School)

FEBRUARY 2026

- 13 Holiday - President's Day (No School)
- 16 Holiday - President's Day (No School)

MARCH 2026

- 16 Professional Learning Day (No School)

APRIL 2026

- 3 Holiday - Local Holiday / **Classified Optional Holiday**
- 6-10 Spring Break (No School)

MAY 2026

- 22 Non Instructional Day (No School)
- 25 Holiday - Memorial Day (No School)

JUNE 2026

- 11 Last Day of School - Elementary - Minimum Day
- 12 Last Day of School - Secondary
- 12 EPD (No School - **Elementary** Students Only)

END OF TRIMESTER FOR ELEMENTARY












Progress Report/Grade Referral Dates:

1 st Referral	9/26/2025
End Trimester 1	11/14/2025
2 nd Referral	1/16/2026
End Trimester 2	3/6/2026
3 rd Referral	4/24/2026
End Trimester 3	6/11/2026

END OF QUARTER/SEMESTER FOR MIDDLE SCHOOLS AND HIGH SCHOOLS

Grade Referral Dates:

1 st Referral	9/19/2025
2 nd Referral	11/14/2025
3 rd Referral	2/12/2026
4 th Referral	5/1/2026
End Quarter 1	10/17/2025
End Semester 1	12/19/2025
End Quarter 3	3/20/2026
End Semester 2	6/12/2026

 Non Instructional Day	 School Day
 New Teacher Orientation	 Weekend
 ALL Teacher Prep Day	 Holiday / No School
 Professional Learning Day / No School	 Vacation / No School
 Secondary Prep Day (SPD)	 Minimum Days - Elementary Parent Conferences / Last Day of School - Elementary
 Elementary Prep Day (EPD)	

WHERE DO I START?



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.

El Distrito Escolar Unificado de Conejo Valley está comprometido a brindarle información transparente sobre la educación de su hijo de manera oportuna. Queremos que se sienta cómodo al plantear sus preguntas en nuestro Distrito. Con una comunicación directa y respetuosa, la mayoría de los problemas se resuelven a nivel escolar.

Por favor, presente sus preguntas e inquietudes en el siguiente orden:

1 EL MAESTRO(A) DE SU HIJO(A)

Si tiene una pregunta relacionada con su hijo(a) o su aprendizaje, comuníquese directamente con su maestro(a) por correo electrónico o por teléfono.

Si no ha recibido respuesta del maestro(a) en un plazo razonable, o si después de conversar el problema no se ha resuelto, avance al Paso 2.

2 EL SUBDIRECTOR(A) O DIRECTOR(A) DE LA ESCUELA

En el Paso 2, su primer punto de contacto será el subdirector(a), quien podrá aconsejarle hablar con el consejero escolar de su hijo(a) o con el director(a) de la escuela. Llame o envíe un correo electrónico a la escuela para coordinarlo.

Si no está satisfecho(a) o la situación no se ha resuelto, avance al Paso 3.

3 DIRECTOR(A) DEL NIVEL DE GRADO CORRESPONDIENTE O DEL DEPARTAMENTO

Los directores de nivel de grado y de departamento del Distrito supervisan a los directores escolares en CVUSD. Para ayudar a resolver su situación, es importante que tenga los nombres de todos los miembros del personal con quienes ha hablado y las fechas de sus conversaciones. Envíe un correo electrónico al director de nivel de grado o de departamento correspondiente del Distrito.

Si la situación no se ha resuelto, avance al Paso 4.

4 SUBSUPERINTENDENTE O ASISTENTE DEL SUPERINTENDENTE CORRESPONDIENTE

Los subsuperintendentes o asistentes del superintendente del Distrito supervisan al personal de la Oficina del Distrito y a todo el personal escolar de CVUSD. Solo después de haber seguido los pasos anteriores para resolver la situación debe comunicarse con los superintendentes correspondientes. Puede comunicarse por correo electrónico o por teléfono para coordinar una llamada o una reunión, la cual puede incluir a todas las partes involucradas.

Si no está satisfecho(a) o la situación no se ha resuelto, avance al Paso 5.

5 JUNTA DE EDUCACIÓN

La Junta de Educación ha sido elegida por la comunidad para brindar liderazgo y supervisión ciudadana al Distrito. La Junta se asegurará de que el Distrito responda a los valores, creencias y prioridades de la comunidad. Puede comunicarse con los miembros de la Junta de Educación por correo electrónico. También puede hacer comentarios públicos durante una reunión de la Junta.

CVUSD Acronyms List

<u>Acronym</u>	<u>Definition</u>
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

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
RtI2	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