



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

BOARD OF EDUCATION REGULAR BOARD MEETING
Wednesday, October 8, 2025

MINUTES

1. CLOSED SESSION

A. Comments – Public

President Powell announced that there were no public comment requests submitted, and the Board convened into Closed Session at 5:30 p.m. where the following item was discussed:

B. Approval of Settlement Agreement Between the Conejo Valley Unified School District and Paychex, Inc.

Closed Session at 5:56 p.m.

2. OPEN SESSION

A. Call the Meeting to Order

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

Board Members present: Board President Lisa Powell, Board Clerk Bill Gorback, Board Trustees Lauren Gill and Cindy Goldberg, and Student Board Trustee Finneas Kerns. Board Vice President Karen Sylvester was absent.

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

B. Pledge of Allegiance

C. Announcements from Closed Session and Open Session Procedures

President Powell announced that the following item was discussed in Closed Session:

B. Approval of Settlement Agreement Between the Conejo Valley Unified School District and Paychex, Inc.

Trustee Goldberg made the motion to approve the Settlement Agreement, seconded by Trustee Gorback. **Motion carried: 4-0.**

D. Approval of the Agenda

Trustee Goldberg made the motion to approve the agenda as amended, pulling Consent Agenda Item 4P for a separate vote, seconded by Trustee Kerns. There was no Board discussion on this agenda item. **Motion carried: 4-0, with a preferential “yes” vote from Trustee Kerns.**

E. Student Recognition – National Merit Scholarship Program Semifinalists

The Board of Education and District staff recognized students from Newbury Park High School and Westlake High School for their outstanding academic accomplishments as National Merit Scholarship Program Semifinalists.

F. Reports from Student Reporters

Century Academy: Celena Smith

Conejo Valley High School: Angeleen Pinn

Newbury Park High School: Darwin Rowland

Thousand Oaks High School: Kayden Studebaker

Westlake High School: Sal Bellomo subbed for Fiona Mercer

Students reported on a variety of recent and upcoming school activities, including Halloween trunk-or-treat events, school site activities recognizing Hispanic Heritage Month, National Bullying Prevention, LGBTQ+ History Month, Unity Day, and Red Ribbon Week; fundraising efforts; Senior Sunrise events; Back to School Nights; college tours; Week of Welcome celebrations; Homecoming rallies, games and dances; Week of the School Administrator; talent shows; Broadway Cares performances and theater productions; rivalry football games; fall sports highlights; Club Rush and Club Hello Day events; guest speaker presentations; college and career information nights; community service projects; and community events such as Dancing with the Warrior Stars and the Westlake High School Band/Orchestra Food Truck Festival.

G. Comments – Public

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

3. ACTION ITEMS – GENERAL

A. Business Services – Evaluation of Proposal from Adelante Comunidad Conejo, Inc. for Facility Use and Authorization to Enter into an Agreement for Facility Use

Trustee Goldberg made the motion to approve, seconded by Trustee Gill. Dr. Hayek provided background on a proposal from Adelante Comunidad Conejo, Inc., a Tier 1 user group, to potentially use the central kitchen for food rescue efforts supported by a grant, with an agreement to reimburse all expenses, resulting in no net cost to the District. Betsy Connolly, representative from Adelante, spoke about the proposal and noted that limited space is a significant barrier to their food recovery and distribution efforts. **Motion carried: 4-0, with a preferential “yes” vote from Trustee Kerns.**

B. Instructional Services – Approval of Renewal Contract – Camp Ramah in California, Inc., for Outdoor School 2025-2026 for Sixth Grade Students

Trustee Gorback made the motion to approve, seconded by Trustee Goldberg. Mr. Loo noted the district's plan to continue Outdoor School for the next school year but emphasized concerns that rising costs may require reducing the program from three to two nights and may result in increasing fees. Dr. McLaughlin noted that as planning begins for future years, the Board would need to revisit the discussion at a later time to address rising costs. **Motion carried: 4-0, with a preferential "yes" vote from Trustee Kerns.**

C. Instructional Services – Adoption of Annual Resolution #25/26-10 – Red Ribbon Week

Trustee Gill made the motion to approve, seconded by Trustee Kerns_. There was no Board discussion on this agenda item. **Motion carried: 4-0, with a preferential "yes" vote from Trustee Kerns.**

D. Human Resources – Notice of Public Hearing to Approve the Submission of the Disclosure of Collective Bargaining Agreement (AB 1200) for the Conejo Valley Pupil Personnel Association (CVPPA) for 2025-2026

President Powell opened and closed the Public Hearing at 6:35 p.m., noting that no public comment requests were submitted. There was no Board discussion on this agenda item.

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

Trustee Gorback made the motion to approve, seconded by Trustee Goldberg. There was no Board discussion on this agenda item. **Motion carried: 4-0, with a preferential "yes" vote from Trustee Kerns.**

F. Human Resources - Notice of Public Hearing to Approve the Submission of the Disclosure of Collective Bargaining Agreement (AB 1200) for the Unified Association of Conejo Teachers (UACT) for 2025-2026

President Powell opened and closed the Public Hearing at 6:36 p.m., noting that no public comment requests were submitted. Mrs. Ashmore summarized that both associations underwent a yearlong open contract process and noted that an MOU with UACT was approved to grant a paid personal leave day on a non-instructional day, along with a resolution for unrepresented employees. There was no Board discussion on this agenda item.

G. Human Resources - Approval of Tentative Agreement and Memorandum of Understanding Between the Conejo Valley Unified School District and the Unified Association of Conejo Teachers (UACT) and Approval of Resolution #25/26-14 for Unrepresented Employees

Trustee Goldberg made the motion to approve, seconded by Trustee Gorback. There was no Board discussion on this agenda item. **Motion carried: 4-0, with a preferential "yes" vote from Trustee Kerns.**

4. ACTION ITEMS – CONSENT

President Powell announced that approval of the Consent Agenda would begin with pulled Consent Agenda item 4P.

P. Instructional Services - Approval of New Contract - Magic School, Inc. (MagicSchool) – DEC
Trustee Goldberg made the motion to approve, seconded by Trustee Kerns. President Powell announced that there was one (1) public comment request submitted, and that speaker received three (3) minutes to speak. The Board discussed whether to move forward with the proposed AI pilot program or delay it until a stronger policy framework on AI is in place, weighing concerns about premature implementation, student safety, and curriculum integrity against benefits of teacher training, controlled access, and monitored use through a pilot at three schools. Mr. Loo responded to questions from Board members regarding the impact of delaying contract approval on teachers, the implementation and training timeline, the advantages of this AI tool, the gradual rollout by grade level, expected student use, program safeguards, plans to monitor misinformation, and teacher feedback on current use, and potential costs associated with expanding the program to additional schools. **Motion carried: 3-1, with a “no” vote from Trustee Gill and a preferential “no” vote from Trustee Kerns.**

Dr. McLaughlin stated that district staff will follow up with the public commenter to further discuss their concerns regarding the AI pilot program.

Trustee Goldberg made the motion to approve the remainder of the Consent Agenda as submitted, seconded by Trustee Gorbach. There was no Board discussion on this agenda item. **Motion carried: 4-0, with a preferential “yes” vote from Trustee Kerns.**

CONSENT AGENDA ITEMS:

- A. Board of Education - Approval of Minutes**
- B. Board of Education - Approval of Amendments to Board Policy 0000 - Vision/Mission**
- C. Board of Education - Approval of Amendments to Board Policy 0100 – Philosophy**
- D. Board of Education - Approval of Amendments to Board Policy 0200 - Goals for the School District**
- E. Communications - Approval of Contracts Under \$5,000**
- F. Human Resources - Personnel Assignment Orders**
- G. Human Resources - Approval of Amendments to Board Policy and Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment**
- H. Human Resources - Approval of Amendments to Administrative Regulation 4119.12 - Title IX Sexual Harassment Complaint Procedures and Adoption of New Exhibit-E(1) 4119.12 - Title IX Sexual Harassment Complaint Procedures Status**
- I. Human Resources - Ratification of Renewal Contract with the San Joaquin County Office of Education/CodeStack**
- J. Human Resources - Ratification of Renewal Contract with Frontline Education**

- K. Human Resources - Approval of Contract Between the Conejo Valley Unified School District and Amergis Healthcare Staffing, Inc.
- L. Human Resources - Approval of Contract Between the Conejo Valley Unified School District and EdTheory, LLC
- M. Human Resources - Approval of Contract Between the Conejo Valley Unified School District and The Genesis Group LLC
- N. Instructional Services - Approval of Contracts Under \$5,000
- O. Instructional Services - Approval of Renewal Contract with A Rental Connection for Newbury Park High School
- Q. Instructional Services - Approval of Renewal Contract - CommonLit, Inc. - Los Cerritos Middle School
- R. Instructional Services - Approval of Renewal Contract with Conejo Recreation and Park District (CRPD) for Aspen Elementary
- S. Instructional Services - Approval of New Contract with World Viz, Inc. for Newbury Park High School
- T. Instructional Services - Approval of Renewal Contract with Music, Memories & More for Newbury Park High School
- U. Instructional Services - Approval of Renewal Contract with AVID for the Conejo Valley Unified School District
- V. Instructional Services - Approval of Renewal Contract with Conejo Recreation and Park District (CRPD) for Acacia Magnet School for Enriched Learning
- W. Student Services - Approval of Contracts Under \$5,000
- X. Student Services - Approval of Renewal Contract - John Tracy Center
- Y. Business Services - Disposal of Surplus and Obsolete Equipment
- Z. Business Services - Approval of Purchase Order Report (POs exceeding \$5,000)
- AA. Business Services - Notices of Completion
- BB. Business Services - Approval of the 2024-25 TOPASS Annual Compliance Report and 2025-26 TOPASS Expenditure Plan
- CC. Business Services - Approval of Receipt of the Annual Workers' Compensation Actuarial Report
- DD. Business Services - Approval of Award of Contracts for District-wide Visual and Performing Arts Equipment
- EE. Business Services – Approval of Amendment No. 1 to the Transportation Services Agreement with Top Transportation Service Inc.

5. INFORMATION/DISCUSSION ITEMS – GENERAL

A. Instructional & Student Services - Presentation: "Addressing Title IX Investigations and Related Practices" Resolution Update

Mr. Loo presented an update on actions taken in response to Board Resolution #24/25-46: *Title IX Investigations and Related Practices*, which include updating student ID cards and Title IX posters, providing high school students with information at the start of the year on behaviors

that constitute sexual harassment, implementing required online learning modules, revising the Annual Notice and Discipline Handbook, adding the “Healthy Relationships” brochure and information on Comprehensive Sexual Health HIV/AIDS Prevention Education, regularly informing parties of investigation steps, and providing trauma-informed investigation training for site administrators, counselors, and mental health staff. Additional steps included distributing a memorandum to all staff outlining legal responsibilities regarding sexual harassment reporting and procedures and requiring certificated staff to complete training on addressing racism, discrimination, harassment, and sexual harassment reporting requirements.

Mr. Loo responded to a Board member’s question seeking clarification on who students can report sexual harassment complaints to, noting that students may report to someone either at their school site or elsewhere within the district.

B. Board of Education - Discussion of Board Bylaw 9005 - Governance Standards

Dr. McLaughlin provided background on the proposed Gamut updates, which outline key responsibilities and expectations for the Board as a whole as well as for individual Board members. President Powell noted that the updates also align with the CVUSD Governance Handbook. There was no Board discussion on this agenda item.

C. Instructional Services - Discussion of Board Policy and Administrative Regulation 5117 - Interdistrict Attendance

Mr. Loo provided background on the proposed updates, which incorporate revised Gamut language, remove duplicated language related to intradistrict enrollment, and add new legal language regarding instructional collaboration agreements. He noted that certain language from the previous version was retained to reflect required provisions from the Office of Civil Rights in 2024. There was no Board discussion on this agenda item.

D. Instructional Services - Discussion of Administrative Regulation 5116.1 - Intradistrict Open Enrollment

Mr. Loo explained that this Administrative Regulation is reviewed annually, and that the updates for the next school year include revised priority window dates, a new requirement for new enrollees to complete both online enrollment and a school choice application, a reduced acceptance timeline from 10 to 5 days between August 1 and the start of the school year, expanded employee priority to include exempt employees, removal of the Discover Program at Sequoia as a school choice option, elimination of the requirement for employees to choose a school near their work site, and removal of duplicative interdistrict transfer information. There was no Board discussion on this agenda item.

E. Instructional Services - Discussion of Board Policy 6170.1 - Transitional Kindergarten

Mr. Loo provided background on the proposed updates, which align with revised Gamut language to exempt Transitional Kindergarten (TK) students from English learner assessments, require CLASS tool observations in classrooms that combine TK and State Preschool students, and clarify that TK is recognized as the first grade level for students in California. There was no Board discussion on this item.

F. Business Services - Discussion of Board Policy and Administrative Regulation 3515 - Campus Security

Dr. Hayek provided background on the proposed updates, which incorporate new laws authorizing the Board to meet in Closed Session on security matters, establishing requirements for active shooter drills, outlining procedures for responding to dangerous or unlawful activity, and requiring interior door locks in school buildings undergoing construction or renovation. There was no Board discussion on this item.

G. Business Services - Discussion of Board Policy and Administrative Regulation 3515.4 - Recovery for Property Loss or Damage

Dr. Hayek provided background on the proposed updates, clarifying that the district is required to seek recovery for property damage costs, permits students to work in lieu of payment, and exempts homeless students from financial liability for damages. There was no Board discussion on this agenda item.

H. Business Services - Discussion of Administrative Regulation 3516.1 - Fire Drills and Fires

Dr. Hayek provided background on the proposed updates, which reflect new laws requiring emergency procedures to be completed within the first 10 days of school, the identification and evaluation of off-campus shelter areas, and coordination with fire and police departments. There was no Board discussion on this agenda item.

I. Board Committee Reports

President Powell shared an update on the Health Benefits Committee meeting, noting appreciation for the regular updates on pharmacy costs and other health benefits information, and reported that the Conejo Coalition for Youth and Families debriefed on its summit and expressed interest in building stronger community connections.

Dr. McLaughlin reported that an additional Board Committee, the Adult Education Committee, will be added to the Board Committee list when it is brought forward in December during the Organizational Meeting.

J. Comments – Board of Education

Board members provided comments.

K. Comments – Superintendent

Dr. McLaughlin stated that he had no comments to provide.

6. ADJOURNMENT

A. Future Board Topics / Activities

Board members added the following topic for discussion at a future Board meeting:

- Update on the IB Middle Years Programme – Sequoia Middle School, and the IB continuum

B. Adjournment

President Powell adjourned the Open Session at 8:07 p.m. The next regularly scheduled Board meeting will be Wednesday, October 22, 2025, 6:00 p.m. - Open Session (no Closed Session), at Conejo Valley High School in the CVUSD Board Room, 1402 E. Janss Road, Thousand Oaks.

October 22, 2025

Date



Board Clerk

October 22, 2025

Date



Superintendent

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