

MOORPARK UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
Tuesday, November 18, 2025
4:30 PM Closed Session
5:30 PM Regular Meeting
District Office Board Room
5297 Maureen Lane
Moorpark, California
Adopted 12/15/2025

1. CALL TO ORDER & ROLL CALL

Board Vice-President Van Dam called the closed session to order at 4:37 PM and the regular meeting to order at 5:31 PM

PRESENT: Board Vice-President Ute Van Dam and Board Members Dan Burchfield, Robert Perez, and Nathan Sweet

OTHERS PRESENT: Dr. Kelli Hays, District Superintendent; Dr. Cathy Lasure, Assistant Superintendent for Personnel Services; Juan Pablo Herrera, Assistant Superintendent for Business Services; and Dr. Melissa LaBelle, Assistant Superintendent for Instructional Services

2. PUBLIC COMMENT ON CLOSED SESSION ITEMS

Board Vice-President Van Dam called for comments from the public regarding the closed session items. There were no comments.

3. CLOSED SESSION

- a) *Conference with Labor Negotiator – Government Code Section 54957.6*
District Negotiator: Dr. Kelli Hays
Employee Organizations: Moorpark Educators Association (MEA); and California School Employees Association (CSEA) Chapter No. 498
- b) *Student Discipline – Education Code Section 35146*
Student Discipline – Case No. 5111767
- c) *Public Employee Evaluation/Goal Setting: District Superintendent*
Government Code section 54957
- d) *Public Employee Discipline/Dismissal/Release – Government Code Section 54957*
- e) *Conference with Legal Counsel - Anticipated Litigation - Government Code Section 54956(d)(2) or (3)*
Significant Exposure to Litigation potential cases = 1

4. RECONVENE TO OPEN SESSION: PUBLIC ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION AND RECOGNITION OF A QUORUM

Board Vice-President Van Dam reconvened the meeting to open session at 5:31 PM, recognized the presence of a Board quorum and announced the following: By a vote of 4 Ayes and 0 Nays, the Board of Education took action to approve an addendum to a resignation agreement with a certificated staff member, the details of which are contained in the written agreement.

5. PLEDGE OF ALLEGIANCE

Dan Wolowicz led the Pledge of Allegiance.

6. REORDERING AND APPROVAL OF THE AGENDA – MOTION NO. 32

On a motion by Nathan Sweet and second by Dan Burchfield, the Board approved the agenda as presented.

7. APPROVAL OF MINUTES – MOTION NO. 33

On a motion by Robert Perez and second by Dan Burchfield, the Board approved the minutes of the October 14, 2025 regular meeting and the October 29, 2025 special meeting.

8. REPORT FROM STUDENT REPRESENTATIVES

a) THS@MC - Sophia Lopez

No report.

b) Moorpark High School – Payton Holliday, Sienna Newbill, Lily Winters

No report.

9. PUBLIC COMMENT

Board Vice-President Van Dam called for comments from the public regarding items of interest that are pertinent to the Moorpark Unified School District.

Payton Holliday addressed the Board regarding the MHS ASB clubs.

Kim Holliday and Wendy Sasson addressed the board regarding the MHS volleyball program.

10. REPORT FROM SUPERINTENDENT

a) Above and Beyond Recognition

The Board and Superintendent Hays recognized Lindsay Boyd, MHS Assistant Principal Secretary, for going above and beyond for MHS students, families and staff.

11. REPORT FROM DISTRICT BOARD MEMBERS

(Resolutions/Commendations, Correspondence, Committee Reports)

Robert Perez reported on the following: recent MHS football games; MHS mural unveiling; and the upcoming High Street tree lighting event.

Dan Burchfield reported on the following: MHS mural unveiling; and the recent MHS football games.

Nathan Sweet reported that he attended that MHS Varsity football game against King High School.

Ute Van Dam reported on the following: Terrific Kids awards at the elementary schools; the Kiwanis Builder's Club at Campus Canyon; MHS mural unveiling; High Street Arts Center presentation of "Oklahoma"; recent MHS football games; MHS recognition of seniors for excellent test scores; Haunted High Street; presentation of Rotary's Financial Literacy at MHS; and Veterans' Day ceremony and recognitions.

12. BOARD ITEMS FOR ACTION/DISCUSSION

No items.

13. CONSENT-ACTION – MOTION NO. 34

On a motion by Robert Perez and second by Dan Burchfield, the Board approved the following consent action items by a roll call vote.

- a) Classified Employment Report No. 11-18-25-05
- b) Certificated Employment Report No. 11-18-25-04
- c) Payment of stipends
- d) 2025-2026 Certificated Negotiations Team: Dr. Cathay Lasure, Dr. Melissa LaBelle, Dr. Lilia Magana, Zasha Endres, Tisha Glassman and Vanessa Vega.
- e) District Representative to the Ventura County School Attendance Review Board (SARB) - Dr. Rosalinda Silva.
- f) Agreements for Services – 2025-2026
 1. Start of CA LLC - total cost \$621,400.75
 2. CHKS MOU-WestEd/California School Climate, Health and Learning Survey - total cost \$0.40 per enrolled student
 3. Simi Valley USD - total cost \$33,184
 4. The Stepping Stones Group - total cost \$79,740
 5. West Shield Adolescent Services - total cost \$3,445 (not to exceed)
 6. VCOE - nursing support services - total cost \$11,025

- g) Koppel & Gruber Public Finance Consulting Services - RDA Annual and 5-year report
- g) Acceptance of donations:
 1. Walnut Canyon PTA - \$731.45 - Walnut Canyon - SDI Innovations
 2. Kroger - \$42.38 - Flory Academy - FAST Account
 3. Zumalu LLC, dba Kona Ice of Thousand Oaks - \$104.00 - Flory Academy - FAST Account
 4. Zumalu LLC, dba Kona Ice of Thousand Oaks - \$110.00 - Flory Academy - FAST Account
 5. Sage - \$1,000.00 - Flory Academy - Library/SAGE Account
 6. Sage - \$1,000.00 - Arroyo West - Library
 7. The Village Voices Chorale - \$500.00 - Arroyo West - Spring 2025 Concert (To Purchase Ukeleles)
 8. The Village Voices Chorale - \$500.00 - Mountain Meadows - Spring 2025 Concert (for Music Program
 9. Sage - \$1,000.00 - Mountain Meadows - Library
 10. Ohiopyle Prints - \$80.95 - Moorpark High School - Principal's Discretionary
 11. Peter Lars, Inc., dba Cornerstone Photography - \$2,164.95 - Moorpark High School - Class of 2026 Senior Portraits (Principal Discretionary)
 12. Peter Lars, Inc., dba Cornerstone Photography - \$201.31 - Campus Canyon - 2025 Fall Portraits (Caught Being an Ally)
 13. Campus Canyon PTSA - \$5,000.00 - Campus Canyon - TK-8th Grade Field Trip Transportation
 14. FrontStream SPV LLC - \$33.15 - Mesa Verde Middle School - Discretionary
 15. Surfside Softee Inc., dba Mister Softee of Southern CA - \$38.30 MVMS - discretionary 9 August donation)
- k) Ratification of warrants issued through October 31, 2025
- l) Ratification of purchase orders in the total amount of \$2,8470,545.78.
 B Series: B26-00179 - B26-00192; CO Series: CO26-00115 - CO26-00138; F Series: F26-00015 - F26-00017; P Series: P26-00291 - P26-00597; TP: Series: TP26-00046 - TP26-00054.

14. SCHEDULE OF ANNUAL ORGANIZATION MEETING - MOTION NO. 35

On a motion by Robert Perez and second by Nathan Sweet the Board set the date and time of the Annual Organization Meeting as Monday, December 15, 2025, 5:30 PM in compliance with the notice from the Ventura County Superintendent of Schools Office. At this meeting the Board will elect officers and a representative to the Ventura County Committee on School District Organization; appoint the Superintendent as Secretary to the Board; and set the day, time, and place of regular meetings for 2026. The action on this agenda shall serve as notice by the Clerk to all members of the Board of the date and time selected for the meeting in accordance with Education Code Section 35143.

BUILDING PROGRAM

PERSONNEL

15. CERTIFICATED JOB DESCRIPTION: PROGRAM COORDINATOR - MULTILINGUAL LEARNERS- MOTION NO. 36

A First Reading was held on the proposed revisions to the referenced certificated job description: Program Coordinator: Multilingual Learners.

Following the First Reading and on a motion by Nathan Sweet and second by Dan Burchfield, the Board waived the Second Reading and approved the proposed revisions to the job description as presented.

16. PROPOSED REVISIONS: CERTIFICATED MANAGEMENT SALARY SCHEDULE - MOTION NO. 37

On a motion by Robert Perez and second by Dan Burchfield, the Board approved the proposed revisions to the Certificated Management Salary Schedule as follows:

Assistant Director of Instruction: Increase number of workdays to 220, effective July 1, 2025.

26	Assistant Director of Instruction	220 days	Daily	625.04	643.79	663.11	683.00	703.49
			Annual	137,508.80	141,633.80	145,884.20	150,260.00	154,767.80
		215 days	Annual	134,383.60	138,414.85	142,568.65	146,845.00	151,250.35
		210 days	Annual	131,258.40	135,195.90	139,253.10	143,430.00	147,732.90

INSTRUCTION

17. STUDENT DISCIPLINE - MOTION NO. 38

On a motion by Nathan Sweet and second by Dan Burchfield, the Board expelled student ID No. 5111767.

18. 2024-2025 ANNUAL WILLIAMS ACT REPORT

The Ventura County Office of Education has completed the 2024-2025 fiscal year annual Williams Act report. Attached is the Moorpark Unified School District’s Annual Summary Report and Williams Lawsuit Settlement Summary. This disclosure is for public reporting purposes only; no Board action is required.

19. VCOE QUARTER 1 WILLIAMS REPORT, 2025-2026 FISCAL YEAR: CHAPARRAL MIDDLE SCHOOL AND MESA VERDE MIDDLE SCHOOL

The Ventura County Office of Education has completed the Quarter 1 Williams Report for the 2025-2026 fiscal year for Chaparral Middle School and Mesa Verde Middle School. Attached are the Summary Reports of Findings for the July-September 2025 visitation periods, indicating all areas reviewed were found to be in compliance. This disclosure is for public reporting purposes only; no Board action is required.

BUSINESS

20. VCOE REVIEW AND CERTIFICATION OF THE DISTRICT'S 2024-2025 UNAUDITED ACTUALS– INFORMATIONAL ITEM

The Moorpark Unified School District's 2024-2025 Unaudited Actuals have been reviewed and certified by the Ventura County Office of Education, as noted in the attached correspondence. This is an informational item only; no Board action is required.

DISTRICT POLICIES

21. UPDATES TO THE BOARD POLICY 1000, 5000 AND 6000 SERIES - MOTION NO. 39

District staff continues to review recommendations from CSBA regarding updates and minor changes to the Board Policies and Administrative Regulations. The referenced staff report summarizes the proposed changes and updates regarding the 1000, 5000 and 6000 series. On a motion by Nathan Sweet and second by Dan Burchfield, the Board approved the updates and changes referenced in the staff report as they apply to the 1000, 5000 and 6000 series of the District's Board Policies.

22. PROPOSED REVISIONS: BP 5131.8 (E): STUDENTS, MOBILE COMMUNICATION DEVICES - MOTION NO. 40

A First Reading was held on the proposed revisions to BP 5131.8 (Exhibit): Students, Mobile Communication Devices. Following the First Reading and on a motion by Robert Perez and second by Dan Burchfield the Board waived the Second Reading and approved the proposed revisions to the Board Policy Exhibit as presented.

PENDING AGENDA ITEMS

DATE AND TIME OF NEXT REGULAR MEETING

The next Regular Meeting of the Board of Education of the Moorpark Unified School District will be held on Monday, December 15, 2025 at 5:30 PM at the District Office Board Room, 5297 Maureen Lane, Moorpark, California.

ADJOURNMENT - MOTION NO. 41

On a motion by Ute Van Dam and second by Robert Perez, the Board adjourned the regular meeting at 6:03 PM.

AMY ADAMS
BOARD PRESIDENT

NATHAN SWEET
CLERK OF THE BOARD

DR. KELLI HAYS
SECRETARY TO THE BOARD

11/18//25