



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, December 17, 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 4:15 p.m. where the following items were discussed:

B. Conference with Legal Counsel, Anticipated Litigation, Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2). (One Case)

C. Public Employee Discipline/Dismissal/Release, Pursuant to Government Code Section 54957

D. Public Employee Discipline/Dismissal/Release, Pursuant to Government Code Section 54957

E. Labor Negotiations, Pursuant to Government Code §54957.6. The agency negotiator is Shauna Ashmore, Assistant Superintendent, Human Resources. Employee Organization: California School Employees Association (CSEA)

F. Conference with Legal Counsel, Existing Litigation, Pursuant to Government Code §54956.9(d)(1), Case OAH 2025080510

G. Conference with Legal Counsel, Existing Litigation, Pursuant to Government Code §54956.9(d)(1), Case OAH 2025080887

H. Conference with Real Property Negotiators, Pursuant to Government Code § 54956.8 Property: 975 Evenstar Avenue, Westlake Village, CA 91361. Agency negotiator: Dr. Victor Hayek, Deputy Superintendent. Negotiating party: Mr. Garrett Freeman, Oaks Christian School, Inc. Under negotiation: price and terms of payment

Closed Session ended at 5:55 p.m.

2. OPEN SESSION

A. Call the Meeting to Order

Call to Order: President Powell called the meeting to order at 6:02 p.m.

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

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 items were discussed in Closed Session:

B. Conference with Legal Counsel, Anticipated Litigation, Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2). (One Case)

There was no Board action taken on this agenda item.

C. Public Employee Discipline/Dismissal/Release, Pursuant to Government Code Section 54957

President Powell stated that with regard to Agenda Item 1C, there is no announcement at this time pursuant to Government Code Section 54957.1, subdivision (a)(5).

D. Public Employee Discipline/Dismissal/Release, Pursuant to Government Code Section 54957

President Powell stated that with regard to Agenda Item 1C, there is no announcement at this time pursuant to Government Code Section 54957.1, subdivision (a)(5).

E. Labor Negotiations, Pursuant to Government Code §54957.6. The agency negotiator is Shauna Ashmore, Assistant Superintendent, Human Resources. Employee Organization: California School Employees Association (CSEA)

There was no Board action taken on this agenda item.

F. Conference with Legal Counsel, Existing Litigation, Pursuant to Government Code §54956.9(d)(1), Case OAH 2025080510

Trustee Goldberg made the motion to approve the Settlement Agreement for Case OAH 2025080510, seconded by Trustee Gill. **Motion carried: 5-0.**

G. Conference with Legal Counsel, Existing Litigation, Pursuant to Government Code §54956.9(d)(1), Case OAH 2025080887

Trustee Sylvester made the motion to approve the Settlement Agreement for Case OAH 2025080510, seconded by Trustee Goldberg. **Motion carried: 4-1, with Trustee Gorbach voting "no".**

H. Conference with Real Property Negotiators, Pursuant to Government Code § 54956.8 Property: 975 Evenstar Avenue, Westlake Village, CA 91361. Agency negotiator: Dr. Victor Hayek, Deputy Superintendent. Negotiating party: Mr. Garrett Freeman, Oaks Christian School, Inc. Under negotiation: price and terms of payment

There was no Board action taken on this agenda item.

D. Approval of the Agenda

Trustee Goldberg made the motion to approve the agenda as submitted, seconded by Trustee Gorbach. There was no Board discussion on this agenda item. **Motion carried: 5-0, with a preferential "yes" vote from Trustee Kerns.**

E. Student Recognitions

The Board of Education and District staff recognized Westlake High School athletic teams for the following achievements:

- Girls Tennis: Marmonte League Individual Champion
- Girls Cross Country: Marmonte League Champions
- Football: Conejo Coast League Champions

F. Employee Recognitions – CVUSD Inclusion Heroes

The Board of Education and District staff recognized eleven (11) CVUSD employees that were selected as this year's CVUSD Inclusion Heroes and presented them with honorary certificates.

G. Reports from Student Reporters

Century: Celena Smith

CVHS: Angeleen Pinn

NPHS: Darwin Rolland

TOHS: Finn Kerns subbed for Kayden Studebaker

WHS: Fiona Mercer

Students reported on holiday events, activities, and spirit weeks; preparation for final examinations; fall sports accomplishments and the commencement of winter sports; winter choir, band, orchestra, and dance performances; field trips and college tours; Inclusive Schools Week activities; feeder elementary school interactive activities; future freshman and new student welcome events; community service events and partnerships; student competitions and achievement recognitions; fundraisers; and club meetings.

H. Reorganization of the Board of Education

President Powell turned the Board meeting over to Dr. McLaughlin, and Dr. McLaughlin explained the Board reorganization process, stated that the Board had the ability to choose Board representatives for various committees or postpone that decision for a later Board meeting, and opened the floor for nominations for Board President.

Trustee Goldberg nominated Trustee Sylvester for Board President, and Trustee Sylvester accepted the nomination. Dr. McLaughlin asked if there were any other nominations for Board President or any comments or discussion, which there were none. **Motion carried: 5-0, with a preferential “yes” vote from Trustee Kerns.**

President Sylvester continued the reorganization process by opening up the floor for nominations for Board Vice President. Trustee Goldberg nominated Trustee Gill for Board Vice President, and Trustee Gill accepted the nomination. President Sylvester asked if there were any other nominations or discussion, which there were none. **Motion carried 5-0, with a preferential “yes” vote from Trustee Kerns.**

President Sylvester opened up the floor for nominations for Board Clerk. Trustee Goldberg nominated Trustee Gorbach for Board Clerk, and Trustee Gorbach accepted the nomination. President Sylvester asked if there were any other nominations or discussion, which there were none. **Motion carried 5-0, with a preferential “yes” vote from Trustee Kerns.**

President Sylvester opened up the floor for nominations for the Ventura County Committee on School District Organization. Trustee Powell nominated Trustee Goldberg, and Trustee Goldberg accepted the nomination. President Sylvester asked if there were any other nominations or discussion, which there were none. **Motion carried 5-0, with a preferential “yes” vote from Trustee Kerns.**

President Sylvester asked Board members to email her directly regarding their interest in serving on Board Committees, including three new committees. The Board reached consensus to bring this item forward for approval at the Board’s regular meeting on January 14, 2026.

I. Comments – Public

President Sylvester announced that there were six (6) public comment requests submitted, and each speaker received three (3) minutes to speak.

3. ACTION ITEMS – GENERAL

A. Board of Education – CSBA Delegate Assembly Nominations

Trustee Goldberg made the motion to approve the submission of Trustee Lauren Gill to run for election to CSBA’s Delegate Assembly for a two-year term beginning April 1, 2026, through March 31, 2028, seconded by Trustee Gorbach. There was no Board discussion on this agenda item. **Motion carried: 5-0, with preferential “yes” vote from Trustee Kerns.**

B. Board of Education - Approval of Scheduled Regular Board Meeting Dates for the Remainder of the 2025-2026 School Year and a Portion of the 2026-2027 School Year

Trustee Powell made the motion to approve, seconded by Trustee Gorback. There was no Board discussion on this agenda item. **Motion carried: 5-0, with a preferential “yes” vote from Trustee Kerns.**

C. Student Services - Adoption of Resolution #25/26-17: International Holocaust Remembrance Day

Trustee Gill made the motion to approve, seconded by Trustee Powell. President Sylvester announced that there were two (2) public comment requests submitted, and both speakers received three (3) minutes to speak. Trustees commented on the importance of timely remembrance, Holocaust education, and the responsibility to recognize and speak out against all forms of hatred. **Motion carried: 5-0, with a preferential “yes” vote from Trustee Kerns.**

D. Business Services - Approval of 2025-2026 First Interim Financial Statements

Trustee Goldberg made the motion to approve, seconded by Trustee Powell. Dr. Hayek presented the 2025-2026 First Interim Financial Statements, including Education Code certification requirements, the budget cycle and reporting process, funding updates related to the current political landscape, guidance on the financial outlook and economic trends, estimated First Interim revenues, expenditures, and ending fund balances, multi-year projection factors and assumptions, and other fund balances.

Dr. Hayek responded to questions from Board members regarding undesignated reserve fluctuations, the use and impact of one-time funds, declining enrollment and related financial planning assumptions, potential changes to state funding formulas or allocations, restricted funding and special education grants, and expiring grants and associated program or position reductions. **Motion carried: 5-0, with a preferential “yes” vote from Trustee Kerns.**

E. Business Services - 2024-2025 Annual Comprehensive Financial Report (Audit) - All Funds Including Measure I

Trustee Goldberg made the motion to approve, seconded by Trustee Powell. Dr. Hayek presented the 2024–2025 Annual Comprehensive Financial Report for all District funds, including Measure I. The presentation included an overview of key report and audit highlights; an expenditure summary detailing how funds are allocated by category; a review of the Measure I bond program, including bond issuances and repayment schedules; an end-of-year financial comparison; Average Daily Attendance (ADA) for 2024–2025; a review of instructional minutes to confirm compliance; District reserve levels; the audit’s review of enrollment history and ADA trends; and the auditor’s letter indicating no audit findings.

Dr. Hayek responded to questions from the Superintendent regarding the amount of Measure I projects brought forward and the audit process. **Motion carried: 5-0, with a preferential “yes” vote from Trustee Kerns.**

F. Business Services - Approval of the Lease/Agreement with R-F Circuits and Assembly Inc. for the Real Property Located at 703 Rancho Conejo Road, Newbury Park, CA 91320

Trustee Powell made the motion to approve, seconded by Trustee Gill. Dr. Hayek provided background on the marketing of two vacant buildings located in Newbury Park for a five-year lease to a local light manufacturing company, which will generate new revenue for the General Fund. Dr. Hayek responded to a Board member's question regarding whether the lease amount in the agreement reflected the originally listed amount. Drs. McLaughlin and Hayek explained that the purchase of the two vacant buildings resulted from an ongoing lawsuit and represented a sound decision in managing that situation. **Motion carried: 5-0, with a preferential "yes" vote from Trustee Kerns.**

The Board recessed for a five-minute break, returning at 8:17 p.m.

G. Business Services - Approval of Cooperating Agreement for Programs Accelerating Transformative Housing (PATH) Program

Trustee Powell made the motion to approve, seconded by Trustee Gill. President Sylvester announced that there was one (1) public comment request submitted, and that speaker received three (3) minutes to speak.

Dr. Hayek provided background on the District's participation in a grant with Ventura County, noting that two properties were initially submitted for consideration. He explained that 975 Evenstar now has a tenant and that the grant agreement will be revised to remove that address, leaving only 1400 E. Janss Road. The Board reached consensus on the deletion on the 975 Evenstar address from the agreement.

Trustee Powell amended the original motion to remove 975 Evenstar from the property agreement and approve the agreement as amended, seconded by Trustee Goldberg. **Motion carried: 5-0, with a preferential "yes" vote from Trustee Kerns.**

4. ACTION ITEMS – CONSENT

Trustee Gorbach made the motion to approve the Consent Agenda as submitted, seconded by Trustee Gill. There was no Board discussion on this agenda item. **Motion carried: 5-0, with a preferential "yes" vote from Trustee Kerns.**

CONSENT AGENDA ITEMS:

A. Board of Education - Approval of Minutes

B. Board of Education - Review of 2024-2025 Annual Williams Settlement Report

C. Human Resources - Personnel Assignment Orders

D. Human Resources - Approval of Salary Schedule - Exempt Non-Classified Employees - Non-Represented

E. Human Resources - Receipt of the 2025-2026 Proposal for Successor Collective Bargaining Negotiations Submitted by the Conejo Valley Unified School District and the Unified Association of Conejo Teachers (UACT)

F. Human Resources - Approval of Student Fieldwork Agreement Between the Conejo Valley Unified School District and Pacific University

G. Human Resources - Approval of Contract Between the Conejo Valley Unified School District and Sunbelt Staffing, LLC

H. Instructional Services - Approval of Contracts Under \$5,000

I. Instructional Services - Approval of Amendments to Board Policy and Administrative Regulation 0420 - School Plans/Site Councils

J. Instructional Services - Approval of Overnight Trip Request for the Westlake High School Softball Team

K. Instructional Services - Approval of Request to Obsolete and Recycle Previous High School Textbooks and Materials

L. Instructional Services - Approval of Renewal Contract - Brooks Gibbs - Los Cerritos Middle School

M. Instructional Services - Parent Support/Booster Organization Reauthorization

N. Instructional Services - Approval of Renewal Contract with Skillify, LLC, for Newbury Park High School

O. Instructional Services - Approval of Renewal Contract with Secural Security Corporation for Thousand Oaks High School

P. Instructional Services - Approval of Overnight Trip Request - UNLV Jazz Festival for Newbury Park High School Band

Q. Student Services - Approval of Contracts Under \$5,000

R. Student Services - Approval of Addendum for Inter-District Services (Physical Therapy) Between the Ventura County Office of Education and the Conejo Valley Unified School District for the 2025-2026 School Year

S. Student Services - Approval of Renewal Contract with Karen Hewig dba Ask The School Psych

T. Student Services - Ratification of the Memorandum of Understanding for Wellness Centers Supplemental Funding

U. Business Services - Disposal of Surplus and Obsolete Equipment

V. Business Services - Approval of Purchase Order Report (POs exceeding \$5,000)

W. Business Services - Ratification of Purchase Order Report (POs under \$5,000)

X. Business Services - Acceptance of Donations/Gifts

Y. Business Services - Approval of Transfer of Funds - November 2025

Z. Business Services - Ratification of Warrants - November 2025

AA. Business Services - Notices of Completion

BB. Business Services - Annual Report of Developer Fees as Required by SB 1693

CC. Business Services – Award of Contract – Asphalt Paving – Glenwood Elementary School

DD. Business Services - Award of Contract – Roof Replacement – Redwood Middle School

EE. Business Services - Approval of Addendum to the Certification of Signatures for 2025-2026

FF. Business Services - Approval of Child Care Contracts

GG. Business Services - Maintenance & Operations Department - Approval of Ad Hoc Maintenance Agreement for 2025-2026

HH. Business Services - Approval of Contract for RFB #2025-16 - Child Nutrition Food Delivery Vehicles

II. Business Services - Approval of Infinity Category Two Project Management Services Contract with Infinity Communications

JJ. Business Services - Approval of 2026 Memorandum of Understanding with Conejo Schools Foundation

5. INFORMATION/DISCUSSION ITEMS – GENERAL

A. Instructional Services - Approval of Instructional Materials for the High School Science/International Baccalaureate Program at Newbury Park High School

Mr. Loo reported that the proposed new instructional materials are being approved for the current school year exclusively for the Newbury Park High School (NPHS) International Baccalaureate (IB) program, with selection made by teachers and the School Curriculum and Articulation Committee (SCAC). He also noted that an information webinar is scheduled for January 8, 2026, and that the materials are available for review at NPHS and the District Educational Center. Mr. Loo responded to a Board member's question about the grade level for the new instructional materials.

B. Instructional Services - Approval of New High School Core Literature Title "James" by Percival Everett

Mr. Loo reported that one core literature title is being proposed for 9th grade and provided an overview of the district's selection process for core literature. He noted that the materials are available for review at the Thousand Oaks library, high school offices, and the District Educational Center, and that two virtual preview sessions are scheduled for January 8 and January 22, 2026. Board members expressed their appreciation for the deliberate process and thorough curriculum development. President Sylvester noted that this agenda item will be presented again for information before final approval.

C. Business Services - Discussion of Administrative Regulation 3311.3 - Design Build Contracts

Dr. Hayek stated that the amendments incorporate legal updates and extend the opportunity for districts to enter into design-build contracts for public works projects that meet the required criteria. There was no Board discussion on this agenda item.

D. Business Services - Discussion of Board Policy 3470 - Debt Issuance and Management

Dr. Hayek stated that the amendments incorporate legal updates, permitting temporary borrowing to meet district needs and strengthening transparency for non-voter-approved debt issuances. There was no Board discussion on this agenda item.

E. Business Services - Discussion of Board Policy 7131 - Relations with Local Agencies

Dr. Hayek stated that the amendments incorporate recent legal updates requiring school districts to collaborate with other local agencies, along with minor additional adjustments. There was no Board discussion on this agenda item.

F. Board Committee Reports

Trustee Gorbach reported on his attendance at the recent Dual Language Immersion (DLI) Committee meeting, where discussion included the potential expansion the DLI program to additional grade levels.

Trustee Powell reported on her attendance at the recent Health Benefits Committee meeting, where discussions focused on expenses and decision-making. She also reported on the recent Conejo Coalition for Youth and Families meeting, where discussions were centered on increasing the coalition's visibility and responding to the needs of local nonprofit organizations.

President Sylvester reminded Board members to submit their requests indicating the committees they would like to serve on.

G. Comments – Board of Education

Board members provided comments.

H. Comments – Superintendent

Dr. McLaughlin provided comments.

6. ADJOURNMENT

A. Future Board Topics / Activities

Board members did not add any topics for discussion at future Board meetings.

B. Adjournment

President Powell adjourned the Open Session at 8:53 p.m. The next regularly scheduled Board meeting will be Wednesday, January 14, 2026, 5:00 p.m. – Closed Session; 6:00 p.m. - Open Session, at Conejo Valley High School in the CVUSD Board Room, 1402 E. Janss Road, Thousand Oaks.

January 14, 2026



Date

Board Clerk

January 14, 2026



Date

Superintendent

Please note that all regular CVUSD Board Meetings are recorded for public viewing, are considered matters of Public Record, and are housed on the CVUSD website in perpetuity. The video recording of this Board meeting can be viewed on the CVUSD website on the Board of Education page under *Board Meeting Videos – Watch Meetings Live* at the following link:

<https://www.youtube.com/channel/UCwMRcdezDa6wbm8DhLrV-HQ>