



Wednesday, May 27, 2026

Board of Education Special Meeting Minutes

1. OPENING PROVISIONS

A. **Call the Meeting to Order and Roll Call**

Call to Order: President Sylvester called the meeting to order at 10:00 a.m.

Board Members present: Board President Karen Sylvester, Board Vice President Lauren Gill, Board Clerk Bill Gorback, Board Trustees Cindy Goldberg and Lisa Powell, 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. **Approval of the Agenda**

Recommended Action: Approve the agenda, as submitted.

Moved by: Lisa Powell; seconded by: Bill Gorback

Motion Carried: 5-0, with a preferential "yes" vote from Trustee Kerns.

D. **Comments - Public (Limited to Special Board Meeting Agenda Items Only)**

President Sylvester announced that there were no public comment requests submitted, and the Board convened the Study Session.

2. STUDY SESSION

A. **Review and Adjustments to Board/District Governance Calendar, Highlights, Goals, and Objectives**

President Sylvester stated that the Board had received the materials in advance and would review them in the order listed on the agenda, beginning with highlights from the documents, followed by the goals and LCAP format, and concluding with a discussion of Board priorities.

Governance Calendar:

Board members and District staff reviewed the proposed additions and revisions to the governance calendar, including several recognition resolutions requested by community members. Trustees expressed appreciation for the continued recognition of various groups across the District and discussed the meaningful impact these acknowledgements have on students, staff, and the broader community. Staff provided context regarding implementation at school sites and noted the importance of clear communication around expectations for observances and related activities. Board members and District staff also discussed opportunities for future review of the resolution calendar to help prioritize recognitions and provide additional guidance to sites. Additional updates included revisions to survey references, removal of outdated items, and appreciation for the return of the CSBA conference to the calendar. Trustees agreed the governance calendar continues to be a valuable planning resource and supported continuing the conversation as part of future Board planning.

The Board reached consensus on the following revisions:

- Approved the resolution title change from "National Developmental Disabilities Awareness Month & Disability History Month" to "Disability History Month" in March. *The Board noted that the Special Education District Advisory Council (SEDAC) has requested this title change.*
- Approved the addition of resolutions for Nowruz (March), Paraprofessional Appreciation Day (April), National Library Week (April), and Diwali (October/November). *The Board emphasized the importance of recognizing these groups and the value of ensuring they feel acknowledged and represented within the District community. Dr. McLaughlin noted that the Board may wish to consider a future ad hoc committee to review and help organize the increasing number of requests for acknowledgements and recognitions.*
- Removal of "Report to Board - California Healthy Kids Survey (every other year) in June. *Mr. Loo shared that the survey is no longer required under the TUPE grant and was not administered this year. He noted that a related question referenced in the LCAP will be incorporated into a future local survey.*
- Change of title from "District of Choice School Advocacy" to "District of Residency School Advocacy" in July/August/September. *Board members discussed removing the DOC school advocacy item from July/August; staff noted that advocacy efforts did take place during that timeframe and may continue.*
- Accept the remainder of the Governance Calendar as presented, with the requested revisions incorporated.

Highlights:

Business Services:

Dr. Hayek noted the following highlights from the Business Services division:

- **Comprehensive Annual Financial Report**

Dr. Hayek provided an update on the District's Comprehensive Annual Financial Report, noting that it presents a broader financial picture of the District, including historical trends and additional information related to the LCAP. He shared that the report submitted for review is the final Comprehensive Annual Financial Report presented to the Board and includes information such as School Accountability Report Cards (SARCs), enrollment data, and prior financial results. The report undergoes a detailed review process each year, with feedback incorporated to improve accuracy, formatting, and readability for the public. The District plans to submit the report again with the 2025–2026 audit.

- **Fiscal Services Department Update**

Dr. Hayek shared that the Fiscal Services department has returned to full staffing, including one director and two supervisory positions in Fiscal Services and Payroll. It was noted that the department is well-positioned to continue supporting District operations and financial services. Dr. Hayek also shared that Director Jamie Ledezma is participating in the FCMAT Chief Business Official program as part of ongoing professional development.

- **Measure I Update**

Dr. Hayek provided an update on Measure I, noting that work has been completed at 17 sites, with remaining projects continuing toward completion. He highlighted the progress made through internal management, strategic refinancing efforts, and efficient use of bond funds, and shared that approximately 98% of the capital project funds from Measure I funds are projected to be expended by June 2027, while technology funds remain available and have not yet been fully expended.

- **Child Care Program Update**

Dr. Hayek provided a brief Child Care Program update, including current enrollment demand, space limitations at some sites, staffing, and improved financial performance. He noted that the District has been able to accommodate the majority of families seeking services and continues to assess operational needs across sites.

Dr. Hayek also shared that recruitment efforts remain strong, including open walk-in recruitment, with a joint Child Care and Child Nutrition recruitment event planned soon. He noted that following District support provided during and after COVID, the program is now operating at a surplus

and has begun repaying the General Fund over multiple years.

- **Adult Education Update**

Dr. Hayek reported that the Adult Education Committee recently met and is expected to provide a report at a future Board meeting. He provided an update on the development of the electrical program, noting that classroom construction is underway and state approval of the course is pending. He also shared plans to expand into plumbing and HVAC programs, with instructor recruitment remaining a challenge. Dr. Hayek emphasized the importance of the committee providing feedback and recommendations when presenting their informational update to the Board.

Instructional Services:

Mr. Loo noted the following highlights from the Instructional Services division:

- **Title IX Update**

Mr. Loo provided an update on the District's ongoing Title IX work, including expanded training and communication for students and staff. He shared that all 9th and 11th grade students will complete required sexual harassment prevention training, and additional student resources, including updated posters and beginning-of-year informational videos, have been implemented. Mr. Loo noted a decrease in Title IX complaints involving sexual harassment and shared that updated response procedures have helped streamline investigations and communication with families. Board members also discussed the WeTip reporting system and increased student awareness of how to report bullying or harassment.

- **Mathematics Instruction Update**

Mr. Loo provided an update on the District's continued focus on mathematics instruction, including implementation of the California Math Framework and *Building Thinking Classrooms* strategies. A Board presentation on Building Thinking Classrooms is planned for an upcoming meeting. He also shared that the District selected two TK–12 math programs, Imagine Learning and Amplify Desmos, to pilot next year, with approximately 150 teachers participating. The pilot is intended to support stronger alignment and consistency in math instruction across grade levels.

Dr. McLaughlin noted that it has been a busy year for mathematics initiatives in Dr. Jayna Suter's department and shared that the Math TOSA position, filled by Kelsey Bartlett, has provided important support to staff. He added that he does not anticipate reducing the position in the coming year.

Student Services:

Mr. Loo noted the following highlights from the Student Services division:

- **Section 504 Procedures Update**

Mr. Loo provided an update on revisions to the District's Section 504 procedures and forms, noting that the updates do not change Board policies or regulations. The revisions were developed in response to staff feedback following recent counselor training.

Board members discussed implementation at the secondary level, including the role of counselors in facilitating annual 504 meetings. Staff shared that while many counselors continue to support the process, site administrators may also facilitate meetings when needed to help balance responsibilities across school sites.

- **Special Education Independence Plans**

Mr. Loo provided an update on the implementation of independence plans for students receiving one-to-one support services. He shared that the plans are required by the SELPA and are intended to promote student independence over time by gradually reducing reliance on one-to-one support when appropriate.

He noted that staff recently presented on this work to SEDAC and are beginning training for administrators, psychologists, and support staff. Mr. Loo noted that he will also be meeting with paraprofessionals to clarify their role in supporting these plans. He added that this change was included as part of the District's special education audit findings. The Special Education Department will continue to monitor implementation and provide ongoing support and training as the transition moves forward.

- **Compliance and Improvement Monitoring (CIM) Process**

Mr. Loo provided an update on the District's CIM work related to the disproportionate identification of Hispanic students for special education services. He shared that the District has formed a committee of classified and certificated staff from both general education and special education to support this work. Beginning in the fall, the California Department of Education will partner with the District to develop an improvement plan to address the identified concerns over the next two years. As part of this effort, the District plans to revise and strengthen the Student Study Team (SST) process to ensure more consistent implementation of Tier 1 and Tier 2 supports for students. Mr. Loo noted that this work will provide stronger support for all students, help reduce ongoing costs associated with identifying students with disabilities, and will require additional training for teachers and administrators. He added that this work aligns with findings from the recent Special Education audit.

Other topics discussed within the Instructional and Student Services divisions were:

- **Instructional Services and Student Services Integration**

In response to Board members' questions regarding how the integration of Student Services and Instructional Services is progressing, Mr. Loo shared that combining the departments has strengthened communication, collaboration, and overall coordination across initiatives. He noted that the unified structure has provided a broader perspective and improved partnership among teams.

- **Special Education Leadership Transition**

Board members asked about the transition following the reorganization and support for the two new Special Education directors. Mr. Loo shared that while he has been more hands-on in supporting the new directors this year, both are continuing to grow in their leadership roles and the transition is progressing well.

- **Conejo Oaks Academy (COA)**

Board members noted positive feedback regarding the COA program, including fewer concerns raised by families and encouraging feedback from SEDAC. Members also commented on the benefit of regular administrative presence at the site and observed positive student engagement in community-based and independent living activities. Mr. Loo added that the District continues to identify areas for growth in post-secondary transition programming, including expanding job skills development and community partnership opportunities.

- **Attendance and Data Monitoring**

Board members also discussed attendance-related data referenced at DELAC. Mr. Loo shared that Student Support Services has continued strengthening its use of attendance data in recent years, including training attendance liaisons to better analyze trends and support student attendance interventions.

Human Resources:

Mrs. Ashmore noted the following highlights from the Human Resources division, which includes Certificated and Classified Human Resources departments:

- **Labor Relations Update**

Mrs. Ashmore provided an update on Human Resources, beginning with labor relations. She shared that all three employee group contracts were open during the 2024–2025 negotiations, with agreements reached with all groups, including CVPPA and CSEA in fall 2025. She noted that successfully completing negotiations with all three groups was a significant accomplishment and reflected strong collaboration among the District's bargaining teams. Mrs. Ashmore added that the District has continued to

prioritize communication and relationship-building with employee groups throughout the process.

- **Staffing, Recruitment, and Human Resources Operations**

Mrs. Ashmore reported that despite staffing vacancies due to leaves and separations, the Human Resources Department maintained day-to-day operations and customer service throughout the year. She highlighted the extensive work involved in recruitment, onboarding, and personnel transactions, and noted that applicant pools have increased. The department continues to screen large numbers of candidates for certificated and classified positions, including written and oral examinations for classified eligibility lists. She also shared that Human Resources continues to coordinate placement processes for student teachers and counseling interns through partnerships with universities.

- **Volunteer Processing Procedures**

Mrs. Ashmore provided an overview of the District's volunteer processing procedures, including the different volunteer clearance levels managed by school sites and Human Resources depending on the type of service provided. Board members discussed the importance of consistent volunteer processing procedures across school sites, particularly for field trips and overnight activities.

- **District Employee Handbook**

Mrs. Ashmore shared that the Human Resources Department completed updates to the employee handbook and that the revised handbook will be made available to employees on July 1, 2026, following incorporation of the annual policy updates.

- **Classified Staffing and Personnel Commission Work**

Mrs. Ashmore noted that classified staffing has remained generally stable overall and referenced the addition of new Director Andy Cantwell as part of the department's continued transition. She noted that the department continues to review internal processes for effectiveness and efficiency and is refining procedures under the current organizational structure. She added that Human Resources plans to bring forward Merit Rule updates to the Personnel Commission over the next 12 to 18 months, as some rules have not been updated in several years. The department also continues reviewing job descriptions as vacancies occur to ensure they remain current and aligned with job responsibilities.

Communications, Marketing, and Community Engagement Department:

Dr. McLaughlin and Ms. Gold noted the following highlights from the District's Communications department:

- **California Public Records Requests Update (PRA)**

Dr. McLaughlin provided an update on Public Records Act (PRA) requests, noting that the District has received 108 requests to date. He commended Ms. Gold for her organization, attention to timelines, and coordination with the Technology Department related to document collection and redaction. He shared that the District has not received complaints regarding response timelines and has been able to manage the majority of requests internally, with legal counsel consulted only on a limited number of occasions. Dr. McLaughlin also noted that PRA requests continue to become more detailed and frequent, including an increase in requests generated through chatbot tools.

Dr. McLaughlin also discussed an increase in parent and guardian requests for student records, which require a five-day turnaround. He shared that procedures may be further developed if those requests continue to increase.

- **Communications and Community Engagement Highlights**

Ms. Gold shared several communications highlights and collaborative projects completed throughout the year. She noted ongoing partnerships across departments, including work with Child Nutrition and Conejo Academy on a “Harvest of the Month” video, media support for athletics and performing arts events, and coverage of Districtwide student recognition celebrations. She also highlighted efforts to secure media coverage for District events and expand storytelling through video and digital communications.

Ms. Gold also added that the Communications Department continues to receive a high volume of requests for event coverage and has worked to organize coverage across school sites through regular communications planning.

Board members expressed appreciation for the Communications Department’s work throughout the year, including regular weekly communications, video production, and expanded event coverage. Members commented positively on the department’s growth, visibility, and continued support of District and school site initiatives.

Superintendent's Office:

Dr. McLaughlin noted the following highlights from the Superintendent's Office:

- **Board Meeting Technology and Diligent Community Support**

Dr. McLaughlin provided an update on the District’s transition to the new Board meeting agenda management system, Diligent Community, including progress with the system migration and Board meeting livestreaming transition. He shared that Ms. Fehlman has been working

closely with Diligent representatives to address technical questions, support implementation, and provide ongoing training and assistance to staff utilizing the system.

He also stated that the District's Communications team has been working on transitioning prior Board meeting videos to the District's YouTube page, which serve as an archive of past and current Board meetings.

- **Complaint Process Update**

Dr. McLaughlin stated that the District has a strong team of directors overseeing complaints, and that guidance documents for both general and athletics-specific complaint procedures have been developed and are being shared with families through the schools.

District Goals Review:

The Board reviewed the four LCAP goals, including the additional goal from the previous year. The following goals were discussed:

- **Goal 1 Metrics, Actions/Services (Student focused):**

The Board reviewed progress on Goal 1, including updates on core literature, grading practices, A–G completion rates and barriers to completion, inclusion, co-teaching, Ethnic Studies implementation, teacher feedback related to cell phone use, technology, and grading practices, and college and career readiness indicators. Discussion focused on student outcome data, the effectiveness of current metrics, and identifying appropriate measures to monitor progress.

Staff shared that feedback continues to be gathered across schools, with additional discussion centered on strengthening staff training, reviewing placement practices, supporting UDL and inclusion efforts, maintaining diverse core literature, and continuing college and career readiness supports for students.

- **Goal 2 Metrics, Actions/Services (Internal focused)**

The Board discussed updates related to staffing, employee retention, restorative practices training, secondary grading practices, and professional development. Discussion included continued support for instructional staff through targeted training opportunities, Teacher on Special Assignment (TOSA) support, and ongoing investment in programs such as the Middle Years Programme (MYP), with staff affirming a commitment to continuing these efforts. During discussion regarding secondary grading practices, Mr. Loo clarified that the district would not be creating a secondary grading policy committee.

- **Goal 3 (Community focused)**

The Board discussed District communication efforts, including social media outreach and school-based communications. Members noted continued progress in expanding communication through multiple platforms and reviewed the use of student interns to support Communications Department projects, with adjustments planned for next year's program.

- **Goal 4 (Student and School focused)**

The Board discussed student wellness supports, including continued use of wellness centers and social-emotional learning services across the District. Staff provided updates on SEL implementation at both the elementary and secondary levels, noting that counselors lead lessons while teachers continue to embed SEL practices into classroom instruction.

- **Additional Goal (not included in the LCAP)**

The Board discussed updates to the District's fiscal sustainability goal, with a focus on aligning ongoing expenses with available resources through strategic use of reserves, continued vacancy review, and long-term budget planning. Discussion included enrollment decline, rising costs, ongoing budget adjustments, and the importance of maintaining fiscal balance while minimizing impacts to programs and services.

Board Priorities Review

The Board reviewed the Board/District priorities and reached consensus on several updates. Consensus included continuing the priority related to Universal Design for Learning (UDL); revising the core literature priority to focus on maintaining and continuing to refresh diverse core literature; maintaining the current A-G completion priority; adding a new college and career readiness priority tied to the California College/Career Indicator; updating the grading priority language to align with current District language around equitable grading practices; revising the special education priority to strengthen language around the general education prereferral system; adding a priority related to instructional technology (Priority 9); and adding a new fiscal sustainability priority focused on long-term budget planning and alignment of resources (Priority 10). The Board also agreed to remove the FAIR Act and Community Schools priorities while continuing related required practices and supports.

Existing Board Key Actions and Priorities:

1. Focus on Universal Design for Learning (UDL) as the district's instructional framework
2. Expand diverse core literature options at the secondary level
3. Expand inclusion through increased co-teaching and other opportunities.

4. Increase the number of graduates who have completed A-G requirements, especially unduplicated students
5. Support the implementation of Grading for Mastery principles through training, resources, and collaboration opportunities for staff
6. Continue to implement robust mental wellness services and social emotional learning across the district
7. Adhere to the Fair Act in the adoption of K-12 history/social science curricula
8. Identify and communicate Community School pillars for CVUSD schools

[District Board Governance Calendar 2026.27 proposed.pdf](#) 

[New Highlights for 2025-26 Board Study Session.pdf](#) 

[2025-26 Updated District Goals from May 19 2025 Board Study Session.pdf](#) 

[Where Do I Start Guidelines for Parents, Guardians-Eng, Spanish.png.pdf](#) 

[CVUSD - Where Do I Start Athletics Activities Programs, English-Spanish.pdf](#) 

3. ADJOURNMENT

A. Adjournment

President Sylvester adjourned the Special Session at 12:52 p.m. The next regularly scheduled Board meeting will be Wednesday, June 3, 2026 - 5:30 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.

6/17/26

Date



Board Clerk

6/17/26

Date



Superintendent

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