



Wednesday, October 7, 2026

Board of Education Regular Meeting Minutes

1. CLOSED SESSION

A. Comments – Public

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

B. Conference with Real Property Negotiators (Government Code § 54956.8). Property: 1335 Calle Bouganvilla, Thousand Oaks, California 91360. Agency Negotiator: Dr. Victor P. Hayek, Deputy Superintendent. Negotiating Parties: Conejo Valley Unified School District and BRIDGES Charter School; Tenant Representative: Dr. Kelly Simon. Under Negotiation: Price and terms of payment for a ground lease associated with the installation of additional modular classroom facilities, including per-square-foot ground lease cost.

C. Labor Negotiations, Pursuant to Government Code 54957.6. The agency negotiator is Shauna Ashmore, Assistant Superintendent, Human Resources. Employee Organizations: Unified Association of Conejo Teachers (UACT), Conejo Valley Pupil Personnel Association (CVPPA), and California School Employees Association (CSEA)

Closed Session ended at 5:50 p.m.

2. OPEN SESSION

A. Call the Meeting to Order

Call to Order: President Sylvester called the meeting to order at 6:01 p.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 Jalen Oben.

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 Sylvester announced that the following items were discussed in Closed Session:

B. Conference with Real Property Negotiators (Government Code § 54956.8).

Property: 1335 Calle Bouganvilla, Thousand Oaks, California 91360. **Agency**

Negotiator: Dr. Victor P. Hayek, Deputy Superintendent. **Negotiating Parties:** Conejo Valley Unified School District and BRIDGES Charter School; **Tenant Representative:**

Dr. Kelly Simon. Under Negotiation: Price and terms of payment for a ground lease associated with the installation of additional modular classroom facilities, including per-square-foot ground lease cost.

There was no Board action taken on this agenda item.

C. Labor Negotiations, Pursuant to Government Code 54957.6. The agency negotiator is Shauna Ashmore, Assistant Superintendent, Human Resources. Employee Organizations: Unified Association of Conejo Teachers (UACT), Conejo Valley Pupil Personnel Association (CVPPA), and California School Employees Association (CSEA)

There was no Board action taken on this agenda item.

D. 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 Oben.

E. Reports from Student Reporters

Student Reporters:

Century Academy - Celena Smith

Conejo Valley High School - Isabella Lopez

Newbury Park High School - Camden Aschbrenner

Thousand Oaks High School – Everett Saltzberg reported for Nikos Dukakis

Westlake High School - Megan Wenner reported for Fiona Mercer

Students reported on events and activities at their respective sites, which included: seasonal celebrations and activities such as Summer Splash, Halloween Spectacular, Hispanic Heritage Month, Breast Cancer Awareness Month, Unity Day, and campus beautification; field trips, including an annual Reagan field trip and a student environmental service trip to Santa Cruz Island; Back-to-School nights, Homecoming Week events, including spirit weeks, rallies, dances, and football games; senior sunrise events; annual Club Rush and Club Hello Day, student leadership and freshman class selections, parent conferences, weekly attendance incentives, voter registration outreach,

Rotary Street Fair participation, community partnerships and service activities; the annual districtwide College and Career Information Night; arts and enrichment activities, including the choir fall showcase, dance team performances, the 24-Hour Theatre Festival, and the Broadway Cares Cabaret and talent show; and extracurricular and athletic activities, including fall sports events and accomplishments and annual rivalry games. Students also highlighted opportunities for student engagement, community connection, and schoolwide participation throughout the fall semester.

F. Student Recognitions

The Board and District staff recognized the following student groups for their academic accomplishments:

- **Westlake Elementary *Odyssey of the Mind* Team** - Achieved First Place at the LA Basin Regional Qualifying Tournament and advancement to the World Finals in Aimes, Iowa
- **2027 National Merit Program Semifinalists** - Recognized for demonstrating exceptional academic achievement and scoring among the highest-performing students nationwide on the PSAT/NMSQT

G. Comments – Public

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

3. ACTION ITEMS - GENERAL

A. Business Services - Public Hearing, Presentation, and Acceptance and Filing of the Environmental Studies Assessment, SCAG Unlocking Land for Housing/Ventura County HIPP Report

President Sylvester convened the Public Hearing at 6:38 p.m. and stated that five (5) public comment requests were submitted. Each speaker received three (3) minutes to speak. President Sylvester closed the Public Hearing at 6:53 p.m.

Dr. Hayek shared that the concept of providing housing for school district employees on unused district land originated at a County School Board meeting approximately one year ago. Following community outreach, a proposal was submitted and presented to the Board for consideration.

Zaire Marin, Project Manager with Harris & Associates, and Tracy MacAulay, Housing Solutions Director, Community Development, with the County of Ventura, presented findings from a Southern California Association of Governments (SCAG)-funded regional study evaluating housing opportunities on school district properties. Of the 10 sites evaluated, the District's Janss Road site was identified as a priority site for further analysis and ranked tied for third highest based on eight criteria, including access to transit, schools, and parks.

The technical analysis examined market and financial feasibility, zoning options, infrastructure capacity, and legal considerations. Depending on the zoning alternative, the site could potentially accommodate approximately 60–400 affordable housing units, with a financial analysis evaluating a scenario of 130 units of 100% affordable housing. While existing water and sewer connections appear feasible, further evaluation is needed regarding environmental and seismic conditions, fire evacuation routes, stormwater, and infrastructure. The presenters emphasized that the study identifies potential opportunities and challenges but does not approve a housing project. Any future action would remain at the discretion of District staff and the Board, with additional due diligence required before proceeding.

Board members and District staff discussed the preliminary nature of the housing feasibility study and emphasized that accepting and filing the report would not commit the District to pursuing a housing project. Discussion included potential development challenges related to the site's liquefaction zone, environmental considerations, and the proximity of housing to Conejo Valley High School, with options for setbacks and landscaping to address site design concerns.

The Board asked about zoning alternatives, allowable density, affordability requirements, and the potential to explore larger developments with a mix of rental and for-sale housing. Harris & Associates explained that the study evaluated one preliminary rental housing prototype and that additional models could be explored. Development options would depend on the District's goals, applicable zoning requirements, and eligibility under state legislation, including Assembly Bills 2295 and 1021.

Additional questions addressed how the original sites were selected, the status of other districts participating in the study, potential upfront costs for legal and environmental reviews, financing options, and the distinction between surplus and exempt surplus property under the Surplus Land Act. The discussion also covered potential development timelines, the use of bond financing, and how proceeds from a potential property sale could be used for other District property acquisitions or maintenance.

Board members noted that further analysis and discussion would be needed before determining whether to pursue housing development. The Board's immediate action was to consider accepting and filing the report, with the option to revisit the topic in a future meeting. President Sylvested noted that the Board would discuss whether to include this topic as a discussion item at a future Board meeting or schedule a Special Board meeting for further discussion.

Recommended Action: Receive and file the Unlocking Land for Housing Study conducted and submitted by Harris and Associates.

Moved by: Cindy Goldberg; seconded by Lisa Powell

Motion Carried: 5-0, with a preferential “yes” vote from Trustee Oben.

B. Business Services - Review and Consideration of Donation and Approval of Facility Improvement, Donation, and Use Agreement

Dr. Hayek provided background on the Thousand Oaks Girls Softball Association’s (TOGSA) longstanding use and stewardship of LCMS and its request to construct a snack shack and restroom facilities. Preliminary discussions regarding the proposed design have taken place, and Board acceptance of the donation would allow the project to proceed.

President Sylvester announced that one public comment request had been submitted; however, the speaker subsequently withdrew the request.

Michael Garafolo, representing TOGSA, presented the proposed snack shack and restroom facility, noting that the existing portable structures are aging, provide limited storage, and lack permanent restrooms. The proposed facility would include ADA-compliant service access, additional storage, and restrooms to support school events, including graduation.

Mr. Garafolo highlighted TOGSA’s longstanding partnership with the District and community, emphasizing that TOGSA would fully fund, operate, and maintain the facility at no cost to CVUSD. He also outlined plans for health and safety compliance and operational continuity through written procedures, board member onboarding, and centralized records. Mr. Garafolo noted that TOGSA serves more than 350 children ages 3–14 through its spring and fall sports programs and hosts an annual Memorial Weekend Tournament.

TOGSA will continue coordinating with Dr. Hayek, pending Board approval. The proposed project timeline includes design and permitting, construction, health inspections, and staff training, with a targeted grand opening in February 2028. Board members expressed appreciation for TOGSA’s longstanding partnership with the District and support for the proposed project. In response to questions regarding construction timing, Mr. Garafolo indicated that construction could begin as early as June 2027, with groundbreaking planned for the summer before students return to campus. Dr. Hayek noted that the facility’s location would minimize disruption to students and campus activities.

Recommended Action: Accept the donation and approve the Facility Improvement Project, as submitted.

Moved by: Cindy Goldberg; seconded by Lisa Powell

Motion Carried: 5-0, with a preferential “yes” vote from Trustee Oben.

C. Instructional Services - Adoption of Annual Resolution #26/27-10 - Red Ribbon Week

Board members emphasized the importance of Red Ribbon Week in raising awareness about substance use, reducing stigma surrounding addiction, and encouraging healthy choices among students. Members noted that prevention efforts should extend beyond the designated week and include ongoing education and intentional programming. Concerns regarding student vaping on campus were also raised, highlighting the importance of continued prevention efforts.

Recommended Action: Adopt Annual Resolution #26/27-10 in support of Red Ribbon Week, as submitted.

Moved by: Cindy Goldberg; seconded by Bill Gorback

Motion Carried: 5-0, with a preferential “yes” vote from Trustee Oben.

4. ACTION ITEMS – CONSENT

Recommended Action: Approve the Consent Agenda, as submitted.

Moved by: Bill Gorback; seconded by Lauren Gill

Motion Carried: 5-0, with a preferential “yes” vote from Trustee Oben.

CONSENT AGENDA ITEMS:

- A. Board of Education - Approval of Minutes**
- B. Board of Education - Approval of Amendments to Board Policy 1000 - Concepts and Roles**
- C. Board of Education - Approval of Amendments to Board Bylaw 9220 and Exhibit 9220-E(1) - Governing Board Elections**
- D. Board of Education - Approval of Amendments to Board Bylaw 9240 - Board Training**
- E. Communications - Approval of Contracts Under \$5,000**
- F. Human Resources - Personnel Assignment Orders**
- G. Human Resources - Approval of Amendments to Board Policy 4000 - Concepts and Roles**
- H. Human Resources - Approval of Amendments to Board Policy 4033 - Lactation Accommodation**
- I. Human Resources - Approval of Contract Renewal - M & L Partnership, Incorporated dba Accu-Prints**
- J. Instructional Services - Approval of 2026/2027 School Plans for Student Achievement (SPSA)**
- K. Instructional Services - Approval of Contracts Under \$5,000**
- L. Instructional Services - Approval of Renewal Contract with Fireworks & Stage FX America LLC for Westlake and Thousand Oaks High Schools**
- M. Instructional Services - Approval of Renewal Contract with Electric Sky Drone Shows LLC for Newbury Park High School**

- N. **Instructional Services – Approval of Renewal Contract with Studypage Tutoring for Westlake Hills Elementary**
- O. **Instructional Services – Approval of Renewal Contract with Fulcrum Learning Systems, Inc.**
- P. **Instructional Services - Approval of Renewal Contract with BeWeiss Coaching for Thousand Oaks High School**
- Q. **Student Services - Approval of School District Representative on the County School Attendance Review Board**
- R. **Student Services - Approval of Contracts Under \$5,000**
- S. **Student Services - Approval of Renewal Contract with John Tracy Clinic dba John Tracy Center**
- T. **Student Services - Approval of Renewal Contract with Alyssa Kass**
- U. **Student Services - Approval of Renewal Contract with Deborah McNulty**
- V. **Student Services - Approval of Amendment to Contract with Karen Proschuk**
- W. **Student Services - Approval of Renewal Contract for Inter-District Services for Hearing Conservation with the Ventura County Office of Education**
- X. **Student Services - Ratification of Alternative Dispute Resolution and Informal Settlement (under \$50,000)**
- Y. **Student Services - Approval of New Contract with Amy Smith dba Thrive Neuropsychology, Inc.**
- Z. **Student Services - Approval of Contracts for Non-Public School Placements**
- AA. **Business Services - Disposal of Surplus and Obsolete Equipment**
- AB. **Business Services - Approval of Purchase Order Report (POs exceeding \$5,000)**
- AC. **Business Services - Measure I and Other Sources - Notices of Completion**
- AD. **Business Services - Review and Accept the GASB 75 and GASB 101 Actuarial Valuations**
- AE. **Business Services - Review and Accept the Annual Workers' Compensation Actuarial Report**
- AF. **Business Services - Approval of Amendment to Legal Services Agreement with Hatch & Cesario**
- AG. **Business Services - Ratification of Master Subscription and Services Agreement with Lintelio, LLC for Company Nurse**

5. INFORMATION/DISCUSSION ITEMS - GENERAL

- A. **Board of Education - Discussion of Board Bylaw 9200 - Limits of Board Member Authority**

President Sylvester noted that this item was introduced two meetings prior and that she and Dr. McLaughlin collaborated on developing the current version.

Board members discussed revising the language to clarify that individual trustees should not take an active role in resolving formal complaints. Members supported using the term “formal complaints” to distinguish complaints addressed through established District policies and procedures. Discussion also addressed the appropriate handling of communications, including directing individuals to the appropriate office, when necessary, while maintaining clear boundaries regarding trustee involvement in formal complaint matters. The Board reached consensus to incorporate the revised language, which will be presented for approval at the next meeting.

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

Mr. Loo reported that 1,648 School Choice applications were submitted last year and reviewed proposed revisions discussed by the School Choice Committee on September 29. The changes clarify application timelines, including opening the priority window on a Monday to allow staff to respond to inquiries, and moving the final application deadline from July 1 to June 1 to allow more time for placement processing before the summer break.

Additional revisions clarify the required steps for completing a School Choice application, update the three-tier placement system to reflect the elimination of preschool at EARTHs, and maintain priority for in-boundary families applying for transitional kindergarten. The language regarding formal complaint and appeal procedures was also removed, with complaints directed to the District’s Instructional Services Department.

Trustee Powell noted a numbering typo on page 3 related to the EARTHs Magnet section, which Mr. Loo agreed to review. Mr. Loo also noted that enrollment for the upcoming school year was approaching, encouraged reserving a date for the TK Information Night, and indicated that the policy would be finalized at the next meeting.

C. Instructional Services - Discussion of Board Policy and Administrative Regulation 1312.2 - Complaints Concerning Instructional Materials

Mr. Loo explained that the revisions reflect updates to California law, including Education Code Section 220 and Senate Bill 153 (2024), which prohibits the Board from adopting or approving instructional materials or curriculum that would subject students to unlawful discrimination. He noted that the revisions to Administrative Regulation 1312.2 are limited to updates to the policy references section, while the administrative regulation addressing the general complaint process includes five additional sections. There was no Board discussion on this item.

D. Instructional Services - Discussion of Board Policy and Administrative Regulation 1312.3 - Uniform Complaint Procedures

Mr. Loo explained that the revisions reflect updates to California law and CSBA's Gamut policies, including the addition of protected characteristics. He noted that the revisions clarify that Uniform Complaint Procedures (UCP) should not be used for employment discrimination complaints and add unlawful discrimination as a potential subject of UCP complaints. Minor language adjustments were also made, including clearer headings. Some highlighted language remains to reflect changes required by the 2022 Federal Program Monitoring (FPM) process. Dr. McLaughlin noted that Ms. Ashmore should verify that the 4000-series policies align with Gamut language. There was no Board discussion on this item.

E. Instructional Services - Discussion of Administrative Regulation 1220 - Citizen Advisory Committees

Mr. Loo explained that the revisions reflect updates to Gamut and California law and align the administrative regulation with current District practices regarding councils and committees, including clarification of applicable open meeting law requirements.

President Sylvester asked whether any changes were needed, and Mr. Loo confirmed that the revisions align with the District Advisory Committee and Council Handbook. Mr. Loo also noted a change specific to the county-level SELPA. In response to a question regarding the Greene Act and the "mini Brown Act," Mr. Loo clarified that the reference pertains to the Community Advisory Committee (CAC), which falls outside the District's jurisdiction.

F. Business Services - Discussion of Child Nutrition Services Net Cash Resource Spend Down Plan

Dr. Hayek reported that the District has excess funds in the Cafeteria Fund (CN) and is developing a multiyear spending plan to improve district kitchens, outdoor dining areas, and kiosks. The District will submit the required report to the state.

President Sylvester asked whether the District must report to the state on how the funds are expended. Dr. Hayek confirmed that a follow-up claim will be required next year and that claims will be submitted over multiple years to accommodate project timelines.

G. Business Services - Discussion of Board Policy 3320 - Claims and Actions Against the District

Dr. Hayek explained that the revisions reflect updates to Government Code 935.4, which allow the Board to delegate authority to settle claims of \$50,000 or less to the Superintendent or designee. Such settlements would still be brought before the Board for ratification. There was no Board discussion on this item.

H. Business Services - Discussion of Administrative Regulation 3314 - Payment for Goods and Services

This policy states the district's regulations on payment for construction contracts and procedures for withholding proceeds and retention amounts. Trustee Powell asked whether the revision would change the current process. Dr. Hayek explained that the provision was included in the policy until the 2021–22 school year, when it was inadvertently removed, and is now being reinstated.

I. Human Resources - Discussion of Board Policy 4100 - Certificated Personnel

Mrs. Ashmore explained that this policy was revised for consistency with Board Policy and Administration Regulation 4200 – Classified Personnel and emphasizes the value of certificated service. There was no Board discussion on this item.

J. Human Resources - Discussion of Board Policy and Administrative Regulation 4200 - Classified Personnel

Mrs. Ashmore noted that the revisions similarly recognize the value of classified service and add language to the administrative regulation requiring individuals in exempt or temporary positions to pass standard safety and health screenings. There was no Board discussion on this item.

K. Board Committee Reports

Trustee Gorback reported on his participation in the School Choice Committee meeting and encouraged families to explore school options and schedule school tours early, noting that families need not wait until the School Choice application window opens to begin their research. He highlighted the unique programs and benefits each school offers students.

President Sylvester also reported on her participation in the School Choice Committee meeting, where members discussed the parent survey process and the importance of understanding why families select specific school sites and how they learn about available options to inform future public relations efforts. Trustee Goldberg asked whether completing the survey would be a required part of the School Choice process. It was confirmed that the survey would be required but would not be used to determine placement decisions.

President Sylvester reported on her attendance at the Conejo Coalition for Youth and Families meeting, which focused on homelessness and housing. She noted that three nonprofit organizations presented on available assistance, wraparound services, and homelessness prevention for youth and families. She expressed appreciation for the collaboration among the school district, City Council, and Conejo Recreation and Park District, while acknowledging the challenges involved in addressing these complex issues.

Trustee Powell reported on her attendance at the Technology Committee meeting, where members discussed technology policies and plans, updates on

Lightspeed, challenges associated with the new personal device restrictions, and plans to focus on developing an artificial intelligence (AI) policy. She also reported on the Health Benefits Committee meeting, noting that the new consultant presented a review of health benefits utilization data and trends over the past two years, with results indicating improvement compared to the previous year.

L. Comments - Board of Education

Board members provided comments.

M. Comments - Superintendent

Dr. McLaughlin provided comments.

6. ADJOURNMENT

A. Future Board Topics / Activities

The Board reached consensus to add the following items for discussion at future Board meetings:

- SCAG Unlocking Land for Housing Study (TBD) - Board members reached consensus to move forward with additional discussion regarding potential housing opportunities for District employees, with further meetings needed to clarify next steps, scope, and resource commitments. Board members emphasized the need for additional data and due diligence, including an assessment of market demand, housing affordability, teacher and classified staff needs, workforce demographics, anticipated retirements, staffing shortages, existing housing projects, and the capacity of potential sites. The Board also discussed gathering input from relevant stakeholders and reviewing similar efforts in neighboring counties to better understand the feasibility, potential benefits, and level of interest among District employees.
- Update on Mastery Grading (TBD)
- Presentation on the Comprehensive Improvement Monitoring (CIM) Process (12/16/26)
- Update on the Multilingual Learning Master Plan (Spring 2027)
- Update on the Dual Language Immersion Program – program progression and successes (possible pairing with Multilingual Learner Master Plan presentation) (TBD)

B. Adjournment

President Sylvester adjourned the Open Session at 8:42 p.m. The next regularly scheduled Board meeting will be Wednesday, October 21, 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.

10/21/26

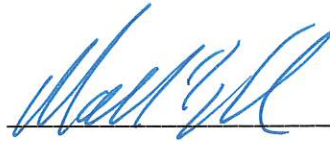
Date



Board Clerk

10/21/26

Date



Superintendent

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