

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING**

**JUNE 21, 2016
MINUTES**

DISCUSSION SESSION: Co-Curricular and Extra-Curricular Funding, Fundraising, and Booster Roles

The Discussion Session started at 4:20 p.m. Present were Board Members John Andersen, Peggy Buckles, Dr. Betsy Connolly, Mike Dunn, and President Pat Phelps. Administration present were Dr. Ann Bonitatibus, Superintendent; Robert Iezza, Deputy Superintendent; Mark McLaughlin, Assistant Superintendent, Personnel Services; Dr. Jon Sand, Assistant Superintendent, Business Services; Dr. James Garza, Director of Secondary Education; and Jeanne Valentine, Director of Elementary Education. Attorney Mark Bresee was present as well as Elizabeth Atilano, Executive Director of Ventura Schools Self-Funding Authority.

President Phelps asked if there were any public comments; there was one. This speaker suggested that Board policy should include rules regarding monetary memberships in relation to the PTA and booster clubs, and staff should continue to monitor fundraising activities.

Dr. Bonitatibus opened the discussion recapping what was learned from parents and Boosters during the *Greenprint for Learning* process. She also confirmed the Board had identified its desire to explore this topic at its October retreat. Staff and the Board desired clarification regarding CVUSD's fundraising and communication practices, along with booster clubs' roles and responsibilities and how they solicit donations. The Board discussed centralizing booster club oversight and possibly designating one staff member whose main job would be overseeing all clubs, insurance, fees, auditing, potential risks, and general guidelines. Staff will explore the possibility of a foundation or other umbrella-group to booster oversight. Additionally, staff will implement standardized forms and protocols effective Fall 2016.

The Discussion Session ended at 5:31 p.m.

CALL TO ORDER – CLOSED SESSION

At 5:33 p.m. President Phelps announced that the Board would convene into Closed Session, and asked if there were any public speakers for the Closed Session agenda items; there were none. The Board convened into Closed Session at 5:34 p.m., where the following items were discussed:

- A. Public Employee Appointment/Employment, *Pursuant to Government Code §54957*
- B. Consideration of Student Discipline, *Pursuant to Education Code §48900*

The Closed Session ended at 6:03 p.m.

REGULAR SESSION

OPENING PROVISIONS

Call to Order and Roll Call: President Phelps called the meeting to order at 6:07 p.m. Present were Board members President Pat Phelps, John Andersen, Dr. Betsy Connolly, Mike Dunn, and Peggy Buckles. Administration present were Dr. Ann Bonitatibus, Superintendent; Robert Iezza, Deputy Superintendent, Instructional Services; Mark McLaughlin, Assistant Superintendent, Personnel Services; and Dr. Jon Sand, Assistant Superintendent, Business Services.

President Phelps welcomed attendees to the meeting, read the procedural announcements, and introduced Elle Welch. Mrs. Welch is the new Executive Administrative Assistant to the Superintendent.

Approval of the Agenda

Mrs. Buckles moved to approve the agenda, seconded by Dr. Connolly. Motion carried 5-0.

Presentations

- Jake Kim, an incoming junior at Westlake High School, presented *Future Foundation Youth Leadership Program*. Mr. Kim explained that the purpose of the Youth Congress Leadership Program. He said site visits and interactions with members of the community were all very valuable to the students. The Board thanked Mr. Kim for his presentation.
- Cathy Carlson, a community member, presented *Carlson Option Plan for Learning Center Site and for Permanent Closure of Conejo Valley High School*. She proposed moving Conejo Valley High School (CVHS) students to Century Academy for credit recovery, or setting up a credit recovery program in the back of high schools. She also discussed the California Field Act. Mr. Dunn asked clarifying questions. The Board thanked Ms. Carlson for her presentation.

Comments from the Public

At 6:30 p.m., President Phelps asked if there were any public comments. There were 13 speaker cards submitted. President Phelps set a time limit of 2 minutes per speaker.

- The 1st speaker was yielded time from another speaker. This individual spoke about how the Board can be perceived. He also questioned the number of trancies and expulsions at CVHS based on an email he saw from Mrs. Buckles. Mrs. Buckles provided clarification about her statement.
- The 2nd speaker was yielded time from another speaker. This speaker thanked the Board for all of their time and thoughtful consideration regarding all of the options currently being explored. She said she appreciates the Board inviting parents and the community to participate in this process.
- The 3rd speaker said his daughter addressed the Board at the June 14th. Board meeting. He is concerned that the Board doesn't listen to every person who wants to speak, due to the set time limit.
- The 4th speaker said she does not want Horizon Hills relocated; it should be expanded instead. She suggested an independent pre-K program, and wants collaborative meetings with creative ideas.
- The 5th speaker said he attends every Board meeting. He said it's admirable that the Board looks at every aspect of all solutions, and make decisions based on what is best for all CVUSD students.

- The 6th speaker was yielded time from another speaker. She spoke on behalf of the Special Education Program at Sequoia Middle School, and spoke about challenges with large classes filled with students of diverse needs. Dr. Connolly asked district staff to provide additional information at a future meeting.
- The 7th speaker was the President of the Unified Association of Conejo Teachers. She thanks the Board and staff for the collaborative relationship. She is looking forward to returning to the magic of the classroom next year at Madrona Elementary School. Mr. Dunn said she did an extraordinary job and should be commended.
- The 8th speaker was yielded time from another speaker. He said the most important stakeholders are students. He quoted statements about CVHS students from Principal Manzer.

Public comments ended at 7:03 p.m.

Comments from the Superintendent

Dr. Bonitatibus stated Dr. Victor Hayek will be starting on August 1st as the new Assistant Superintendent of Business Services, taking over for Dr. Jon Sand, who is bookending his career by returning to teaching. She introduced Dr. Juan Santos who will be promoted from his current principalship at Maple Elementary to serve as Director of Student Support Services being vacated by Dr. Antonio Castro. Also, assistant principals Ms. Harrison and Mr. Katz will have new assignments next school year, switching places between Westlake and Thousand Oaks High Schools.

Dr. Bonitatibus also took time to explain protocols for Board meetings, specifically, public comment and information items. She acknowledged that CVUSD can continue to improve how it communicates protocols to the public. She issued a call for Board, staff, and the public to understand each other's perspectives and move forward with greater understanding and compassion.

Comments from the Board of Education

At 7:16 p.m., the Board agreed to better communicate the "how to" process of their meetings. Mr. Dunn said they are going to close CVHS, as the property has been sold, and the issue is what to do with those students now. He said they have a duty to educate the displaced students, which is why they have 8 options to review right now.

ACTION ITEMS – GENERAL

Personnel Services

- Resolution #15/16-21: Designation of Senior Management Positions in Classified Service: Mrs. Buckles made the motion to accept; Mr. Dunn seconded. Motion carried 5-0

Instructional Services

- Consolidated Application and Reporting System (CARS) Application for Funding 2016/2017: Dr. Connolly made the motion to accept; Mr. Andersen seconded. Motion carried 5-0.
- Approval of School Time Schedules 2016/2017: Mr. Andersen made the motion to approve; Mrs. Buckles seconded, with a correction made to Westlake High School's schedule which incorrectly referenced Wednesday twice and omitted Tuesday. Motion carried 5-0.
- Report to Board of Education Regarding Compliance with Cal200 Settlement Agreement: Mr. Dunn made the motion to accept; Mrs. Buckles seconded. Motion carried 5-0.

Business Services

- Approval of Participation in Bids/Contracts of Other Public Agencies, Cooperative Purchasing Contracts (Piggyback), California Multiple Awards Schedule (CMAS), and Other Approved California State Contracts, When Applicable, for Fiscal Year 2016-17: Mrs. Buckles made the motion to accept; Mr. Dunn seconded. Motion carried 5-0.

ACTION ITEMS – CONSENT

Mrs. Buckles moved to approve the consent agenda, seconded by Dr. Connolly. Motion carried 5-0.

- A. Approval of Minutes (in Section B of the Agenda packet)
 - 1. Regular Meeting of June 7, 2016
 - 2. Special Discussion Session of June 14, 2016
- B. Personnel Assignment Orders
 - 1. Certificated Employees: 0145 to 0154
Administrators, Exempt Specialists, Teachers
 - 2. Classified Employees: C-9861 to C-9985
Account Clerk, Child Care Assistant, Child Care Leader, Child Nutrition Assistant I, Child Nutrition Director, Custodian, Fiscal Services Supervisor, Groundskeeper, Health Clerk, Instructional Media Technician, Language Assessment & Development Facilitator/Farsi, Maintenance Worker II, Paraprofessional/Bilingual-Spanish, Paraprofessional/Special Ed, School Occupational Therapist, School Office Manager II, School Outreach Assistant, Secretary, Senior Clerk Typist, Site Computer Technician I, Telephone Operator/Receptionist, Translator-Interpreter
 - 3. Exempt Employees: E-15559 to E15589
Campus Supervisors, Coach, Specialist, Step I Proctor, Student Helper
- C. Expulsion – Student #3-15/16E
- D. Approval of Trip Requests
 - 1. Watercraft Trip Request – Newbury Park High School Geologic Information Systems
 - 2. Overnight Trip Request – Newbury Park High School Spirit Cheer
 - 3. Overnight Trip Request – Thousand Oaks High School Volleyball
 - 4. Overnight Trip Request – Westlake High School Cheer
- E. Purchase Order Report #903
- F. Disposal of Surplus and Obsolete Equipment
- G. Award of Contracts
- H. Notice of Completion - Westlake High School Locker Room Facility - Renovation and Upgrade – Thomas Schwab Corporation
- I. End of Year Resolutions:
 - 1. Resolution #15/16-30: Approval of Expense Transfers

2. Resolution #15/16-31: Approval of Interfund Transfers
 3. Resolution #15/16-32: Appropriation of Unbudgeted Income to Reserves
 4. Resolution #15/16-33: Approval of Appropriation Transfers
 5. Resolution #15/16-34: Year-End Budget Transfers
 6. Resolution #15/16-35: Authorization to Improve Compensation for Certain Categories of Employees after July 1, 2016
 7. Resolution #15/16-36: Approval of Temporary Loans Between District Funds
 8. Resolution #15/16-37: Classification of Fund Balances in Governmental Funds
- J. Approve the Annual Signature Authorization for 2016-17

INFORMATION/DISCUSSION ITEMS

Superintendent

Dr. Bonitatibus presented *Approval of 2016-2017 Local Control and Accountability Plan (LCAP)*, the GreenPrint for Success, or “GPS”. She briefly summarized this plan by stating the major three goals remain the same. Among additions to the plan are the following: a nurse position; funds for technology, textbooks and other resources; positions for counselors/behavior specialists; creating an independent home study program for elementary students; and an 8th grade program at Century Academy. There are also funds set aside to study the possibility of a dual language program, formative assessment development, and academic enrichment (i.e. the GATE program). She also said that the current 68-page booklet has been condensed and made more user-friendly. By using easy-to-understand icons and visuals, goals and main objectives will be clearly displayed. This condensed version will be available to the public on the CVUSD website following final approval.

President Phelps opened the session for a public hearing for LCAP approval. She asked if there were any public comments; there were none. Ms. Phelps closed the public hearing and resumed with the next agenda item.

Business Services

Dr. Jon Sand presented *2016-17 Adopted Budget – General Fund and Ancillary Funds* to the public and the Board regarding adopting the annual budget. Dr. Sand then answered questions from Mr. Dunn regarding funds inside and outside of the General Fund, including funds for adult education, child nutrition, and workers’ compensation.

President Phelps opened the session for a public hearing for the proposed 2016-2017 budget. She asked if there were any public comments; there were none. Ms. Phelps closed the public hearing and resumed with the next agenda item.

Instructional Services

The Board approved the following:

- A. Approval of Replacements of Board Policy and Administrative Regulation 5126 – Awards for Achievement. Mrs. Buckles asked Mr. Iezza if the standards are set by the state. Mr. Iezza said most of them are; one was agreed upon by all principals. They make it consistent and fair for all schools.
- B. Approval of Replacements of Board Policy and Administrative Regulation 5141 – Health Care and Emergencies. Mrs. Buckles asked if the word “maintain” should be added next to the word “place” in the sentence stating, “The Board authorizes the Superintendent or designee to place AEDs at designated schools for use by school employees in an emergency.” Mr. Iezza replied they can make that addition.

- C. Approval of Replacements of Board Policy and Administrative Regulation 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction

Mr. Andersen asked for a description on the “Opt-Out/Opt-In” policy for sexual education instruction in middle school and high school. Mr. Iezza explained that the district provides a form for parents to choose whether their child will opt in or out of this class. Upon Mr. Andersen’s request for more information, Mr. Iezza said Dr. Jennifer Boone and Pam Bluestein, a 7th grade science teacher at Sycamore Canyon Middle School, would get up and speak on this issue. They explained the class, giving brief examples of how this class is taught to students. Dr. Connolly thanked them both for preparing this information. Mr. Dunn asked for clarification on the opting in and out process. Mr. Iezza answered that the law states a parent must opt their child out, and if the school does not hear from the parent opting their child out, then that child will attend this class. However, the district wants to provide parents with a better opportunity to have an active role in their child’s lesson, and therefore provides an “opt in” option instead. Mrs. Buckles suggested that the term “intimate partner violence” should include the word “dating”. It was agreed to change the full term to “intimate partner/dating violence”.

- D. Approval of Replacements of Board Policy and Administrative Regulation 6200 – Adult Education. There were no questions.
- E. Approval of New Recreational/Extended Reading Titles for English Grades 6-8
There were no questions.
- F. Approval of New Core Literature Titles for English Grades 6-12
There were no questions.
- G. Approval of Inclusion of Girls Field Hockey at the High School Level
President Phelps asked what season this would be played. Mr. Jim Garza replied it will be in the fall. Mr. Andersen asked if the girls in the district are interested in this sport; Mr. Garza answered yes.

ADJOURNMENT

President Phelps adjourned the Open Session at 9:01 p.m. **The next regularly-scheduled Board meeting will be Tuesday, August 16, 2016, 5:00 p.m. Closed Session, 6:00 p.m. Open Session** at the CVUSD South Building Board Room, 1400 E. Janss Road, Thousand Oaks.

_____ Date

_____ Clerk

_____ Date

_____ Superintendent