

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

DISTRICT ADVISORY COUNCIL HANDBOOK



2023/2024

CONEJO VALLEY UNIFIED SCHOOL DISTRICT
YEAR 2023



BOARD OF EDUCATION

Lauren Gill, President
Cindy Goldberg, Vice President
Lisa Evans Powell, Clerk
Bill Gorback, Member
Karen Sylvester, Member
Naima Kahl, Student Board Trustee

DISTRICT ADMINISTRATION

Mark W. McLaughlin, Ed.D., Superintendent
Victor P. Hayek, Ed.D., Deputy Superintendent, Business Services
Kenneth Loo, Assistant Superintendent, Instructional Services
Shauna Ashmore, Assistant Superintendent, Human Resources
Shanna Egans, Ed.D., Assistant Superintendent, Student Services

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CONEJO VALLEY UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES DIVISION

DISTRICT ADVISORY COUNCIL CALENDAR

2023-2024 SCHOOL YEAR

GENERAL MEETINGS

9:00 - 11:30 a.m.

University MPR

EXECUTIVE BOARD MEETINGS

11:30 a.m.

University MPR

Meetings are the 2nd Tuesday of every month

Tuesday, September 12, 2023

Tuesday, October 10, 2023

Tuesday, November 14, 2023

Tuesday, December 12, 2023

Tuesday, January 9, 2024

Tuesday, February 13, 2024

Tuesday, March 12, 2024

Tuesday, April 9, 2024

Tuesday, May 14, 2024

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

DAC Members Serving on Committees - Year 2023/2024

Reporter For	FirstName	LastName
Board of Education	Lee Ann	Holland
Budget/LCAP Committee	Lee Ann	Holland
School Choice Committee	Carrie	Howard
Technology Committee	Emma	Howells
Wellness Committee	Kinsie	Flame
Legislative Reporter	Ed	Shatzen

Committee Members Who Report to DAC - Year 2023/2024

California School Employees Assn (CSEA)	Brian	Farrell
Conejo Council Parent Teacher Assn (PTA)	Deanna	Camacho
Conejo Schools Foundation (CSF)	Lana	Clark
Conejo Valley Pupil Personnel Assn (CVPPA)	Amy	Kirksey
African-American (AADAC)	Nicole	Updegraff
District English Learners (DELAC)	Lucely	Duarte
Gifted and Talented Education (GATE DAC)	Tammi	Taggart
LGBTQ+ (LGBTQ+DAC)	Jessica	Bernacki
Measure I Bond Citizens Oversight	Andrew	Pletcher
Special Education District Advisory Council (SEDAC)	Denise	Benic
Student District Advisory Council (SDAC)	Naima	Kahl
United Association of Conejo Teachers (UACT)	Courtney	Stockton
Thousand Oaks Library	Charlotte	Burrows

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

**DAC Members
2021-2022**

Repr	School	FirstName	LastName
Board	Chairperson	Lee Ann	Holland
Board	Vice-Chairperson	Heather	Skelly
Board	Secretary/ASP	Jessica	Gehle
Board	Parliamentarian	Heather	Spohr
Board	Member-at-Large	Carmen	Escalante
Board	Member-at-Large	Cindy	Mayling
Board	Member-at-Large	Ed	Shatzen
Board	Member-at-Large	Autum	Sasala
Board	Member-at-Large	Carrie	Howard
Board	Member-at-Large	Emma	Howells
Elem Sch	Acacia	Mandy	Pollack
Elem Sch	Aspen	Heather	Spohr
Elem Sch	Banyan	Kinsie	Flame
Middle High Sch	Century	Jennifer	Vey
Middle Sch	Colina	Christa	Clippinger
Elem Sch	Conejo Academy	Aniqa	Courtney
High Sch	Conejo Valley	Krista	Pettersson
Elem Sch	Cypress	Andrea	Yusim
Elem Sch	EARTHS	Brianna	Wilcox
Elem Sch	Glenwood	Piedad	Hernandez
Elem Sch	Ladera	Tim	Neal
Elem Sch	Lang Ranch	Lauren	Cohen
Middle Sch	Los Cerritos	Patti	Reis
Elem Sch	Madrona	Heidi	Rehwald
Elem Sch	Maple	Jessica	Weihe
High Sch	Newbury Park	Denise	Benic
Middle Sch	Redwood	Carrie	Halvorsen
Middle Sch	Sequoia	Kinsie	Flame
Elem Middle Sch	Sycamore Cyn (K-8)	Hun	Kaplowitz
High Sch	Thousand Oaks	Dawn	Garcia
Elem Sch	Walnut	Aimee	Kusenber
Elem Sch	Weathersfield	Stephanie	Barrus
Elem Sch	Westlake Elem	Anna	Tucker-White
High Sch	Westlake High	Emma	Howells
Elem Sch	Westlake Hills	Melinda	Smith
Elem Sch	Wildwood	Lynda	Karl

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

DISTRICT ADVISORY COUNCIL

A GUIDE TO SELECTING AND BECOMING A DAC REPRESENTATIVE

The selection of a representative to the District Advisory Council is an important decision for your School Site Council. Monthly DAC meetings provide a forum for learning about and discussing the needs, accomplishments, and activities of the school district, for the purpose of formulating advice to the school board on matters related to educational programs, policies, and procedures. Each DAC representative is the indispensable middleman in this process.



Your DAC representative should be someone who is active and involved at your school. He/she may be a parent, a teacher/other school employee, or the principal, and need not be a voting member of the School Site Council. The ideal DAC representative is an informed, active participant — an asset to both the School Site Council and the District Advisory Council.

Depending on circumstances, the DAC representative will function in the following ways:

1. As the liaison between the SSC and the DAC.
2. As the delegate of the SSC to the DAC, carrying the vote of the SSC on major issues.
3. Because of the time lag involved in this process, the DAC representative of the school, voting his/her own position on minor or corollary issues.

The responsible DAC representative will:

1. Regularly attend all SSC and DAC meetings, and will arrange for an alternate, if necessary.
2. Present the needs and concerns of the SSC to the DAC.
3. Present the issues raised at DAC meetings to the SSC.
4. Become/stay attuned to his/her school's "personality" and reflect this personality in DAC discussions.
5. Consider serving on DAC committees.



BYLAWS

OF THE

DISTRICT ADVISORY COUNCIL

This document replaces any prior Bylaws and Standing Rules of the CVUSD District Advisory Council

Adopted: November 10, 2014
Revised: May 12, 2015
Revised: November 14, 2017
Revised: January 15, 2019
Revised: January 14, 2020
Revised: October 12, 2021

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ARTICLE I. NAME

The name of this Council shall be the District Advisory Council (also known as “DAC”) of the Conejo Valley Unified School District (also known as “CVUSD”).

ARTICLE II. OBJECT

The District Advisory Council will advise the Conejo Valley Unified School District Board of Education on matters related to education programs, policies, and procedures, and consider actions as requested that pertain to the student achievement and academic performance within the Conejo Valley Unified School District. The District Advisory Council is also an additional forum for stakeholder engagement as part of the Local Control and Accountability Plan (LCAP). The District Advisory Council will establish and maintain intra-district communications between the Conejo Valley Unified School District and each school site council and all DACs to encourage the sharing of needs, accomplishments and activities in order to support a high-quality school system.

ARTICLE III. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern the District Advisory Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws. District Advisory Council meetings will be conducted in accordance with the Ralph M. Brown Act.

ARTICLE IV. MEMBERSHIP

SECTION 1. DEFINITION OF MEMBER

A. VOTING MEMBER

A Voting Member is defined as:

- 1. A representative from each school within the Conejo Valley Unified School District who is duly selected by their school site council. A representative may be a parent, principal, teacher or classified employee and does not need to be a member of their school site council. The representative shall not represent more than one (1) school site.

2. A District Advisory Council Executive Board Officer other than the Chairperson. If the Executive Board Officer also serves as a Representative for a school site, then that member is only entitled to one (1) vote.
3. A representative designated by each of CVUSD's parent advisory councils, including African American District Advisory Council (AADAC), District English Learners Advisory Council (DELAC), Gifted and Talented Education District Advisory Council (GATE-DAC), Lesbian, Gay, Bisexual, Transgender, Queer+ Advisory Council (LGBTQ+AC) and Special Education District Advisory Council (SEDAC). If this representative also serves as DAC site representative (#1 above) or is on the DAC executive board (#2 above), then that member is only entitled to one (1) vote.

B. NON-VOTING MEMBER

A Non-Voting Member is defined as:

1. A member of any community organization as recognized by the District Advisory Council Executive Board.
2. The Conejo Valley Unified School District assistant superintendent of instruction and district staff members as recognized by the District Advisory Council Executive Board.
3. The District Advisory Council Chairperson.

SECTION 2. ALTERNATES

If a Voting Member is unable to attend a District Advisory Council meeting, then they may designate an alternate representative from their school site or advisory council to attend in their absence.

- A. Voting Member must notify the District Advisory Council Chairperson of their absence and designate an Alternate Representative who will serve in their absence.

This notification must take place no later than 8:00 am prior to the start of said meeting.

- B. An Alternate Representative must be a representative from a school site or other district advisory council who is actively involved and understands their school site or council policies and culture. If an Alternate

Representative is designated to act on the Voting Member's behalf, then they will be introduced to the Members during roll call and recognized by the Parliamentarian.

Once recognized, the Alternate Representative will then have full voting privileges for all business during said meeting.

SECTION 3. LENGTH OF TERM

Each school site council and parent advisory council shall reserve the right to determine the length of term for the membership of each duly selected representative.

SECTION 4. TERMINATION

A Voting Member may be subject to termination if they are absent for two (2) meetings without having notified the District Advisory Council Chairperson no later than 8 a.m. prior to the start of said meeting that a designated Alternate Representative will attend in their absence. Upon such occurrence, the Chairperson shall notify the District Advisory Council Executive Bard to review and vote on recommending to the District Advisory Council the termination of Member. If the Member is terminated, the Chairperson will notify the assistant superintendent who will then inform the school site principal.

SECTION 5. TRANSFER OF MEMBERSHIP

School site councils and parent advisory councils may designate a new District Advisory Council representative at any time.

- A.** After a school site council or parent advisory council designates a new District Advisory Council representative, the school site council or parent advisory council must notify the District Advisory Council chairperson no later than 8 a.m. prior to the start of the next regularly scheduled general meeting.
- B.** The newly designated representative will be introduced to the Members during roll call and recognized by the Chairperson.

Once recognized, the newly designated representative will be considered a Voting Member.

ARTICLE V. VOTING

SECTION 1. VOTING RIGHTS Voting Members may cast one (1) vote on each matter submitted to a vote of the District Advisory Council. A Voting Member roll call and the tally and recording of all votes will be taken by the Parliamentarian. A Voting Member can vote yes, no, or abstain. Proxies are not permitted.

SECTION 2. VOTING METHODS

A. TWO-THIRDS (2/3) VOTE

A two-thirds (2/3) vote means at least two-thirds of the votes cast (not counting Voting Members who abstain) at a meeting with a quorum being present.

B. ELECTION VOTING

Refer to “*Article VII. Elections, Section 2. Method of Voting*”

An Executive Board Officer who does not serve as a school site representative has the duty to be impartial while representing the district-wide interests of the parents and students within the Conejo Valley Unified School District. In this instance, the Executive Board Officer’s vote shall represent the broader-based needs and goals of all school sites.

An Executive Board Officer who also serves as a school site representative has the duty to represent the specific needs of their school site. In this instance, the executive board officer's vote shall represent the needs and goals of their specific school site.

An Executive Board Officer who also serves as parent advisory council representative has the duty to represent the specific needs of their parent advisory council. In this instance, the Executive Board Officer’s vote shall represent the needs and goals of their parent advisory council.

ARTICLE VI. EXECUTIVE BOARD

SECTION 1. OFFICERS

The officers of the District Advisory Council shall be a Chairperson, a Vice Chairperson, a Secretary, a Parliamentarian, and six (6) Members-at-Large, and shall be known as the District Advisory Council Executive Board.

- 1. CHAIRPERSON** Shall preside at the District Advisory Council General, Special, and Executive Board Meetings.

2. Shall keep and maintain a file containing communications, and all other information pertinent to the office and the District Advisory Council.
3. Shall coordinate the work of Officers and committees of the District Advisory Council, including all general administrative procedures and policies.
4. Shall have the authority to decrease the amount of time allotted for each public speaker during public comments when there are five (5) or more speaker cards.
5. Shall attend or view the Conejo Valley Unified School District Board of Education Meetings representing the District Advisory Council, provide reports to the Board of Education as requested, and report back to the District Advisory Council at the next General Meeting. If the Chairperson is unable to attend a Conejo Valley Unified School District Board of Education meeting or view the video recording, then the Chairperson shall find a replacement to attend or view in their absence.
6. Shall serve as an Ex-Officio Member of all Committees except the Nominating Committee.
7. Shall keep the Executive Board informed of all activities of the District Advisory Council.
8. Shall notify the assistant superintendent who will notify the school site principal or school site administration when their designated school site representative has been absent without having notified the District Advisory Council Chairperson no later than 8 a.m. prior to the start of the meeting that a designated Alternate Representative will attend in their absence.
9. Shall notify the assistant superintendent who will notify the school site principal or school site administration when their designated school site representative has been terminated from Membership for reasons described in *"Article IV. Membership, Section 5. Termination"*
10. Shall perform such other duties as may be prescribed in the Bylaws or assigned by the District Advisory Council.

11. Shall not serve as a District Advisory Council school site representative or a designated parent advisory council representative to the District Advisory Council.

B. VICE CHAIRPERSON

1. Shall preside at the District Advisory Council General, Special, and Executive Board Meetings when the Chairperson is absent or unable to preside.
2. Shall keep and maintain a file containing any information pertinent to the office.
3. Shall keep and maintain a log of all DAC topics, presenters and presentations. The log shall be shared with Instructional Services for posting on the DAC website.
4. Shall perform such other duties as may be prescribed in the Bylaws, assigned by the District Advisory Council, or assigned by the District Advisory Council Chairperson.

C. SECRETARY

1. Shall be responsible at each meeting for receiving and providing to the Chairperson all Site Concern and Success Cards, Topic Suggestion Cards, Request to Update on Prior Topic Cards, District Advisory Council Representative Reports, Support Organization Reports, and Public Comment Cards.
2. Shall be the timekeeper for each speaker during public comments.
3. Shall be responsible for seeing that minutes are taken at all District Advisory Council Special and Executive Board Meetings.
4. Shall provide a copy of the District Advisory Council Executive Board Meeting Minutes to the Executive Board Officers within ten (10) calendar days following the Executive Board Meeting.

5. Shall keep and maintain a file containing the Minutes of all District Advisory Council Special, and Executive Board Meetings.
6. Shall verify that the District Advisory Council General Meeting Agenda and Minutes are posted in compliance with the Robert M. Brown Act.
7. Shall perform such other duties as may be prescribed in the Bylaws, assigned by the District Advisory Council, or assigned by the District Advisory Council Chairperson.

D. PARLIAMENTARIAN

1. Shall have a working knowledge of parliamentary procedure and of the District Advisory Council Bylaws and ensure compliance with the Ralph M. Brown Act.
2. Shall maintain and have at meetings a notebook containing the District Advisory Council Bylaws and a copy of *Robert's Rules of Order Newly Revised*.
3. Shall give necessary advice in parliamentary procedure to the Chairperson and to the District Advisory Council when requested by the Chairperson.
4. Shall take a roll call at each meeting for attendance purposes.
5. Shall notify the Chairperson and superintendent, monthly of any voting member absences.
6. Shall record motions, seconds, and tally votes at each meeting for inclusion in the Meeting Minutes.
7. Shall announce the formation of a Nominating Committee during the February General Meeting and solicit participation to be elected during the March General Meeting. Parliamentarian will Chair said committee and provide instruction in procedures.
8. Shall perform such other duties as may be prescribed in the Bylaws, assigned by the District Advisory Council, or assigned by the District Advisory Council Chairperson.

MEMBERS-AT-LARGE

9. Shall chair District Advisory Council committees as needed and requested by the Chairperson.
10. Shall perform such other duties as may be prescribed in the Bylaws, assigned by the District Advisory Council, or assigned by the District Advisory Council Chairperson.

SECTION 2. ELIGIBILITY

Any District Advisory Council Member is eligible to serve as an Officer based on the following:

A. CHAIRPERSON

Eligibility to serve as the Chairperson requires the Member to have served on the District Advisory Council Executive Board for one (1) year immediately preceding their term of office.

B. OTHER OFFICERS

Eligibility to serve as the Vice Chairperson, Secretary, Parliamentarian or Member-at-Large, requires the Member to have served a minimum of a one (1) year term on the District Advisory Council immediately preceding their term of office.

SECTION 3. TERM OF OFFICE

The term of office on the District Advisory Council Executive Board is one (1) year beginning July 1 and ending June 30. No member shall be eligible to serve more than two (2) consecutive terms in the same position.

SECTION 4. PURPOSE OF THE EXECUTIVE BOARD

- A. Shall review school district policies with the District Advisory Council as necessary to provide input to the Conejo Valley Unified School District Board of Education through the District Advisory Council Chairperson.
- B. Shall determine the District Advisory Council Meeting Agenda based upon topic suggestion cards, requests for updates on prior District Advisory Council topics, current events, suggestions from the Conejo Valley Unified School District, and information considered pertinent to school sites.

- C. Shall provide support to, and be a resource for, the District Advisory Council Members in the execution of their duties.
- D. Shall vote to recommend to the District Advisory Council the termination of any Member who is absent for two (2) meetings without having notified the District Advisory Council Chairperson no later than 8 a.m. prior to the start of said meeting that a designated Alternate Representative will attend in their absence.
- E. Shall nominate and elect the new Officer from the existing Executive Board should an Officer position become vacant.
- F. Shall open the Executive Board Meeting, annually in the month of May, to the newly elected Executive Board Officers for the purposes of planning and transitioning. This meeting will immediately follow the General Meeting. The current Executive Board Officers will review their duties and records with the Executive Board Elect-Officers to help prepare them for their newly elected positions, which will become effective July 1.

SECTION 5. REMOVAL FROM OFFICE

Upon recommendation of the District Advisory Council Executive Board, any Officer may be removed by two-thirds (2/3) vote (not counting Voting Members who abstain) at a General Meeting with a quorum being present.

SECTION 6. VACANCY

If the Chairperson, Vice Chairperson, Secretary or Parliamentarian positions become vacant, then the remaining Executive Board Officers will nominate and elect the new Officer from the existing Executive Board.

A Special Executive Board Meeting shall be called by the Chairperson (or Vice Chairperson if the Chairperson position is vacated; Secretary if the Chairperson and Vice Chairperson are vacated; Parliamentarian if the Chairperson, Vice Chairperson, and Secretary are vacated). This Special Executive Board Meeting will be held for the sole purpose of electing a new Officer.

If an Officer of the Executive Board is unable or not willing to fill the vacant position, then qualified candidates will be nominated and elected by the District Advisory Council Members.

If a vacancy is filled by the January meeting, then the Member filling that position will be considered to have served a full one (1) year term.

If a vacancy is filled after the January meeting, then the Member filling that position may do so without forfeiting his/her eligibility to serve in that same office for two (2) additional terms.

ARTICLE VII. ELECTIONS

SECTION 1. ELECTION OF OFFICERS

The Officers of the District Advisory Council Executive Board shall be elected at a General Meeting, annually in the month of May. The newly elected Officers will assume office July 1 on that same year.

The timeline and process will be as follows:

A. FEBRUARY GENERAL MEETING

The Parliamentarian will solicit participation for a Nominating Committee, consisting of three (3) Voting Members and chaired by the Parliamentarian.

Any of the three (3) Voting Members shall not serve on the Nominating Committee two (2) consecutive years.

B. MARCH GENERAL MEETING

The District Advisory Council will vote for three (3) Voting Members and form the Nominating Committee. The Parliamentarian will chair and provide instruction and procedures to the newly formed committee.

C. APRIL GENERAL MEETING

The Nominating Committee will present a "Slate of Proposed Officer Nominees" to include one (1) nominee each for Chairperson, Vice-Chairperson, Secretary, and Parliamentarian, and six (6) nominees for Member-at-Large. Members of the Committee are not excluded from becoming nominees for elected office.

D. MAY GENERAL MEETING

Additional nominations shall be permitted from the floor, followed by an election of the Officers.

SECTION 2. METHOD OF VOTING

If there is only one (1) Nominee for an office, then the election for that office shall be by a Majority Vote. A Voting Member roll call and the tally and recording of all votes will be taken by the Parliamentarian. A Voting Member can vote yes, no, or abstain. Proxies are not permitted. The Parliamentarian will then report the results to the Chairperson.

If there is more than one (1) Nominee for an office, then the election for that office shall be by paper ballot. If there are more than six (6) Nominees for the Member-at-Large positions, then the election for Members-At-Large shall be by paper ballot. The Parliamentarian shall conduct a roll call for distribution and collection of ballots. Proxies are not permitted. Paper ballots shall be tallied, when possible, by two (2) Non-Voting Members and reported to the Parliamentarian and Chairperson.

ARTICLE VIII. MEETINGS

SECTION 1. QUORUM

A quorum is the minimum number of members who must be present at a meeting to transact business.

The presence of fifty percent (50%) plus one (1) of all Voting Members shall constitute a quorum for the purposes of transacting business at any District Advisory Council meeting.

SECTION 2. GENERAL MEETINGS

- A.** Shall begin at 9 a.m. on the second (2nd) Tuesday of each month, September through May, unless changed by the District Advisory Council Chairperson with a fifteen (15) day notice to the District Advisory Council.
- B.** Shall meet a minimum of eight (8) times during the school year.
- C.** Voting Members must inform the District Advisory Council Chairperson no later than 8 a.m. before any General Meeting if they will be absent. If the Voting Member is unable to attend, then an Alternate Representative will need to attend and represent their school site. Failure to attend two (2) meetings without prior notification and having an Alternate Representative attend in the Voting Member's absence may result in the District Advisory

Council Executive Board recommending to the District Advisory Council the removal of the Voting Member.

- D. Notice of a General Meeting shall be posted pursuant to the Ralph M. Brown Act.
- E. General Meetings shall be conducted in accordance with the Ralph M. Brown Act.

SECTION 3. EXECUTIVE BOARD MEETINGS

- A. Shall be held at a time determined by the members of the Executive Board. These meetings should be held in conjunction with the General Meeting.
- B. Notice of an Executive Board Meeting shall be posted pursuant to the Ralph M. Brown Act.
- C. Executive Board Meetings shall be conducted in accordance with the Ralph M. Brown Act.

SECTION 4. SPECIAL MEETINGS

- A. May be called by the Chairperson or by the petition of two-thirds (2/3) of the Voting Members.
- B. Notice of a Special Meeting shall be posted pursuant to the Ralph M. Brown Act.
- C. Special Meetings shall be conducted in accordance with the Ralph M. Brown Act.

SECTION 5. PLACE OF MEETING

The District Advisory Council shall hold General, Special and Executive Board Meetings at a location provided by the Conejo Valley Unified School District.

SECTION 6. NOTICE OF MEETINGS

Notice of Meetings needs to be posted seventy-two (72) hours prior to the scheduled meeting and in compliance with the Ralph M. Brown Act. Postings will be at the following locations:

- A. Conejo Valley Unified School District – District Office, 1400 E. Janss Road, Thousand Oaks, CA 91362

This location will serve as the main posting location pursuant to the Ralph M. Brown Act, Government Code 54954.2(2);

- B. Conejo Valley Unified School District - District Advisory Council (DAC) webpage:
[http://www.conejousd.org/Parents/DistrictAdvisoryCouncil\(DAC\).aspx](http://www.conejousd.org/Parents/DistrictAdvisoryCouncil(DAC).aspx)

SECTION 7. AGENDA

- A. Shall be the responsibility of the District Advisory Council Executive Board, together with the assistant superintendent of instruction and district staff, to prepare an Agenda.
- B. Shall be included with the Notice of Meetings and posted seventy-two (72) hours prior to the scheduled meeting in compliance with the Ralph M. Brown Act.
- C. Shall include specific items to be discussed and may include specific times for one or more activities.
- D. Shall list reports from District Advisory Council representatives/committees, support organizations, and District Advisory Council Member Site Concerns and Successes. Shall list public comments, District Advisory Council Chairperson comments, District Advisory Council Members comments, and the Conejo Valley Unified School District assistant superintendent comments.
- E. Shall have a layout as follows:

- I. General Meeting Session

- A. Call the Meeting to Order and Roll Call
- B. Pledge of Allegiance
- C. Announcements & Procedures
- E. Approval of Agenda
- F. Reports from District Advisory Council Representatives
- G. Reports from Support Organizations
- H. Comments
 - 1. Public

Pursuant to the Brown Act, the CVUSD District Advisory Council (DAC) cannot enter into formal

discussion with individuals making public comments to the District Advisory Council. The District Advisory Council cannot take action on any issues raised during public comments that are not on the meeting agenda. Members may respond to public comments during the Individual Comments section of the agenda.

2. DAC Chairperson
3. DAC Members
 - A. Site Concerns and Successes
4. CVUSD Assistant Superintendent

II. Action Items – General

Each item requires a motion for approval

III. Action Items – Consent

These items are considered routine and will be approved in one action without discussion. If the District Advisory Council members request that an item be removed from Consent or a citizen wishes to speak to an item, the item will be considered under Action Items.

A. Approval of Minutes

IV. Information/Discussion Items

For discussion only; no action is taken on information items.

V. Adjournment – General Meeting Session

VI. Executive Board Meeting Session

- A. Call the Meeting to Order and Roll Call
- B. Comments
 1. Public (for Executive Board Meeting Agenda Items only)
 2. DAC Chairperson
 3. DAC Members
 4. CVUSD Deputy Superintendent

VII. Action Items – Consent

These items are considered routine and will be approved in one action without discussion. If the District Advisory Council members request that an item be removed from Consent or a citizen wishes to speak to an item, the item will be considered under Action Items.

A. Approval of Minutes

VIII. Information/Discussion Items

For discussion only; no action is taken on information items.

A. Consideration of Ideas for General Meeting Agenda

1. Site Concerns and Successes (prior submission during General Meeting)
 2. Suggestions for Presentation Topics
- IX. Adjournment – Executive Board Meeting Session

SECTION 8. PUBLIC COMMENTS – AGENDA ITEMS AND NON-AGENDA ITEMS

If a community member wishes to address the District Advisory Council, then it is necessary to complete a Speaker Form and hand it to the District Advisory Council Secretary. If they would like to make comments about items not on the Agenda, a Speaker Form should be completed and turned in prior to the Public Comments section of the Agenda. If they wish to address an Agenda Item, then they will need to submit the Speaker Form prior to the Action portion of the Agenda. Pursuant to the Ralph M. Brown Act, the District Advisory Council cannot enter into formal discussion nor can a decision be made in regard to public comments. The District Advisory Council may provide a reference to District staff or other resources of information, request District staff to report back at a subsequent meeting or direct the District Advisory Council Executive Board to place an item on a future agenda. Public comments will be limited to three (3) minutes. On those occasions where there are five (5) or more Speaker Cards, the Chairperson of the District Advisory Council may make the decision to decrease the time.

If a community member wishes to register their opinion on a topic but not speak, then they must fill out a Public Written Statement Form and hand it to the District Advisory Council Secretary. The District Advisory Council Executive Board Members will review these forms following the General Meeting.

SECTION 9. REPORTS FROM REPRESENTATIVES, COMMITTEES, AND SUPPORT ORGANIZATIONS

All reports should be provided to the District Advisory Council Secretary before, during, or immediately after the District Advisory Council General Meeting.

District Advisory Council Members may complete a “Site Concern and Success” card to promote discussion and provide information to the General Membership regarding their School Site. If a Member wishes to submit a card, then it needs to be submitted to the District Advisory Council Secretary.

ARTICLE IX. COMMITTEES

There shall be such committees created by the District Advisory Council Chairperson or Executive Board as may be required to carry on the work of the District Advisory Council. There shall also be District Advisory Committee representatives selected to participate in Conejo Valley Unified School District Committees.

In order to promote the participation of as many District Advisory Council representatives as possible in committee work, representatives are encouraged to serve on only one (1) committee at a time. The Chairperson shall serve as an Ex-Officio Member of all Committees except the Nominating Committee.

SECTION 1. COMMITTEE REPRESENTATIVES

- A.** Shall be selected from the District Advisory Council Executive Board whenever possible. Because Members-at-Large have no specific duties assigned to them in the Bylaws, they shall be asked first when there is a need to chair or represent the District Advisory Council on a Committee.

If a Committee Representative cannot be found from the District Advisory Council Executive Board, then an elected District Advisory Council Representative or Official Alternate who attends the District Advisory Council meetings will be sought.

- B.** Shall attend all the committee meetings and be responsible for reporting and communicating to the District Advisory Council.

SECTION 2. COMMITTEE APPOINTMENTS

All committee appointments shall be subject to the ratification of the Executive Board.

SECTION 3. SUGGESTED LINES OF COMMUNICATIONS

Committee Member → Committee Chairperson →
District Advisory Council Chairperson → District Advisory Council Membership

ARTICLE X. AMENDMENT OF BYLAWS

These Bylaws can be amended at a District Advisory Council General Meeting as follows:

- 1.** Proposed Amendment(s) shall appear on the Agenda as an “Information/Discussion Item.”
- 2.** At the following General Meeting, the Proposed Amendment(s) shall appear on the Agenda as an “Action Item.”
- 3.** A Voting Member roll call and the tally and recording of all votes will be taken by the Parliamentarian. The two-thirds (2/3) vote will be the method of voting. A Voting Member can vote yes, no, or abstain. Proxies are not permitted.

PARLIAMENTARY HINTS

Knowledge of parliamentary procedure is a valuable tool that should be known and used by members of organizations to accomplish business in a systematic manner, to determine the will of the majority, and to protect the rights of the individual.

There are several basic procedures to follow that are frequently used.

To Adopt A Motion

1. Receive recognition.
2. Make the motion by saying, "I move..." (short single idea, write it out if possible)
3. Second the motion (seconders need not agree with the motion)
4. Chair states the motion
5. Discussion or debate (each member may speak once to the motion until everyone who wishes has spoken)
6. Put the questions to vote.
 - a. Decision of Chairperson (Asks, "Are you ready for the question?" Hearing no objection, the vote is taken.)
 - b. Member makes motion, "I move the previous question." Must be seconded. Requires two-thirds vote to pass.
7. Announce the vote and the result.

To Change Motion or Defer Action

1. Amendment – Must be seconded. Majority vote to pass. Amend by:
 - a. Adding
 - b. Inserting
 - c. Striking out
 - d. Striking out and inserting
 - e. Substituting
2. Table – Must be seconded. Not debatable. Majority vote to pass.
3. Commit – Refer to committee.
4. Postpone until set time.
5. Postpone indefinitely (kills the motion).

General Information

Withdrawal or Modification of Motion: Before it is stated by the chair, the maker may withdraw or modify the motion. After it is stated, the maker may withdraw or modify the motion if there is no objection. Consent of second is automatic unless seconder objects and withdraws second.

Reports: Member presents the report. The Chair calls on members for discussion.

CONEJO VALLEY UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES DIVISION

HOW CAN PARENTS GET HELP FROM THEIR SCHOOLS?

The Board of Education and the staff of the Conejo Valley Unified School District believe that a successful school experience for your student depends on a strong home/school partnership. It is important that parents feel that they have an adequate opportunity to express their concerns, to be heard, and acknowledged.

ELEMENTARY:

1. Call the school for an appointment with the teacher.
2. Individual parent conferences may be requested.
3. If you still need help, call the principal.
4. If you need additional help, write Dr. Dena Sellers, Director of Elementary Education, at dsellers@conejousd.org or at 1400 E. Janss Road, Thousand Oaks, CA 91362.

MIDDLE:

1. Call the school for an appointment with the teacher.
2. Call a counselor for assistance on class schedules and other student needs.
3. If you still need help, call the principal.
4. If you need additional help, write to Dr. Sonia Wilson, Director of Middle Schools and Professional Development, at soniawilson@conejousd.org or at 1400 E. Janss Road, Thousand Oaks, CA 91362.

HIGH SCHOOL:

1. Call the school for an appointment with the teacher.
2. Call the counselor for advice on class schedules and other student needs.
3. Call an assistant principal for discipline or more significant problems.
4. Call the principal for additional help on any of the above areas.
5. If you need additional help, write to Brian Mercer, Director of High Schools and Assessment, at bmercerc@conejousd.org or at 1400 E. Janss Road, Thousand Oaks, CA 91362.

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

For questions about Student Support Services, Special Education and GATE, please call the District Educational Center at (805) 497-9511

For questions about Human Resources, Business Services, Fiscal Services, Maintenance and Operations, Planning, Child Nutrition Services, and Transportation, please call the District Operational Center at (805) 498-4557. They are located at 750 Mitchell Rd., Newbury Park.

CONEJO VALLEY UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES DIVISION

**DAC REPRESENTATIVE'S GUIDELINES
REGARDING BOARD OF EDUCATION MEETINGS**

Regular meetings of the Board of Education are held the first and third Tuesday of each month starting at 6:00 p.m. in the Board of Education Room, 1402 E. Janss Rd., Thousand Oaks.

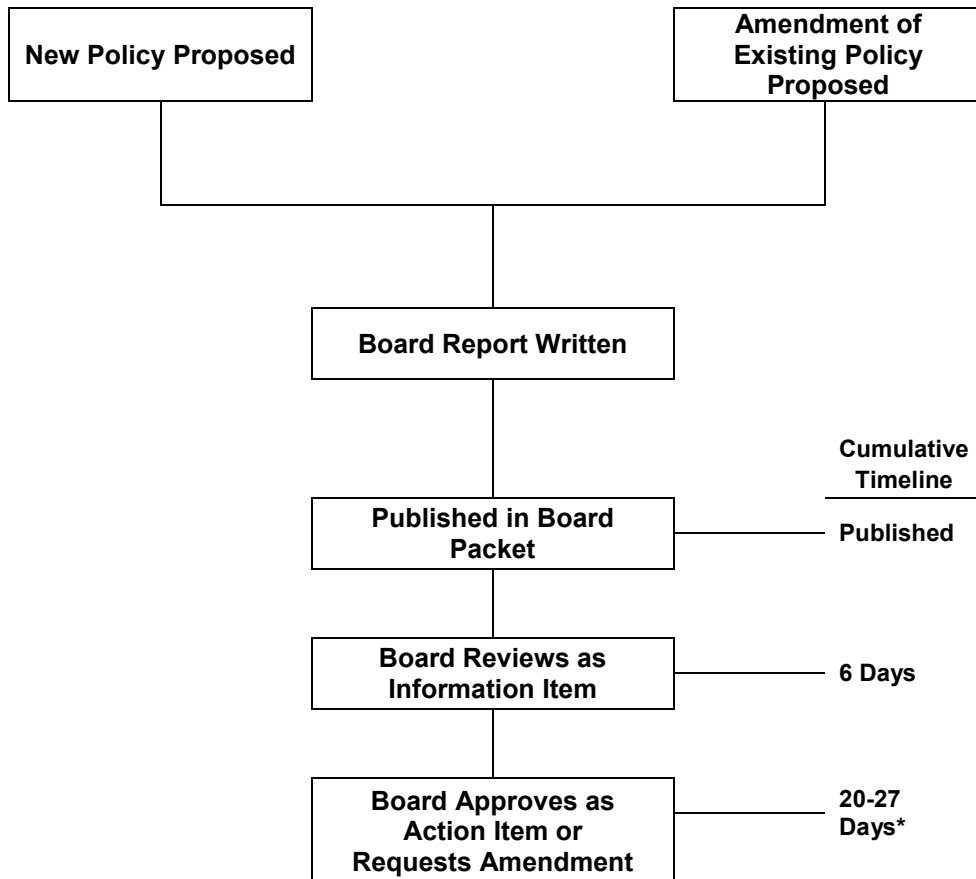
ATTENDING THE BOARD MEETING:

1. By the Friday before a Board meeting, the agenda will be posted to Board Docs via the District website: www.conejousd.org . To locate the agenda:
 - a. click on the "Board of Education" tab at the top of the website,
 - b. select "Board Meetings, Agendas and Minutes" from the drop-down menu,
 - c. click on the "View Agenda Here" link
2. Review the agenda. There is usually too much to review in depth, but familiarizing yourself with the order of the agenda, and the times, will help you follow the meeting and make notes of important decisions.
3. Double-check where and when the Board meeting will be held.
4. Take notes of two or three important issues and/or decisions and be prepared to give a brief report about them at the next DAC meeting.

If you have any questions, please contact Erin Ware, (805) 497-9511, ext. 1201.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES DIVISION**

BOARD POLICY APPROVAL PROCESS



* Board Meetings are at 6:00 p.m. on the first and third Tuesday of each month.

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

DISTRICT SERVICES DIRECTORY

District Educational Center, 1400 E. Janss Rd., Thousand Oaks
 District Operational Center, 750 Mitchell Rd., Newbury Park

DISTRICT EDUCATIONAL CENTER:	CONTACT	PHONE 497-9511 EXTENSION
Instructional Services		
Assistant Superintendent	Kenny Loo	1202
Elementary Education	Dena Sellers	1211
Middle Schools	Sonia Wilson	1221
High Schools	Brian Mercer	1231
Education Tech & Student Performance	Jayna Suter	1240
Diversity, Equity and Inclusion	Dwight Rogers	3352
Student Services		
Assistant Superintendent	Shanna Egans	2302
Special Education - Elementary	Erin Roderick	3332
Special Education - Secondary	Dawn Thomas	3331
Student Support Services	Christina Harrison	3321
Multilingual Learners and Equity	Ricardo Araiza	3351
BreakThrough	Christina Harrison	3321
Diversity, Equity and Inclusion	Dwight Rogers	3352
Superintendent/Board of Education		
Superintendent	Mark McLaughlin	1102
Board Meetings, Agenda	Sheri Fehlman	1101
Coordinator, Communications/Marketing	Kimberly Gold	1105

DISTRICT OPERATIONAL CENTER:	CONTACT	PHONE 498-4557 EXTENSION
Business Services		
Deputy Superintendent	Victor Hayek	7502
Fiscal Services	Susan Tucker	7510
Child Care	Amie Mills	492-3567
Neighborhoods for Learning	Bonnie Baruch	494-8100
Civic Center	Elizabeth Jones	6572
Child Nutrition	Virginia Beck	7531
Risk Management	Gary Bradbury	7528
Transportation	Richard Villafan	7525
Purchasing	Anthony Frutos	7550
Warehouse	James Bjordahl	7557
Print Center	John Henrikson	7555
Planning & Facilities	Tim McCabe	7541
Maintenance & Operations	David Riccardi	6571
Personnel Services		
Assistant Superintendent	Shauna Ashmore	7402
Classified Personnel	Marina Mihalevsky	7407

CONEJO VALLEY UNIFIED SCHOOL DISTRICT
SCHOOLS DIRECTORY

YEAR 2023/2024

TK-5	<u>Acacia Magnet School For Enriched Learning</u> _ 55 W. Norman Ave, Thousand Oaks, CA 91360	495-5550	Dennis Carter dcarter@conejousd.org
TK-5	<u>Aspen Elementary</u> _ 1870 Oberlin, Thousand Oaks, CA 91360	495-2810	Shane Craven scraven@conejousd.org
TK-5	<u>Banyan Elementary</u> _ 1120 Knollwood Dr, Newbury Park, CA 91320	498-6641	Allison Kennedy akennedy@conejousd.org
TK-5	<u>Conejo Academy</u> _ 280 Conejo School Rd, Thousand Oaks, CA 91362	495-7058	Erica Ultreras eultreras@conejousd.org
TK-5	<u>Cypress Elementary</u> _ 4200 Kimber Dr, Newbury Park, CA 91320	498-6683	Michele McDonald mmcdonald@conejousd.org
K-5	<u>EARTH'S Magnet School</u> _ 2626 Michael Dr, Newbury Park, CA 91320	498-3686	Jeff Rickert jrickert@conejousd.org
TK-5	<u>Glenwood Elementary</u> _ 1135 Windsor Dr, Thousand Oaks, CA 91360	495-2118	Vivian Vina vvina@conejousd.org
TK-5	<u>Ladera STARS Academy</u> _ 1211 Calle Almendro, Thousand Oaks, CA 91360	492-3565	Tasia Dove tdove@conejousd.org
TK-5	<u>Lang Ranch Elementary</u> _ 2450 Whitechapel Pl, Thousand Oaks, CA 91362	241-4417	Megan Triplett mtriplett@conejousd.org
TK-5	<u>Madrona Elementary</u> _ 612 Camino Manzanitas, Thousand Oaks, CA 91360	498-6102	Gina Mandell gmandell@conejousd.org
K-5	<u>Maple Elementary</u> _ 3501 Kimber Dr, Newbury Park, CA 91320	498-6748	Patty Lewis plewis@conejousd.org
TK-8	<u>Sycamore Canyon School</u> _ 4601 Via Rio, Newbury Park, CA 91320	498-1573	Doug Hedin dhedin@conejousd.org
TK-5	<u>Walnut Elementary</u> _ 581 Dena Drive, Newbury Park, CA 91320	498-3608	Aileen Wall awall@conejousd.org
TK-5	<u>Weathersfield Elementary</u> _ 3151 Darlington Dr, Thousand Oaks, CA 91360	492-3563	Paola Vargas pvgargas@conejousd.org
TK-5	<u>Westlake Elementary</u> _ 1571 E. Potrero Rd, Westlake Village, CA 91361	374-2150	Teri Culpepper tculpepper@conejousd.org
TK-5	<u>Westlake Hills Elementary</u> _ 3333 S. Medicine Bow Ct, Thousand Oaks, CA 91362	497-9339	Michael Niemczyk mniemczyk@conejousd.org
K-5	<u>Wildwood Elementary</u> _ 620 W. Velarde Dr, Thousand Oaks, CA 91360	492-3531	Kevin Lynch klynch@conejousd.org
6-8	<u>Colina Middle School</u> _ 1500 Hillcrest Dr, Thousand Oaks, CA 91362	495-7429	Shane Frank sfrank@conejousd.org
6-8	<u>Los Cerritos Middle School</u> _ 2100 Ave de las Flores, Thousand Oaks, CA 91360	492-3538	Jason Klinger jklinger@conejousd.org
6-8	<u>Redwood Middle School</u> _ 233 Gainsborough Rd, Thousand Oaks, CA 91360	497-7264	Nicole Judd njudd@conejousd.org
6-8	<u>Sequoia Middle School/Discover Academy</u> _ 2855 Borchard Rd, Newbury Park, CA 91320	498-3617	Karla DiDomizio kdidomizio@conejousd.org
TK-8	<u>Sycamore Canyon School</u> _ 4601 Via Rio, Newbury Park, CA 91320	498-1573	Doug Hedin dhedin@conejousd.org
6-12	<u>Century Academy</u> _ 33 Greta St, Thousand Oaks, CA 91360	496-0286	Yuliya Eisenberg yreznikovaeisenberg@conejousd.org
9-12	<u>Conejo Valley High School</u> _ 1402 E Janss Rd., Thousand Oaks, CA 91362	498-6646	Martin Manzer mmanzer@conejousd.org
9-12	<u>Newbury Park High School</u> _ 456 Reino Rd, Newbury Park, CA 91320	498-3676	Steve Lepire slepire@conejousd.org
9-12	<u>Thousand Oaks High School</u> _ 2323 Moorpark Rd, Thousand Oaks, CA 91360	495-7491	Eric Bergmann ebergmann@conejousd.org
9-12	<u>Westlake High School</u> _ 100 N. Lakeview Canyon Rd, WLV, CA 91361	497-6711	Jason Branham jasonbranham@conejousd.org

CONEJO VALLEY UNIFIED SCHOOL DISTRICT
CONEJO VALLEY UNIFIED SCHOOL DISTRICT



DIRECTORY OF SCHOOLS

SCHOOL	ADDRESS	PHONE	FAX	FRONT OFFICE	COUNSELORS	GRADES/ HOURS
Acacia Magnet School for Enriched Learning	55 W. Norman Avenue T.O. 91360-3599	805-495-5550	805-374-1156	Dennis Carter, Principal Isabel Alamillo, Office Manager	Carmen Ayala Gabriela Magdaleno, School Social Worker	TK/K: 8:15-1:30 TK/K: Wed: 8:15-1:00 Gr 1-5: 8:15-2:40 Gr 1-5 Wed: 8:15-1:30
Aspen Elementary	1870 Oberlin T.O. 91360-2099	805-495-2810	805-374-1157	Shane Craven, Principal Stacey Coombe, Office Manager	Katie Berry Lorena Martinez	TK/K: 8:15-1:20 Gr 1-5: 8:15-2:40 Friday: 8:15-1:30
Banyan Elementary	1120 Knollwood Drive N.P. 91320-5599	805-498-6641	805-375-6626	Allison Kennedy, Principal Christine Okun, Office Manager	Jannelle Guillot	TK/K: 8:25-1:30 Gr 1-5: 8:25-2:35
Century Academy	33 Greta Street T.O. 91360	805-496-0286		Yuliya Reznikova-Eisenberg, Principal Sean MacDonald, Asst. Principal Maria Gomez, Office Manager	Rachel Kelterer	8:00-3:00
C.V.U.S.D. Child Care	2801 Atlas Avenue T.O. 91360	805-492-3567	805-492-2302	Amie Mills, Director, Child Development Lisa Courter, Secretary		7:30-4:00 (office) 7:00-6:00 (programs)
Colina Middle School	1500 E. Hillcrest Drive T.O. 91362-2599	805-495-7429	805-374-1163	Shane Frank, Principal Heather Lane, Asst. Principal April Vazquez, Dean of Students Anita Chiapuzio, Office Manager	Kimberly Chopp Melissa Doll	Period A: 7:50 Start Period 1-6: 9:00-3:10 Tuesday: 10:00-3:10
Conejo Academy of Leadership and Language Immersion	280 N. Conejo School Rd T.O. 91362-3199	805-495-7058	805-374-1158	Erica Ultreras, Principal Nancy Avina, Office Manager	Carmen Ayala Icela Sabory Gabriela Magdaleno,	TK/K: 8:15-1:30 Gr 1-5: 8:15-2:40 Wed: 8:15-1:30
Conejo Oaks Academy (Post-Secondary)	1025 Old Farm Road T.O. 91360-4941			Amanda Glover, Coordinator		
Conejo Valley Adult Education	1025 Old Farm Road T.O. 91360-4941	805-497-2761	805-374-1167	Mike Sanders, Principal Christine Mendez, Office Manager		
Conejo Valley High School	1402 E. Janss Road T.O. 91362	805-498-6646	805-413-8399	Martin Manzer, Principal Dawn Stines, Office Manager Sean MacDonald, Asst. Principal	Catherine Kanney	8:00-3:10
Conejo Valley Independent Study	33 Greta Street T.O. 91360	805-413-8397		Sean MacDonald, Asst. Principal		8:00-3:00
Cypress Elementary	4200 Kimber Drive N.P. 91320-4898	805-498-6683	805-375-5600	Michele McDonald, Principal Patti McRae, Office Manager	Jennifer Sheppard	TK/K: 8:15-1:20 Gr 1-5: 8:15-2:40 Gr 1-5 Tues: 8:15-1:30
EARTHs Magnet	2626 Michael Drive N.P. 91320-3292	805-498-3686	805-375-5602	Jeff Rickert, Principal Susan Onsgard, Office Manager	Jannelle Guillot	K: 8:15-1:30 K Tues: 8:15-1:00 Gr 1-5: 8:15-2:40 Gr 1-5 Tues: 8:15-1:30
Glenwood Elementary	1135 Windsor Drive T.O. 91360-5228	805-495-2118	805-374-1159	Vivian Vina-Hunt, Principal Elsa Casillas, Office Manager	Lorena Martinez Gabriela Magdaleno, School Social Worker	TK/K: 8:30-1:35 Gr 1-5: 8:30-2:40
Ladera STARS Academy	1211 Calle Almendro T.O. 91360-6499	805-492-3565	805-493-8851	Tasia Dove, Principal John Orleans, Office Manager	Jennifer Sheppard Gabriela Magdaleno, School Social Worker	K: 8:15-1:30 Gr 1-5: 8:15-2:40 Tuesday: 8:15-1:30
Lang Ranch Elementary	2450 Whitechapel Place T.O. 91362-5399	805-241-4417	805-241-4617	Megan Triplett, Principal Vaishali Bhargava, Office Manager	Jennifer Sheppard Nathan Snider	K: 8:25-1:30 Gr 1-5: 8:25-2:35
Los Cerritos Middle School	2100 E. Ave de las Flores T.O. 91362-1599	805-492-3538	805-493-8854	Jason Klinger, Principal Brandy Pacheco, Asst. Principal Paige Gonzales, Dean of Students Kathleen Banaszkiwicz, Office Manager	Jenna Poe Karen McCarthy	Period A: 8:04 Start Period 1-6: 8:55-3:10 Wednesday: 8:55-1:55
Madroña Elementary	612 Camino Manzanas T.O. 91360-2199	805-498-6102	805-375-5601	Gina Mandell, Principal Luz Bediale, Office Manager	Lorena Martinez Icela Sabory	TK/K: 8:25 -1:30 Gr 1-5: 8:25-2:35
Maple Elementary	3501 Kimber Drive N.P. 91320-4399	805-498-6748	805-375-5603	Patty Lewis, Principal Jacqueline Maloney, Office Mgr.	Katie Berry Icela Sabory	K: 8:10-1:15 Gr 1-5: 8:10-2:35 Monday - 8:10-1:30

CONEJO VALLEY UNIFIED SCHOOL DISTRICT
CONEJO VALLEY UNIFIED SCHOOL DISTRICT



DIRECTORY OF SCHOOLS

SCHOOL	ADDRESS	PHONE	FAX	FRONT OFFICE	COUNSELORS	GRADES/ HOURS
Newbury Park High School	456 N. Reino Road N.P. 91320-3798	805-498-3676	805-499-3549	Steve Lepire, Principal Carly Adams, AP - Instruction Ethan Gray, AP - Athletics Linda Eckelkamp, AP - Attendance Katie Berry, AP - Activities Allison Steltz, AP - Student Sup Svcs Linda Abilez, Office Manager	Tina Choi Tina Coleman Edith Cortes Richard Napora Lesley Nedwick Nikolette Sanchez	Period 0: 7:30-8:20 Period 1-7: 8:30-3:30
Redwood Middle School	233 W. Gainsborough Rd T.O. 91360-3499	805-497-7264	805-497-3734	Nicole Judd, Principal Kristina Keener, Asst. Principal Meghann O'Weger, Dean of Students Sonja Gannfors, Office Manager	Tracy Sims Bill Zasadill	Period A: 7:55 Start Period 1-6: 9:00-3:10 Tuesday: 9:30-3:10
Sequoia Middle School	2855 Borchard Road N.P. 91320-3898	805-498-3617	805-375-5605	Karla DiDomizio, Principal Kelly Welch, Asst. Principal Martin Nichols, Dean of Students Jaime Taylor, Office Manager	Shannon Martens Kelly Meador	Period 0: 7:55 Start Period 1-6: 8:45-2:55 Tuesday: 8:45-1:30
SHINE Home School	2450 Whitechapel Place T.O. 91362-5399	805-497-9511 ext 1210		Dr. Dena Sellers, Director, Elementary Lynne Hill, Administrative Assistant		
Sycamore Canyon School	4601 Via Rio N.P. 91320-6872	805-498-1573	805-498-0385	Doug Hedin, Principal Cheryl Moncourtois, Asst. Principal Carrie Penix, Dean of Students Jo-Ann Flowers, Office Manager	Jennifer Sheppard Nicole Vitto	TK/K: 8:15-1:30 Tuesday: 8:15-1:15 Gr 1-5: 8:15-2:40 Tuesday: 8:15-1:30 Gr 6-8 A Period: 7:55 Gr 6-8: 8:45-3:08 Tuesday: 8:45-2:05
Sycamore Canyon Be Me Preschool	4601 Via Rio N.P. 91320-6872	805-498-1573 805-492-4051		Shauna Grudsky, Preschool Coordinator		Pre-school and Infant Programs
Thousand Oaks High School	2323 N. Moorpark Road T.O. 91360-3198	805-495-7491	805-374-1165	Eric Bergmann, Principal Jeniffer Modolo, AP - Activities Ken Nishiya, AP - Athletics Michael Godfrey, AP - Attendance Danielle Oliveri, AP - Instruction Michelle Kerrigan, AP - Student Sup Svcs Jeanne Orth, Office Manager	Kelsey Daigneault Robyn Britt Priscilla Montero Kelly Ross Darla Scott Daniel Solis	Period A: 7:20-8:20 Period 1-6: 8:30-3:20
Walnut Elementary	581 Dena Drive N.P. 91320-2999	805-498-3608	805-375-5604	Aileen Wall, Principal Ruth Shramek, Office Manager	Janelle Guillot Gabriela Magdaleno, School Social Worker	TK/K: 8:15-1:20 Gr 1-5: 8:15-2:40 Gr 1-5 Wed: 8:15-1:30
Weathersfield Elementary	3151 Darlington Drive T.O. 91360-4593	805-492-3563	805-492-4452	Paola Vargas, Principal Jacqueline Wright, Office Manager	Nathan Snider	TK/K: 8:25-1:30 Gr 1-5: 8:25-2:35
Westlake Elementary	1571 E. Potrero Road W.V. 91361-1529	805-374-2150	805-496-4006	Terri Culpepper, Principal Victoria Ater, Office Manager	Nathan Snider	TK/K: 8:25-1:30 Gr 1-5: 8:25-2:35
Westlake High School	100 N. Lakeview Canyon Rd W.V. 91362-3895	805-497-6711	805-497-2606	Jason Branham, Principal Mae Tietjen, AP - Activities Carnell Henderson, AP - Athletics Kimberly Michaud, AP - Attendance Carlos Cardenas, AP - Instruction Steven Barnes, AP - Student Supp Svcs Susan Greiner, Office Manager	Tawnya Ferdolage Andrea Jacobo Amy Kirksey Sonia Magana Monica Mora Emily Nelson	Period 0: 7:15-8:23 Period 1-6: 8:30-3:17 Wednesdays: No Period 0 Period 1-6: 8:30-3:17
Westlake Hills Elementary	3333 S. Medicine Bow Ct W.V. 91362-3545	805-497-9339	805-374-1162	Michael Niemczyk, Principal Jasson Przebieda, Asst. Principal Irene Nelson, Office Manager	Katie Berry	TK/K: 8:15-1:20 Gr 1-5: 8:15-2:40 Gr 1-5 Wed: 8:15-1:30
Wildwood Elementary	620 W. Velarde Drive T.O. 91360-1399	805-492-3531	805-493-8855	Kevin Lynch, Principal Karen Meyer, Office Manager	Lorena Martinez	K: 8:10-1:20 Gr 1-5: 8:10-2:35 Gr 1-5 Tues: 8:10-1:20
University Center Be Me Preschool	2801 Atlas Avenue T.O. 91360	805-492-4051	805-241-4346	Shana Grudsky, Coordinator - Ext. 113 Patricia Artigas, Secretary		Pre-school and infant programs

Conejo Valley Unified School District

2023-2024 School Year Calendar

FIRST DAY OF SCHOOL IS AUGUST 23, 2023

IMPORTANT DATES

July 23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Student Days = 0					

August 23						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Student Days = 7						

September 23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Student Days = 19						

October 23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Student Days = 21						

November 23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Student Days = 15						

December 23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Student Days = 16					

January 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Student Days = 16						

February 24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
Student Days = 19						

March 24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Student Days = 19					

April 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Student Days = 17						

May 24						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Student Days = 21						

June 24						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	Student Days = 10					

AUGUST 2023	
18	New Teacher Orientation
21	Professional Learning Day (No School)
22	Teacher Prep Day
23	First Day of Classes
SEPTEMBER 2023	
4	Holiday - Labor Day (No School)
25	Holiday - Yom Kippur (No School) = Classified Opt. Holiday
OCTOBER 2023	
9-13	Elementary Minimum Days - Parent/Teacher Conferences
16	Non-Work Day (No School)
NOVEMBER 2023	
1	Professional Learning Day (No School)
10	Holiday - Veterans Day (No School)
20-24	Fall Break (No School) / 22nd = Classified Optional Holiday
DECEMBER 2023	
25-29	Winter Break (No School)
JANUARY 2024	
1-5	Winter Break (No School)
8	SPD (No School - Secondary Students Only)
15	Holiday - Martin Luther King, Jr. Day (No School)
FEBRUARY 2024	
16	Holiday - President's Day (No School)
19	Holiday - President's Day (No School)
MARCH 2024	
18	Professional Learning Day (No School)
29	Holiday - Good Friday / Classified Optional Holiday
APRIL 2024	
1-5	Spring Break (No School)
MAY 2024	
24	Holiday - Memorial Day (No School)
27	Holiday - Memorial Day (No School)
JUNE 2024	
13	Last Day of School - Elementary
14	Last Day of School - Secondary
14	EPD (No School - Elementary Students Only)
END OF TRIMESTER FOR ELEMENTARY	
Progress Report/Grade Referral Dates:	
1 st Referral	9/22/2023
End Trimester 1	11/17/2023
2 nd Referral	1/19/2024
End Trimester 2	3/8/2024
3 rd Referral	4/26/2024
End Trimester 3	6/13/2024
END OF QUARTER/SEMESTER FOR MIDDLE SCHOOLS AND HIGH SCHOOLS	
Grade Referral Dates:	
1 st Referral	9/22/2023
2 nd Referral	11/17/2023
3 rd Referral	2/15/2024
4 th Referral	5/10/2024
End Quarter 1	10/20/2023
End Semester 1	12/22/2023
End Quarter 3	3/28/2024
End Semester 2	6/14/2024

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|---|---|
| <ul style="list-style-type: none"> Non Work Day / No School New Teacher Orientation ALL Teacher Prep Day Professional Learning Day / No School Secondary Prep Day (SPD) Elementary Prep Day (EPD) | <ul style="list-style-type: none"> School Day Weekend Holiday / No School Vacation / No School Minimum Days - Elementary Parent Conferences |
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CONEJO VALLEY UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES DIVISION

ACRONYMARY

AADAC	African-American District Advisory Council
AASA	American Association of School Administrators
AB	Assembly Bill
ACSA	Association of California School Administrators
ACSD	Association for Curriculum and Staff Development
ACT	American College Test
ADA	American Disabilities Act or Average Daily Attendance
ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactive Disorder
a-g	UC Admission Requirements
ASHERA	Asbestos Hazard Emergency Response Act
AMAO	Annual Measurable Achievement Objective
AP	Advanced Placement
APE	Adapted Physical Education
API	Academic Performance Index or Assistant Principal of Instruction
ARRA	American Recovery and Reinvestment Act
ASL	American Sign Language
ASVAB	Armed Services Vocational Aptitude Battery
AUP	Acceptable Use Policy
AVID	Advancement Via Individual Determination
B	Basic (level of course)
BCBA	Board Certified Behavior Analyst
BCLAD	Bilingual Cross Cultural Language and Academic Development
BTSA	Beginning Teachers Support and Assessment (Induction)
BYOD	Bring Your Own Device
CAASPP	California Assessment of Student Performance and Progress
CAC	California Administrative Code or Community Advisory Committee
CAI	Computer Assisted Instruction
CALPADS	California Longitudinal Pupil Achievement Data System
CCDAC	Child Care District Advisory Council
CCSS	Common Core State Standards
CDE	California Department of Education
CDS	County/District/School Code
CH	Communicatively Handicapped
CHKS	California Healthy Kids Survey
CiPAR	Conejo Induction, Peer Assistance and Review
CISI	California Institute of School Improvement
CLAD	Cross Cultural Language and Academic Development
COLVOP	Conejo, Las Virgenes, Oak Park ACSA Charter
CP	College Prep (level of course)
CPM	Categorical Program Monitoring
CSEA	California School Employees Association
CSF	Conejo Schools Foundation
CSIS	California School Information Service
CSU	California State University
CTA	California Teachers Association
CTE	Career Technical Education
CVHS	Conejo Valley High School
CVPPA	Conejo Valley Pupil Personnel Association
CVUSD	Conejo Valley Unified School District

CWA	Child Welfare & Attendance
DAC	District Advisory Council
DARE	Drug Abuse Resistance Education
DATE	Drug, Alcohol, & Tobacco Education
DD	Developmentally Delayed
DEI	Diversity, Equity and Inclusion
DELAC	District English Learners Advisory Council
DHH	Deaf/Hard of Hearing
DIS	Designated Instructional Service
DO	District Office
DOE	Department of Education (U.S.)
DR	Department of Rehabilitation (California)
DSA	Distinguished School Award
EAP	Early Assessment Program
E.C.	Education Code
EDD	Employment Development Department (California)
EIA	Economic Impact Aid
EL	English Learner (a student)
ELA	English Language Arts
ELAC	English Learner Advisory Committee
ELD	English Language Development (program)
ELPAC	English Language Proficiency Assessments for California
EOCE	End-of-Course Exam
EOE	Equal Opportunity Employer
EOP	Equal Opportunity Program
EPT	English Placement Test
ESL	English as a Second Language
FEP	Fluent English Proficiency
FIT	Facilities Inspection Tool
FPM	Federal Progress Monitoring
FY	Foster Youth
FYI	For Your Information
GAO	Government Accounting Office (U.S.)
GATE	Gifted and Talented Education
GATEDAC	Gifted and Talented Education District Advisory Council
GED	General Education Development (alternate for high school diploma)
GLAD	Guided Language Acquisition Design
GPA	Grade Point Average
GSE	Golden State Exam
H	Honors (level of course)
HMO	Health Maintenance Organization
HR	House Resolution
HS	High School
IA	Instructional Assistant
IB	International Baccalaureate
IDEA	Individual with Disabilities Education Act
IEP	Individualized Education Program
ILP	Individual Learning Plan
IQ	Intelligence Quotient
IWEN	Individual With Exceptional Needs

JPA	Joint Powers Authority
LCAP	Local Control and Accountability Plan
LCAP	Local Continuity and Attendance Plan
LCFF	Local Control Funding Formula
LEA	Local Educational Agency
LEP	Limited English Proficiency
LGBTQ+DAC	LGBTQ+ District Advisory Council
LI	Low Income
LRE	Least Restrictive Environment
LSAT	Law School Admission Test
MTSS	Multi-tiered System of Supports
N/C	No Cost
NEA	National Education Association
NEP	Non-English Proficient
NFL	Neighborhood for Learning
NGSS	Next Generation Science Standards
NMSQT	National Merit Semi-Finalist Qualifying Test
NPHS	Newbury Park High School
OCR	Office for Civil Rights (U.S.)
OEA	Open Enrollment Act (Romero)
OHI	Other Health Impaired
OOD	Out of District (transfer)
OOZ	Out of Zone (transfer)
PAR	Peer Assistance Review
PD	Professional Development
PDK	Phi Delta Kappa
PE	Physical Education
PFA	Parent Faculty Association
PH	Physically Handicapped
PI	Program Improvement
PIP	Primary Intervention Program
PL	Professional Learning
PLC	Professional Learning Community
PO	Purchase Order
POSA	Principal on Special Assignment
PR	Purchase Requisition
PSAT	Pre-Scholastic Aptitude Test
PTA	Parent Teacher Association
PTSA	Parent Teacher Student Association
RFP	Request for Proposal
RFEP	Reclassified Fluent English Proficient
ROP	Regional Occupational Program
RSP	Resource Specialist Program
RtI2	Response to Instruction/Intervention
SAI	Specialized Academic Instruction
SARB	School Attendance Review Board
SARC	School Accountability Report Card
SAT	Scholastic Aptitude Test
SB	Senate Bill

SBAC	Smarter Balanced Assessment Consortium
SCAC	Secondary Curriculum Articulation Committee
SDAC	Student District Advisory Council
SDAIE	Specially Designed Academic Instruction in English
SDC	Special Day Class
SED	Socio-Economically Disadvantaged
SEDAC	Special Education District Advisory Council
SELPA	Special Education Local Plan Area
SEP	School Enhancement Program
SH	Severely Handicapped
S/L	Speech/Language
SIP	School Improvement Program
SPI	Superintendent of Public Instruction
SR	Senate Resolution
SRO	School Resource Officer
SSC	School Site Council
SSP	Single School Plan
SST	Student Study Team
SWD	Students With Disabilities
TOPASS	Thousand Oaks Plan to Assist School Sites
TOSA	Teacher on Special Assignment
TPP	Transition Partnership Program
TUPE	Tobacco-Use Prevention Education
UACT	Unified Association of Conejo Teachers
UC	University of California
VCOE	Ventura County Office of Education
VH	Visually Handicapped
WASC	Western Association of Schools & Colleges