

Mark W. McLaughlin, Ed.D.  
Superintendent



Lisa A. Miller, Ed.D.  
Assistant Superintendent, Student Services

Erika Johnson  
Director, Special Education

September 11, 2019

Dear Parents/Families,

I hope your students have had a smooth and successful transition into the new school year! I would like to take this opportunity to inform you of changes that occurred at the beginning of this school year. The Special Education Department relocated to our District Office Educational Center located at 1400 E. Janss Road–Building C, Thousand Oaks, 91362. Our phone number is 805-497-9511 and our business hours are Monday – Friday, 8:00 AM to 5:00 PM.

On behalf of the Special Education Department, I want to thank Dr. McLaughlin and the Board of Education for relocating us to a location where we can communicate and collaborate daily with the Instructional Services Department.

To continue supporting special education programming in our schools, our district now has three Assistant Principals of Student Support Services (AP-SSS) at each of our three comprehensive high schools. The primary role of our AP-SSS is to coordinate and support targeted student groups which includes students with disabilities (IEPs), English Learners, and students participating in the Gifted And Talented Education (GATE) program. I am pleased to introduce the following three AP-SSS: Christine Caprino, Newbury Park High School, Michael Jekogian, Westlake High School, and Dawn Thomas, Thousand Oaks High School. Should you have any special education questions or concerns regarding your child who attends the above sites, I encourage you to contact your AP-SSS or the school site Principal.

At the middle schools and elementary schools, the Principals serve as the school's leader on special education matters. A designated Special Education Coordinator is no longer assigned to school sites. The decision to no longer designate Special Education Coordinators to each site was made after a lot of discussion and input from multiple stakeholders, including parents. The goals of this change are:

- To further empower Principals to lead for all students on their campus
- To increase knowledge and capacity at the school sites to navigate a higher level of special education circumstances
- To provide special education teachers with the same level of site leadership support as general education teachers

As the Special Education Director, I am the Principal's primary point of contact and resource to support the special education services on their campus. I work closely with the Instructional Directors to provide guidance and support to ensure students eligible for special education have their needs met.

I would also like to request that you check out the additions to the [CVUSD website](#). Included within the Special Education Programs link, are descriptions for our specialized programs, safe/de-escalation rooms, and sensory rooms. Additionally, there is a link titled Frequently Asked Questions (FAQs) for parents. This link includes important information that helps parents better understand special education processes and District procedures. At the end of the FAQ page, there is a section where parents can ask questions or provide comments. Please feel free to utilize this feature and a special education staff member will respond to you in a timely manner.

If you have any questions, please feel free to email me at [ejohnson@conejousd.org](mailto:ejohnson@conejousd.org) or call at (805) 497-9511 ext. 3330.

Sincerely,

Erika Johnson  
Director of Special Education  
Conejo Valley Unified School District

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