

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

February 22, 2005

MINUTES**CALL TO ORDER**

The Conejo Valley Unified School District Board of Education met in Regular Session on February 22, 2005, at the District Office Board Room, 1400 East Janss Road, Thousand Oaks, California.

ROLL CALL

Present were Board members Dorothy L. Beaubien, Dolores Didio, Mike Dunn, Pat Phelps and Dr. Timothy Stephens. Dr. Robert Fraisse, Superintendent, Dr. Richard Simpson, Assistant Superintendent, Instructional Services, Dr. Jody Dunlap, Assistant Superintendent, Personnel Services, and Dr. Jeffrey Baarstad, Assistant Superintendent, Business Services, were in attendance. Chuck Eklund, Director, Secondary Education and Martha Mutz, Director, Curriculum, were also present.

CLOSED SESSION

The Closed Session meeting was called to order at 5:00 p.m. by Dr. Timothy Stephens, President. The Board discussed appointment/employment of: Certificated: Teacher; Classified: Adult School Classroom Aides, Adult School Classroom Aides, Child Care Assistant, Custodian, Intermediate Clerk Typist/Bilingual Spanish, Paraprofessionals/Special Ed; Substitute; Exempt: Specialists, Student Helpers, Campus Supervisors, Proctor, Athletic Coaches. The Closed Session ended at 5:45 p.m.

PLEDGE AND ANNOUNCEMENTS

President Stephens called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance. President Stephens read announcements that reviewed instructions regarding smoking, cell phones, Speaker's Cards, Public Statement Cards, and where the public could find agendas and Board procedure information.

APPROVE AGENDA

Mrs. Didio moved to approve the agenda, seconded by Mrs. Beaubien. Motion carried 5-0.

REMARKS – SUPERINTENDENT

Dr. Fraisse: 1) congratulated the Spelling Bee champions: Beverly Nobbay, 6th grader at Los Cerritos Middle School, and Naveen Balan, 8th grader at Sequoia Middle School, and thanked Kristen Pederson, Coordinator, and Dr. Simpson, for the program. 2) congratulated Westlake High School and Los Cerritos for their Blue Ribbon designations, and commended them for being in the top 10% statewide, with Westlake High School ranking 86 of 2116 high schools, and Los Cerritos ranking 111 of 1316 middle schools. 3) updated the community with regard to two more elementary schools seriously considering becoming K-5: Walnut and Acacia; 4) stated that the State budget will require close attention, and he is anxiously awaiting the May revise, at which time final adjustments will be made to the budget. Dr. Fraisse gave a quick rundown of the current budget proposal, which would leave the District with approximately \$1 million shortfall.

PUBLIC COMMENTS

John Anderson, Newbury Park, encouraged the District to provide the community more information regarding the State budget. Dr. Fraisse responded that staff is planning for a budget study session sometime in the spring.

Suzanne Duckett, Thousand Oaks, thanked Dr. Fraisse and Dr. Baarstad for the information provided at the facilities study session held on February 1; stated that she expected no more out-of-district transfers with our increasing enrollment; was happy that permanent modulars were being considered at the schools; and asked the District to consider block schedules at other schools.

Cathy Carlson, Thousand Oaks, complimented Dr. Baarstad on the facilities presentation and suggested that the District try to get by with the cheaper portables; demonstrated her calculation of the API scores; and thanked Dr. Fraisse for re-ordering Blue Ribbon signs that will include "NCLB." Dr. Stephens asked Dr. Fraisse to comment on Mrs. Carlson's API presentation; Dr. Fraisse stated that there are many ways to do this and he will continue to interpret the scores the way that the State interprets them.

REMARKS - BOARD

Mrs. Beaubien spoke about a staff development presentation she experienced at Thousand Oaks High School, "Bang, Bang, You're Dead." She suggested that all parents and teachers see this important movie about student violence among high school-aged children.

Mrs. Phelps applauded the Advanced Anatomy class at Westlake High School.

Mrs. Didio mentioned that she had attended a Neighborhood for Learning event, and praised the program. Mrs. Didio discussed the traffic problems at Lang Ranch Elementary School, and the issue of children walking to neighborhood schools.

Mr. Dunn stated that thirteen interested parents and taxpayers visited the Family Life Committee. Mr. Dunn was impressed with the committee and found the committee recommendations compatible with community standards.

Dr. Stephens credited Brenda Hunter, Executive Director of Neighborhood for Learning, for the large attendance at her fundraiser. He stated that Ms. Hunter is running for Grand Marshall of the Conejo Valley Days Parade, and her charity is Neighborhood for Learning. He also commended Nancy Bowman, Science Teacher at Westlake High School, for her passion and commitment to teaching, making learning fun.

CSBA DELEGATE ASSEMBLY NOMINATIONS

Mrs. Phelps moved to nominate Dolores Didio, Conejo Valley Unified School District and Suzanne Kitchens, Pleasant Valley School District, as candidates from Subregion 11-B to the CSBA Delegate Assembly, seconded by Mrs. Beaubien. Motion carried 5-0. A.R. #1 filed.

PERSONNEL ASSIGNMENT ORDERS

Mrs. Beaubien moved to approve Personnel Assignment Orders Certificated #7028 - #7032, Classified #C-2479 - #C-2502, and Exempt #E-5745 - #E-5782 seconded by Mrs. Didio. Motion carried 5-0.

RESOLUTION

Mrs. Phelps moved to adopt resolution #04/05-13 "Read Across America," seconded by Mrs. Beaubien. Susan Falk, President, UACT, and Colleen Briner-Schmidt, Teacher, Conejo Elementary, spoke about the importance of reading to children. Motion carried 5-0. A.R. #2 filed.

SCHOOL CHOICE CAPACITY LIMITS

Mrs. Beaubien moved to amend the 2005/2006 proposed school choice capacity limits for each school, seconded by Mrs. Phelps. Mrs. Didio asked why a school such as Meadows Elementary has an enrollment less than 400, but is considered at capacity? Dr. Simpson replied that Meadows is not a large school to begin with, has had declining enrollment over the past several years, and a number of classrooms are used for students with special needs. Dr. Simpson stated that the size of the school does not necessarily have an impact on how many combination classes there are – that is determined by the number students there are at each grade level divided by the number of teachers at the school site. Dr. Simpson stated that the one thing that causes more combination classes is moving the class sizes in the primary grades up from 19:1 to 19.5:1, as it is now. This is a budget issue. Dr. Fraisse stated that if we could dedicate \$150,000 to this issue, we could take our combination classes down to less than one-third than we have now. Dr. Fraisse requested that staff include the issue of the budget impact on combination classes in the upcoming budget study session. Dr. Stephens asked if the proposed home schooling program would be able to use one of the smaller elementary schools as a base; Dr. Fraisse stated that this would be a possibility based upon current staff research on a proposed home schooling program. Motion carried 5-0. A.R. #3 filed.

POLICY AMENDMENT

Mrs. Beaubien moved to amend Policy 344.5-344.8 High School Graduation Requirements [First Reading] as proposed, seconded by Mrs. Phelps. Dr. Stephens asked if staff knew the projected number of students who may receive a certificate of completion; Dr. Simpson responded somewhere between 12%-15%. 10% of students are special education, and another 9% who are English/Language learners. Motion carried 5-0. A.R. #4 filed.

POLICY AMENDMENT

Mrs. Phelps moved to Amend Policy 433: Intradistrict Attendance – School Choice [Second Reading] as proposed, seconded by Mrs. Beaubien. John Anderson asked why applicants who were not enrolled in the District would be dropped at the end of the first week; Dr. Simpson stated that this was a recommendation from staff, and was presented and approved through the District Advisory Council. Dr. Stephens stated that this benefits our staff and helps them move up on the school choice priority list. Motion carried 4-1, Mr. Dunn voting against the motion. A.R. #5 filed.

OPTIONAL ELEMENTARY SCHOOL

Mrs. Phelps moved to establish an optional elementary school attendance area for the Dos Vientos Ranch area of Newbury Park, seconded by Mrs. Beaubien. Motion carried. A.R. #6 filed.

OPTIONAL MIDDLE SCHOOL

Mrs. Phelps moved to establish an optional middle school attendance area for the Dos Vientos Ranch area of Newbury Park, seconded by Mrs. Didio. Motion carried. A.R. #7 filed.

CONSENT AGENDA

Mrs. Beaubien moved to approve the Consent Agenda, seconded by Mrs. Phelps. Dr. Stephens (and Mrs. Phelps) thanked Countrywide and Amgen for computer donations, and others for their donations.

Approval of minutes for Regular Meeting of February 22, 2005. A.R.s filed: A.R. #8 Contract for Non-Public School Placement for Handicapped Students: #18-04/05; A.R. #9 Contract for Non-Public School Placement for Handicapped Students: #19-04/05; A.R. #10 Overnight Trip Request: Newbury Park High School Varsity Baseball; A.R. #11 Parent Support/Booster Organization Reauthorization: Newbury Park High School Track & Field Booster Club; A.R. #12 Purchase Order Report #659; A.R. #13 Disposal of Surplus and Obsolete Equipment; A.R. #14 Acceptance of Cash and Equipment; A.R. #15 Change Order #2: Banyan and Maple Elementary Schools – Phase 1 Modernization; A.R. #16 Notice of Completion: Banyan and Maple Elementary Schools – Phase 1 Modernization.

INFORMATION ITEMS

Personnel Services

1. Amend Board Policy 156 Conflict of Interest – Designated Positions. There was no discussion.

Instructional Services

1. Resolution #04/05-15: Child Care Grant and Application. There was no discussion.

Business Services

1. Authorization for Summer 2005 Enrollment Growth Facilities. Dr. Stephens restated that he supports the new, permanent master plan facilities. Mrs. Didio reiterated that the District has identified the means to pay for them.
2. 2003-2004 Annual Audit Report of District Financial Statements. Dr. Baarstad introduced Phillip Quesada, from the principle auditing company of Quesada & Co. Mr. Quesada outlined State requirements regarding audit reports for school districts:
 - a. A CPA firm cannot perform a public audit and be considered a consultant. Mr. Quesada stated that his firm has not performed as a consultant for Conejo Valley Unified.
 - b. The firm reports to the Board of Education.
 - c. The firm did not have any disagreements with the District in regard to how the report was conducted.
 - d. There were some adjustments that were recommended; there was no disagreement with these items.
 - e. An audit is a review of the financial compilation of numbers to determine if they are consistently being reported in the same manner, if the same accounting principles are being applied, and a testing of the numbers to ensure that they are being presented fairly.
 - f. An unqualified audit report is the highest level of an audit report.

Mr. Quesada also stated that the State has a formula that gives school districts a number as their budget, but the districts really do not have the money for a year or more, and then there are adjustments that may go on for several years. The districts can only make their assumptions based upon the best information they have from the State.

- 3. 2004-2005 2nd Quarter Financial Statements. Mr. Dunn asked if the reserve was to be moved from 1.5% to 3%; Dr. Baarstad stated no, that our District has maintained a 3% reserve as required for economic uncertainty.

ADJOURNMENT

President Stephens adjourned the regular session at 7:09 p.m. The Board will reconvene for the next regularly scheduled meeting on Tuesday, March 8, 2005, at 5:00 p.m. for Closed Session and 6:00 p.m. for Regular Session.

March 8, 2005
Date Clerk

March 8, 2005
Date Secretary

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