

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT**  
**Conejo Valley High School (CVUSD Board Room)**  
**1402 E. Janss Road, Thousand Oaks, CA 91362**

**BOARD OF EDUCATION SPECIAL BOARD MEETING**  
**Thursday, November 9, 2023**

**MINUTES**

**1. OPEN SESSION**

**A. Call the Meeting to Order**

Call to Order: President Gill called the meeting to order at 11:00 a.m.

Board Members present: Board President Lauren Gill, Board Vice President Cindy Goldberg, Board Clerk Lisa Powell, and Board Trustees Karen Sylvester and Bill Gorback. Trustee Kahl was absent due to school obligations.

Administration present: Dr. Mark McLaughlin, Superintendent; Dr. Victor Hayek, Deputy Superintendent, Business Services; Jeanne Valentine, Assistant Superintendent, Human Resources; and Kenneth Loo, Assistant Superintendent, Instructional Services; and Dr. Shanna M. Egans, Assistant Superintendent, Student Services.

**B. Pledge of Allegiance**

**C. Approval of the Agenda**

Trustee Sylvester made the motion to approve the agenda as submitted, seconded by Trustee Gorback. **Motion carried: 5-0.**

**D. Comments – Public (Limited to Special Board Meeting Agenda Items Only)**

President Gill announced that there was one (1) public comment request submitted, and that speaker received three (3) minutes to speak.

**2. STUDY SESSION**

**A. Board Self-Evaluation**

President Gill provided background on the Board Self-Evaluation process, stating that the Board Self-Evaluation survey was broken down into two (2) categories: ***Conditions of Effective Governance*** and ***Board Responsibilities***. The Self-Evaluation process required each Board member to respond to survey questions within in each category relating to respective

subcategory topics. Board members reflected on their survey responses and discussed the following topics under each category/sub-category:

- **Category 1: Conditions of Effective Governance**

- **Sub-Category 1: Board Unity**

- Suggestion to create a clear vision statement on Board roles and responsibilities.
  - The Board reached consensus for Trustee Powell to develop a Board vision statement for Board review.

- **Sub-Category 2: Board Roles and Responsibilities**

- Suggestion to formalize a Board Member Handbook to clearly define Board roles and responsibilities and formalize protocols.
- Board Bylaws provide a rich source of information on Board roles and responsibilities.
  - Discuss revisions or shifts in Board Bylaws and protocols when onboarding new Board members.
  - Continue to regularly revise Board Bylaws when advised of amendments and for Board discussion.
- Board meetings are the appropriate place for the Board and District staff to discuss concerns about processes and protocols and to provide direction to staff for requested changes.
- Protocols for Board member interactions with press/media
  - Board President or Superintendent should speak on behalf of the Board when discussing district issues.
  - Individual Board members should clarify their comments as personal views when speaking individually about district issues.

- **Sub-Category 3: Board Culture**

- Suggestion to hold a Board Retreat to discuss Board norms.
- Board Policy and Administrative Regulation 1000 Series – Community Relations – the Superintendent will bring these Board Policies and Administrative Regulations forward for Board approval, starting in December 2023.
- Board Handbook – updates to the previous draft version – the Board reached consensus to first update the 1000 series of Board Policies and Administrative Regulations and then update the Board Handbook.

- **Sub-Category 4: Board Operations**

- The Board agreed that they receive adequate information in a timely manner and that all Board members receive the same information.
  - Superintendent’s Board Report provides information from each division to all Board members weekly, including responses to Board member requests for information.

- A Board member requested to receive more information and updates on Board committee work.
    - The Board discussed how concerns from the community are communicated to the Superintendent.
      - Board members are contacted individually from community members – issues should be addressed with the Superintendent, who will communicate out to the Board as needed.
      - Verbal communications from the Superintendent start with the Board President, and then to the remaining Board members.
  - **Sub-Category 5: Board Meetings**
    - Board President's role - to manage the Board meetings to ensure protocols are followed, meeting times are reasonable, and agendas reflect district priorities.
    - The Board discussed alternative options for public comments and agreed to continue with the existing public comment process.
      - Board Bylaw states that the Board President determines speaker time and length of discussion on agenda items.
    - The Board agreed that they effectively manage community input at Board meetings.
      - The Board President may decrease speaker time based on the amount of public comment cards received.
    - Board use of data in its decision-making – a Board member requested to receive more information/presentations on student data and data by subgroup.
  - **Sub-Category 6: Board Development**
    - Board Bylaws – Bylaws are reviewed quarterly based on CSBA Gamut updates.
    - Board Bylaws related to Board philosophy and vision are not bound by CSBA and can be reviewed or revised at any time.
    - The Superintendent asked Board members to advise him of requests to update specific bylaws to be brought forward for Board discussion.
- **Category 2: Board Responsibilities**
  - **Sub-Category 1: Setting Direction**
    - Setting vision – initial step is ensuring the vision aligns with District practice.
    - Adoption of long-range priorities and identification of indicators to assess district performance.
      - Ensure new Board members are aware of relevant discussions and decisions prior to their election.
    - Importance of annual goal setting session and reflection of metrics and progress.

- **Sub-Category 2: Structure**
  - Importance of leading the Board through fiscal discussions and fiscal stages throughout the school year, and appreciation to Dr. Hayek for his efforts.
- **Sub-Category 3: Support**
  - The Board had no comments on this sub-category.
- **Sub-Category 4: Accountability**
  - Importance of holding the Board accountable for annual self-evaluations.
    - Dr. McLaughlin confirmed that the Board has not done a self-evaluation during his tenure.
    - The Board reached consensus to continue participating in annual self-evaluations.
- **Sub-Category 5: Community Leadership**
  - District Advisory Council/Committee meetings provide a great source of information for Board members on highlights, concerns, and community feedback.
  - Importance of cohesive messages to communicate Board goals and priorities to the community.
    - Through Board letters
    - Through Board member individual comments during Board meetings
- **Final Comments**
  - The Board discussed:
    - The importance of CSBA's guidance on effective school board governance and best practices.
    - The importance of continuing relationship building and building trust among Board members.

### **3. ADJOURNMENT**

#### **A. Adjournment**

President Gill adjourned the Study Session at 12:32 p.m. The next regularly scheduled Board meeting will be Wednesday, November 15, 2023, 5:30 p.m. Closed Session; 6:00 p.m. Open Session, at Conejo Valley High School in the CVUSD Board Room, 1402 E. Janss Road, Thousand Oaks.

December 13, 2023

\_\_\_\_\_  
Date

  
\_\_\_\_\_

Board Clerk

December 13, 2023

\_\_\_\_\_  
Date

  
\_\_\_\_\_

Superintendent

Please note that all regular CVUSD Board Meetings are recorded for public viewing, are considered matters of Public Record, and are housed on the CVUSD website in perpetuity. The video recording of this Board Meeting can be viewed on the CVUSD website on the Board of Education page under *Board Meeting Videos – Watch Meetings Live* at the following link:

<https://www.conejousd.org/domain/122>

# Board Self-Evaluation Result

Conejo Valley USD



## 1. Conditions of Effective Governance

Number of members responded

		Almost Always	Often	Less Often	Rarely	Not Sure
<b>Board unity</b>						
1. The board is focused on achievement for all students.		4	1	0	0	0
2. The board is committed to a common vision.		4	0	0	0	1
3. The board stays focused on district priorities.		4	1	0	0	0
4. The board works well together.		3	2	0	0	0
5. The board commlts the time to become informed.		5	0	0	0	0
6. Individual board members do not undermine board decisions.		4	1	0	0	0
<b>Roles and responsibilities</b>						
7. Board members agree on the role and responsibilities of the board and the superintendent.		2	2	0	0	1
8. Board members follow board agreements regarding speaking for the board.		2	1	1	0	1
9. Board members keep confidential matters confidential.		4	1	0	0	0
10. The board gives direction to the superintendent only at board meetings.		3	1	1	0	0
11. Individual board members do not attempt to direct the superintendent.		2	2	1	0	0

A strength for most members









A strength for simple majority

Area of growth for simple majority

Area of growth for most members

## 1. Conditions of Effective Governance

### Number of members responded

		Almost Always	Often	Less Often	Rarely	Not Sure
<b>Board culture</b>						
12. The board treats the superintendent with respect.		5	0	0	0	0
13. The board manages internal conflicts in a productive manner.		3	1	0	1	0
14. Board members follow agreements on how they will act towards each other.		4	0	0	0	1
15. Board members treat each other with respect.		3	2	0	0	0
16. Board members demonstrate they understand other perspectives.		3	1	1	0	0
17. Board members usually discuss questions about agenda items with the superintendent prior to the board meeting.		5	0	0	0	0
<b>Board operations</b>						
18. The board governs within board-adopted policies, bylaws and protocols to manage board operations.		4	0	1	0	0
19. Board members receive timely information.		5	0	0	0	0
20. Board members receive adequate information.		4	1	0	0	0
21. All board members receive the same information.		4	0	1	0	0
22. Board members follow agreements about how to request clarifying or additional information about agenda items.		4	1	0	0	0
23. Board members follow agreements on how to bring up new ideas.		4	0	0	0	1
24. Board members follow agreements on how concerns from the community will be handled.		2	2	0	0	1



A strength for most members



A strength for simple majority



Area of growth for simple majority










Area of growth for most members

# 1. Conditions of Effective Governance





## Number of members responded

Almost Always	Often	Less Often	Rarely	Not Sure
---------------	-------	------------	--------	----------

### Board meetings

25. The board agrees on the role of the board president in managing board meetings.		5	0	0	0	0
26. Board meeting agendas reflect district priorities.		4	1	0	0	0
27. Board members come to meetings prepared.		4	1	0	0	0
28. The board effectively uses data in its decision-making.		3	1	1	0	0
29. The board confines its meetings to a reasonable length of time.		4	0	1	0	0
30. There is a good relationship between how long the board spends on an agenda item and the importance of the item.		1	4	0	0	0
31. The board effectively manages community input at board meetings.		5	0	0	0	0

### Board development

32. The board agrees on the process for identifying officers.		5	0	0	0	0
33. The board plans for the development and training of the board.		5	0	0	0	0
34. The board effectively orients new members.		2	2	1	0	0
35. The board reviews its governance agreements regularly.		1	2	2	0	0



A strength for most members



A strength for simple majority



Area of growth for simple majority



Area of growth for most members







## 2. Board Responsibilities





### Number of members responded

Almost Always	Often	Less Often	Rarely	Not Sure
---------------	-------	------------	--------	----------





### Setting direction


36. The board provides opportunity for community input when developing the district's mission, core beliefs and vision.		4	0	0	0	1
37. The board adopts long-range priorities.		4	0	1	0	0
38. The board uses the district's mission, core beliefs and vision to drive district performance.		4	0	0	1	0
39. The board adopts clear and measurable indicators to assess district performance.		2	3	0	0	0


### Structure


40. The board adopts a fiscally responsible budget aligned to the district's vision and goals.		4	1	0	0	0
41. The board regularly monitors the fiscal health of the district.		5	0	0	0	0
42. The board has an effective process to review, revise and adopt policies.		4	1	0	0	0
43. The board establishes priorities for the district's collective bargaining process that support the district vision and goals.		3	1	0	0	1


### Support

44. The board demonstrates commitment to district priorities and goals.		4	1	0	0	0
45. The board demonstrates support for the superintendent in carrying out board directives.		5	0	0	0	0
46. The board is represented at key district events.		5	0	0	0	0
47. The board celebrates district accomplishments.		5	0	0	0	0

 A strength for most members


 A strength for simple majority

 Area of growth for simple majority

 Area of growth for most members

## 2. Board Responsibilities

### Number of members responded

		Almost Always	Often	Less Often	Rarely	Not Sure
<b>Accountability</b>						
48. The board monitors student progress against established benchmarks.		3	1	1	0	0
49. The board monitors progress towards district goals based on established success indicators.		3	2	0	0	0
50. The board monitors the implementation of the adopted budget.		3	2	0	0	0
51. The board monitors the implementation of board policies.		4	0	1	0	0
52. The board evaluates the performance of the board.		2	2	1	0	0
53. The board evaluates the performance of the superintendent based on established expectations.		2	3	0	0	0
<b>Community leadership</b>						
54. The board uses cohesive messages to communicate district priorities, goals and needs.		4	0	1	0	0
55. The board provides community leadership on educational issues.		4	1	0	0	0
56. The board pursues partnerships to support district efforts.		4	1	0	0	0
57. The board advocates on behalf of students and public education at the local, state and federal levels.		3	2	0	0	0
58. The board informs the community on district priorities, progress, needs and opportunities for involvement.		5	0	0	0	0



A strength for most members



A strength for simple majority



Area of growth for simple majority



Area of growth for most members