

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT**  
**CVUSD Board Room**  
**1402 E. Janss Rd., Thousand Oaks, CA 91362**  
**BOARD OF EDUCATION SPECIAL MEETING**  
**Tuesday, September 21, 2021**

**MINUTES**

**1. OPENING PROVISIONS**

**A. Call the Meeting to Order and Roll Call**

Call to Order and Roll Call: Vice President Gorback called the meeting to order at 6:00 p.m. Board Trustees present: Vice President Bill Gorback, Board Clerk Karen Sylvester, Board Trustees Lauren Gill, Cindy Goldberg, and Rocky Capobianco, and Student Trustee Catherine Xu. Administration present: Dr. Mark McLaughlin, Superintendent; Dr. Victor Hayek, Deputy Superintendent, Business Services; Lisa Miller, Assistant Superintendent, Student Services; Jeanne Valentine, Assistant Superintendent, Human Resources; and Kenny Loo, Assistant Superintendent, Instructional Services.

**B. Pledge of Allegiance**

**C. Approval of the Agenda**

Trustee Goldberg made the motion to approve the agenda as submitted, seconded by Trustee Sylvester. **Motion carried: 5-0, with an honorary “yes” vote by Student Trustee Xu.**

**D. Comments – Public (Limited to Discussion Session Agenda Items Only)**

Vice President Gorback announced that there were two (2) public comment requests submitted, and each speaker received three (3) minutes to speak.

**2. DISCUSSION AND ACTION SESSION – FACILITIES USE PROGRAM**

**A. Accept and Review of Facilities Use Program Recommendations by School Services of California, Inc. and Related Fee Schedule Effective November 1, 2021**

Trustee Goldberg made the motion to approve, seconded by Trustee Sylvester. Vice President Gorback announced that there were three (3) public comment requests submitted, and each speaker received three (3) minutes to speak. Dr. Hayek presented information on the Facilities Use Program, including School Services of California’s (SSC) review process, comparative districts that participated in the SSC study, facility use agreements with other entities, report findings on the Facilities Use Program and fee structure categories, current tier descriptions and recommended revisions, draft fee schedule, SSC recommendations with potential actions, and discussion alternatives. There was Board discussion on this agenda item, to which Dr. McLaughlin and Dr. Hayek responded to questions and comments from Board members. Dr. Hayek made changes to the Tier Descriptions live during the Board meeting, reaching Board consensus on each requested change.

The Board reached consensus on the following SSC recommendation and actions:

- Item 1: Limit how far in advance a request can be submitted – *agreed with SSC recommendation.*

- Item 2: Require users with recurring activities to submit an established schedule clearly listing the dates of their activities and allow reservations only for those dates – *agreed with SSC recommendation.*
- Item 3: Limit the number of times a user is allowed to miss or cancel a reservation for the use of facilities and/or grounds – *the Board reached consensus on changing “year” to “cycle” to read as follows: “Five or more missed or canceled reservations without notice in a school cycle...”*
- Item 4: Change the locks to all the facilities and/or grounds for which third parties have keys – *the Board reached consensus to include both the recommendation action and the alternative action [options (a) and (b)].*
- Item 5: Clearly define tiers to more explicitly create a distinction between those nonprofits charging more than the \$60 nominal fee referenced in Education Code 38134, as well as those that charge admission or a contribution is solicited, and the net receipts are not used to benefit the welfare of students of the school district or for charitable purposes. The distinction should make it clear that those nonprofits will be charged FRV similar to private and commercial groups – *the Board discussed this item at the beginning of Agenda Item 2A, where Dr. Hayek made changes to the Tier Descriptions live during the Board meeting, reaching Board consensus on each requested change.*
- Item 6: Adjust the fee structure – to the extent allowed by law – for those facility types where the District is charging less than the comparative group – *the Board discussed this item during Agenda Item 2C.*
- Item 7: Charge for custodial time during regular working hours – *agreed on SSC recommendation.*
- Item 8: Minimum hourly requirement – *agreed with SSC recommendation.*
- Item 9: Dispense with the legacy rate for select users – *agreed with SSC recommendation.*
- Item 10: Rescind the ability of a user to rent fields or courts for a “season” – *agreed with SSC recommendation.*
- Item 11: Clarify that the hourly rate for the fields is per field – *agreed with SSC recommendation and reached consensus to offer a discounted rate for organizations renting multiple fields as follows:*
  - Discounted usage rate for practices: \$8 for first field and 50% reduction in cost for every additional field
  - Discounted usage rate for games: \$16 for first field and 50% reduction in cost for every additional field
- Item 12: Address liability issues regarding third parties performing maintenance work without District supervision – *the Board reached consensus on option (b).*
- Draft Rental Fee Schedule with average rates and (+/-) – *the Board reached consensus to review only the alternative rental fee schedule.*
  - After review, the Board reached consensus on the following items related to the Fee Schedule:
    - Elimination of the legacy rate distinction
    - Charging organizations for usage per field
    - Creation of discounted usage rates for organizations renting multiple fields, with hourly rate broken down by practice and game events
    - Acceptance of the amended Rental Fee Schedule

## **B. Approve the Updated Facility Use Rules and Regulations**

Trustee Goldberg made the motion to approve, seconded by Trustee Gill. There was Board discussion on this agenda item, to which Dr. McLaughlin and Dr. Hayek responded to questions from Board members. The Board reached consensus on the following amendments:

- Limit the number of times a user is allowed to miss or cancel a reservation for the use of facilities and/or grounds to no more than five missed or canceled reservations without notice in a “school cycle” rather than in a “school year.”
- Page 4, Item 6 under Auditoriums/Multi-Purpose Room/Stages/Gymnasiums – add “and the use of additional district staff”
- Page 3, Item 10 – remove “tricycles” from the list of items prohibited to be ridden on school property
- *Trustee Goldberg moved to adopt the Updated Facility Use Rules and Regulations as amended, seconded by Trustee Sylvester. Motion carried: 5-0, with an honorary “yes” vote from Student Trustee Xu.*

**C. Approve the Reopen of Indoor Facilities for Outside User Groups on November 1, 2021 and the Updated COVID Addendum and Associated Fees**

Trustee Goldberg made the motion to approve, seconded by Trustee Sylvester. Dr. Hayek provided background on this agenda item, including the need for additional custodial fees due to COVID cleaning requirements based on weekday/weekend/holiday use and the need to access indoor facilities. There was Board discussion on this agenda item, to which Dr. Hayek answered questions from Board members. The Board reached consensus on the following amendment:

- Page 1, Item 4 – fix error to read “at half time” instead of “as half time”

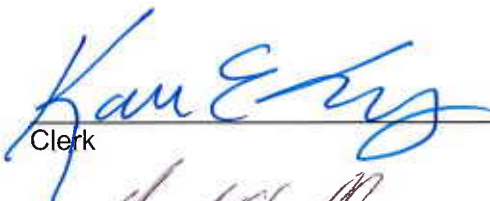
**Motion carried: 5-0, with an honorary “yes” vote from Student Trustee Xu.**

**3. ADJOURNMENT**

**A. Adjournment**

Vice President Gorbach adjourned the Open Session at 10:24 p.m. The next scheduled Board meeting will be Monday, September 27, 2021, 10:00 a.m. Open Session at Conejo Valley High School in the CVUSD Board Room, 1402 E. Janss Road, Thousand Oaks.

October 19, 2021  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Clerk

October 19, 2021  
 \_\_\_\_\_  
 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 & Live Stream* at the following link:

<https://conejousd.org/Board-of-Education/Board-Meeting-Videos-Watch-Live>