



BOARD OF EDUCATION
Minutes of Reorganization/Regular Board Meeting
December 13, 2022

CALL TO ORDER/MEETING PLACE

Vice President Lesli Stein called the Board meeting to order at 4:05 p.m. at the Las Virgenes Unified School District, 4111 Las Virgenes Road, Calabasas, CA.

BOARD MEMBERS PRESENT

Angela Cutbill
Dallas Lawrence
Linda Menges
Lesli Stein

BOARD MEMBERS ABSENT

None

STAFF PRESENT

Dr. Daniel Stepenosky, Superintendent
Dr. Ryan Gleason, Assistant Superintendent of Business Services
Dr. Steve Scifres, Assistant Superintendent of Human Resources
Dr. Clara Finneran, Assistant Superintendent of Education
Kim Patterson, Director of Secondary Education
Jana Davenport, Director of Elementary Education
Hallie Chambers, Director of Human Resources
Angie Falk, Director of Pupil Services
Jim Klein, Chief Technology Officer
Agoura High School Student Representative, Emma Richardson (participated on the dais)
Calabasas High School Student Representative, Justin Pistotnik (observed in the audience)

STAFF ABSENT

None

BOARD OF EDUCATION DISCUSSION REGARDING CALENDARING ASSIGNMENTS AND GENERAL ANNOUNCEMENTS

ADJOURNMENT TO CLOSED SESSION

The Board Adjourned Reorganization Session at 4:06 p.m.

CALL TO ORDER REORGANIZATION SESSION

Vice President Stein reconvened the Board meeting at 4:57 p.m. Due to Ms. Menges having laryngitis, Ms. Stein led the reorganization meeting.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by AHS Student Representative, Ms. Emma Richardson.

APPROVAL OF AGENDA

On motion of Ms. Cutbill, seconded by Mr Lawrence, the Board of Education approved the agenda of December 13, 2022.

Board Motion Carried 4:0 as follows:

AYES: Board members Cutbill, Lawrence, Menges, and Stein

NAYES: None

ITEMS SCHEDULED FOR ACTION

A. APPOINTMENT OF TEMPORARY CHAIRMAN

On motion of Ms. Cutbill, seconded by Ms. Menges, the Board of Education appointed Dr. Stepenosky, District Superintendent, as temporary Chairman of the meeting.

Board Motion Carried 4:0 as follows:

AYES: Board members Cutbill, Lawrence, Menges, and Stein

NAYES: None

B. OATH OF OFFICE

Dr. Stepenosky led Ms. Angela Cutbill, Mr. Dallas Lawrence and Ms. Lesli Stein in taking the Oath of Office.

C. RECOGNITION OF OUTGOING PRESIDENT LINDA MENGES

Dr. Stepenosky thanked Ms. Menges for stepping in when Dr. Vadehra stepped down as President. Ms. Menges led the District during the passing of Measure S. Dr. Stepenosky presented Ms. Menges a decanter for her work as President of the Board of Education. Dr. Finneran thanked Ms. Menges on behalf of Cabinet and the District. She thanked her for her service. Ms. Stein, Ms. Cutbill and Mr. Lawrence thanked Ms. Menges for her service and her calm leadership. Ms. Stein, on behalf of the Board of Education, presented her with a gift card to thank her for her service. Doug Menges, Linda's husband, spoke for Ms. Menges as she had laryngitis. She thanked her Board members and Cabinet for their leadership. She thanked all staff for their hard work. David Shapiro, Mayor Pro Tem of Calabasas, Ray Pearl, Mayor of Westlake Village, and Jeremy Wolf, District Director for Henry Stern, presented Ms. Menges with certificates and thanked her for her service. Dr. Stepenosky shared that Calabasas Councilmember Alicia Weintraub sent in a statement to thank Ms. Menges for her service. She also congratulated Ms. Cutbill, Mr. Lawrence, and Ms. Stein for their re-election and she shared her condolences for the passing of Dr. Vadehra.

D. ELECTION OF OFFICERS

1. PRESIDENT

On motion of Mr. Lawrence, seconded by Ms. Cutbill, it was moved that Ms. Lesli Stein be elected President of the Board of Education.

Board Motion Carried 4:0 as follows:

AYES: Board members Cutbill, Lawrence, Menges, and Stein

NAYES: None

2. VICE PRESIDENT

On motion of Ms. Stein, seconded by Ms. Menges, it was moved that Ms. Angela Cutbill be elected Vice President of the Board of Education.

Board Motion Carried 4:0 as follows:

AYES: Board members Cutbill, Lawrence, Menges, and Stein

NAYES: None

3. CLERK

On motion of Ms. Cutbill, seconded by Ms. Stein, it was moved that Mr. Dallas Lawrence be elected Clerk of the Board of Education.

Board Motion Carried 4:0 as follows:

AYES: Board members Cutbill, Lawrence, Menges, and Stein

NAYES: None

PRESIDENT ASSUMED CHAIR

Newly elected President Stein assumed the chair to conduct the remainder of the meeting.

E. CONSENT - REORGANIZATION

On motion of Mr. Lawrence, seconded by Ms. Cutbill, the Board of Education approved Consent - Reorganization, Items 1-22.

Board Motion Carried 4:0 as follows:

AYES: Board members Cutbill, Lawrence, Menges, and Stein

NAYES: None

F. ACTION - REORGANIZATION

1. APPOINTMENT OF REPRESENTATIVE TO THE LOS ANGELES COUNTY SCHOOL TRUSTEES ASSOCIATION (LACSTA)

The Board of Education took no action on this item.

2. APPOINTMENT OF REPRESENTATIVE TO THE VENTURA COUNTY SCHOOL BOARDS ASSOCIATION (VCSBA)

On motion of Mr. Lawrence, seconded by Ms. Cutbill, it was moved that Ms. Menges be designated as the Las Virgenes Unified School District representative to VCSBA.

Board Motion Carried 4:0 as follows:

AYES: Board members Cutbill, Lawrence, Menges, and Stein

NAYES: None

ADJOURNMENT OF REORGANIZATION SESSION

The Board Adjourned Reorganization Session at 5:18 p.m.

CALL TO ORDER OPEN SESSION

President Stein reconvened the Board meeting at 5:30 p.m.

BOARD MEMBERS PRESENT

Angela Cutbill

Dallas Lawrence

Linda Menges

Lesli Stein

BOARD MEMBERS ABSENT

None

STAFF PRESENT

Dr. Daniel Stepenosky, Superintendent

Dr. Ryan Gleason, Assistant Superintendent of Business Services

Dr. Steve Scifres, Assistant Superintendent of Human Resources

Dr. Clara Finneran, Assistant Superintendent of Education

Kim Patterson, Director of Secondary Education

Jana Davenport, Director of Elementary Education

Hallie Chambers, Director of Human Resources

Angie Falk, Director of Pupil Services

Jim Klein, Chief Technology Officer

Agoura High School Student Representative, Emma Richardson (participated on the dais)

Calabasas High School Student Representative, Justin Pistotnik (observed in the audience)

STAFF ABSENT

None

REPORT OUT OF CLOSED SESSION

President Stein reported that the Board of Education voted 4 to 0 to uphold the decision on the Level II complaint.

APPROVAL OF MINUTES

On motion of Ms. Cutbill, seconded by Mr. Lawrence, the Board of Education approved the Board Meeting Minutes of November 15, 2022.

Board Motion Carried 4:0 as follows:

AYES: Board members Cutbill, Lawrence, Menges, and Stein

NAYES: None

Student Preferential Vote Carried 1:0

STAFF/BOARD COMMUNICATION

Dr. Stepenosky stated that we are all deeply saddened by the passing of our dear friend and colleague, Dr. Kate Vadehra. There will be a Kindness for Kate Campaign which we will talk about later. LVUSD received a Golden Bell award for their credential program. Ms. Stein and Ms. Cutbill accepted the award in San Diego at the California School Board's Association Conference. LVUSD also received a \$2m award that they will use for their TK program. Willow opened up their new playground. This was a long term project that was finally completed. Dr. Stepenosky congratulated Principal Reynolds at Willow Elementary.

Dr. Scifres shared his excitement for celebrating the Employee of the Month. This employee has gone above and beyond. Dr. Scifres called up the Principal Reynolds to introduce the Certificated Employee of the Month, Ms. Joy Jeremiassen, 5th Grade Teacher at Willow Elementary. Ms. Reynolds shared some qualities about Ms. Jeremiassen. President Stein presented Ms. Jeremiassen with an Apple trophy and thanked her for dedication to the students and the District.

Dr. Finneran shared that she went to the Westlake Village Sing-a-long. She was grateful for their community partnerships. The Superintendent's Youth Council was fantastic. She stated how much she liked that the District values student voice. Dr. Finneran attended concerts at A.E. Wright and CHS. She has visited several school sites for various meetings. She was grateful for all staff. She wished everyone a very safe and Happy Holiday Season.

Mr. Klein shared that this month the District is celebrating holidays around the world. The newsletter that was sent to all teachers has tips and resources to help share the different holidays around the world. We have had virtual reality tours and lively discussions in class. Mr. Klein stated that the Tech team is excited about the passing of Measure S. There are lots of great projects that this team will bring to the District. Voice Projection will be brought to every classroom in the District with the funds from Measure S.

Ms. Falk stated that last month the Pupil Services Department recognized our school Psychologists during National Psych Month. She wanted to recognize the hard work that our psychologists do every day. She also stated how lucky we are to have such an amazing team of psychologists.

Ms. Davenport, along with Ms. Patterson, were very excited to lead the English Learner Advisory Committee. This committee covers TK-12. They will both lead the committee together this year. Last week they had their first meeting. With the assistance of Veronica Esqueda, all English Learner families were invited to participate. During the first meeting, they explained their role in leading the committee. They elected officials for the committee. They also received some wonderful feedback about the District's protocols. They were able to identify areas of strength and areas where they needed to improve.

Ms. Patterson shared that the District is continuing their Fentanyl and substance abuse work with respect to prevention. The District has a deep affiliation with the Lost Hills Sheriff's Department to help with this work. The Lost Hills Sheriff's plan to speak at all of the PFC meetings. They have also spoken at school assemblies. We are using our resources to present about this issue during support periods and wherever it will be most helpful to students. We had two assemblies at CHS for 9th and 10th graders. We will continue these efforts. Our District has not been affected with this Fentanyl problem directly. It has come close to our students but none of our students have been affected.

Dr. Stepenosky stated that the District continues to have drug dog sweeps regularly at the high schools. Every campus has Narcan available should the need arise.

Ms. Chambers stated that the District is continuing to market open positions within the District. We will be distributing lawn signs to every campus which advertise that the District is hiring. We have new tote bags that have QR codes on the back which links to our Edjoin site. We have seen an increase in hiring since our last job fair.

Dr. Gleason shared his appreciation to the Human Resources Department for filling so many vacancies in the District. With the passing of Measure S, we have had weekly meetings with our bond consultant firm, TELACU. Our project manager has decades of experience and is also a grandparent of a current student. His three children went through the District as well. The firm has been getting to know our needs through our facilities staff. We had a four hour Facilities meeting with the Board last week. We have also doubled our meeting schedule this spring. We are looking at all state matching funds, etc. Dr. Gleason stated that this work is very exciting.

Dr. Scifres shared that yesterday HR hosted a Professional Development class on Fostering a Positive Culture in the Work Environment. We had over 62 attendees both classified and certificated. The session focused on how a positive culture can increase engagement, social interactions and productivity.

Ms. Emma Richardson, AHS Student Representative, stated that AHS has had a month of fundraising, sport and spirit. They hosted a fundraiser for Stand Up For Kids which raised money for at risk youth and homelessness. ASB hosted a holiday drive where they donated non perishable food and items for homeless individuals. The Girls and Boys Basketball teams as well as Girls and Boys Soccer Teams have been very successful with clinching victories at their most recent games. CHS has hosted two holiday drives; the Bi-Annual Feminine Hygiene Drive and the Toy Drive. Freshman, Sophomores and Juniors will participate in their first ever Class Faire to showcase classes offered next year. The Seniors will enjoy a Senior Breakfast during the Faire.

Ms. Cutbill, Ms. Stein, Ms. Menges, and Mr. Lawrence shared some kind words about Dr. Vadehra since this was our first meeting since her passing. The Board of Education will always remember her legacy.

COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA

There were several comments from the audience on items not on the agenda. Dan Rosson and Robert Skillin spoke about their desire to re-open the tennis courts to the public at CHS. Hana Amer, Fadi Amer, Brian Giddens, Shai Levy, and Maisam Ghannam spoke on their disappointment about the decision to remove the Special Education teacher, Ms. Henggeler, at Willow Elementary.

APPROVAL OF CONSENT AGENDA - A

On motion of Mr. Lawrence, seconded by Ms. Megnes, the Board of Education approved Consent Agenda A, Items 1-10.

Board Motion Carried 4:0 as follows:

AYES: Board members Cutbill, Lawrence, Menges, and Stein

NAYES: None

Student Preferential Vote Carried 1:0

1. Approved Gifts as listed on the attached document.
2. Approved Warrants as listed on the attached document.
3. Approved Disposal of Surplus Property as listed on the attached document.
4. Approved Purchase Orders as listed on the attached document.
5. Approved Quarterly Report on Williams Uniform Complaints as listed on the attached document.
6. Approved Change Order #1 - Fence Factory as listed on the attached document.
7. Approved Acceptance of Notice of Completion - Letner Roofing Company - Roofing Repairs at Various Sites as listed on the attached document.
8. Approved Acceptance of Notice of Completion - - Thrifty Tree Service - Tree Trimming at Various Sites as listed on the attached document.
9. Approved Acceptance of Notice of Completion - Jaynes Brothers Construction - Willow Playground Install as listed on the attached document.
10. Approved Salary Schedule Amendments as listed on the attached document.

APPROVAL OF CONSENT AGENDA - B

On motion of Mr. Lawrence, seconded by Ms. Menges, the Board of Education approved Consent Agenda B, Item 1.

Board Motion Carried 4:0 as follows:

AYES: Board members Cutbill, Lawrence, Menges, and Stein

NAYES: None

1. Approved Personnel Document as listed on the attached document.

INFORMATION ITEMS

1. The Great LVUSD Kindness Challenge in Memory of Dr. Kate Vadehra was presented. Dr. Stepenosky stated that the National Kindness Challenge is a national event that we have never participated in. Dr. Finneran shared that life is about moments. The Great Kindness Challenge is January 23-27. The District will participate in this event. Once we participate, we can become a Great Kindness Challenge District. We invite family and community participation. Please use #Kindness for Kate when posting on social media. The kindness acts can be as simple as smiling at 25 people, or inviting someone new to play with on the playground. There are many acts of kindness. We have created a flyer to distribute to our schools. More information can be found on the LVUSD website. There is a book called Kind Katie which we will share with our District. Dr. Stepenosky spoke with Kate's husband, Nippon Vadehra, and her husband was very pleased with the kindness efforts the District is taking in honor of Dr. Vadehra.

Lisa Riccomini, dear friend of Dr. Kate Vadehra, spoke about this challenge. She stated that Dr. Vadehra would be so happy with this gesture. She thanked the District for honoring Kate with this challenge. This is a great way to remember Dr. Vadehra.

2. Board Policy 4119.26: Professional Standards, Grooming Behavior was presented. Dr. Gleason stated that LVUSD continues to work to ensure the safety and well-being of all students. In working with the Alliance of Schools for Cooperative Insurance Programs (ASCIP) as well as district legal counsel, it was suggested that our Professional Standards Board Policy should be updated to address grooming behaviors. This policy provides Board direction to staff as to how to recognize, address, and intervene should grooming behaviors ever emerge on an LVUSD campus.

3. BP & AR's 42119.11 & 4319.11 - Sexual Harassment was presented. Ms. Falk shared that these are the finalized versions of the updated policies. These policies lay out the requirements from the School Board Association.

4. Procedure to Fill a Board Vacancy was presented. Dr. Stepenosky stated that a vacancy has been created on the Board of Education due to the passing of Board Member Dr. Kate Vadehra on November 26, 2022. The LVUSD attorney, Jay Fernow, will advise the legal requirements, timelines and options to fill a vacant seat. Mr. Fernow stated that there are two options to fill a vacant seat: make a provisional appointment or order an election. The decision must be made within the next 60 days. If the Board of Education chooses not to act, then the County Superintendent of Schools will order an election. The Board of Education has until January 25, 2023 to make a decision. There is a Board Policy that states the regulations from Ed Code on how to fill the vacancy. Common practice is to advertise the vacancy. Nominations are accepted at a public meeting. The provisional appointee will be selected from a pool of nominees by a majority vote. The Board will interview the candidates and accept written or oral input. The provisional appointee must meet the eligibility requirements per Ed Code 35107. The candidates must be at least 18 years old, a citizen of the State of California, a registered voter, a person who is not disqualified by the Constitution or laws of the state from holding a civil office, and must be eligible to be elected or appointed a member of a governing board of a school district without further qualifications. A person that is interested to be a candidate will have a packet of instructions of how to state they are interested. In general, each candidate would be interviewed. The Board will decide who they want to choose for the position. The interview and decision must be completed in public. The provisional appointee will take the position for the length of Dr. Vadehra's seat which will be until December 2024. The appointment must be made at a public meeting. If the Board chooses to call a special election, it would be on November 7, 2023. There is a substantial cost to calling a special election. Mr. Fernow stated that to fill a provisional appointment, the following must occur: the District must advertise the vacancy in suitable local media and solicit applications or nominations of any legally qualified citizen interested in serving on the Board. The Board must appoint a committee consisting of less than a quorum of the Board to ensure that applicants are eligible for board membership.

ACTION ITEMS

1. Option to Fill the Board Member Vacancy on the Board of Education was presented.

On Motion of Ms. Cutbill, seconded by Ms. Menges, the Board of Education approved Option to Fill the Board Member Vacancy on the Board of Education by Provisional Appointment.

Board Motion Carried 4:0 as follows:

AYES: Board members Cutbill, Lawrence, Menges, and Stein

NAYES: None

Student Preferential Vote Carried 1:0

2. First Interim Budget Report was presented. Dr. Gleason shared that AB 1200 requires that school districts provide ongoing updates relative to their fiscal integrity. These reports are presented no less than twice each school year following the adoption of the budget. Commonly referred to as "interim budget reports," the primary purpose is to ensure that the Board of Education is kept abreast of the changing nature of the district finances, and more importantly, to ensure that the district has sufficient financial reserves to complete the current fiscal year as well as two subsequent years. Dr. Gleason shared that Ms. Brenda Cho is here tonight to share this report. Dr. Gleason highlighted his team and the fabulous work that they do. Ms. Brenda Cho shared that adjustments reflect increased revenues of \$7.6 million and decreased expenditures of \$108 thousand. The increase in revenues is due to the new Early Education Block Grant, the realization of the Expanded Learning Opportunities Program revenues, and an adjustment of our COVID revenue estimates. The increase in revenues and the small decline in expenditures leads to a projected net improvement in the Fund Balance of \$6.3 million. Ms. Cho continued to share that without right-sizing our enrollment to staffing and adjusting strategically over the next few years to the sunset of one-time funding, LVUSD will deplete our reserves. Given our sound financial position, staff will work with Finance Committee in the coming months to adjust our approach to these pending variables. Ms. Cho stated that it is important to note that the assumptions used in the First Interim Report will continue to change over the next few weeks and months as the State works through its proposed 2023-24 budget and how it will navigate the \$25 billion currently projected deficit. We are required to stay above a 3% threshold for the next three years. This budget demonstrates that we will maintain above the 3% threshold over the next three years.

On Motion of Mr. Lawrence, seconded by Ms. Cutbill, the Board of Education approved First Interim Budget Report.

Board Motion Carried 4:0 as follows:

AYES: Board members Cutbill, Lawrence, Menges, and Stein

NAYES: None

Student Preferential Vote Carried 1:0

3. Resolution 13-22 - Approval of Third Amended and Restated Bylaws for Las Virgenes Unified School District's Independent Citizens' Bond Oversight Committee was presented. Dr. Gleason stated that both Measure G and Measure S were approved under Proposition 39 which requires that the District establish, populate and empower an independent citizens' bond oversight committee. As required by Proposition 39, the District, through Board action, established an independent citizens' bond oversight committee in connection with the Measure G and has previously adopted, amended and restated the bylaws for the Committee. The District Board now wishes to expand the responsibilities of the Committee to include the review of expenditures of Measure S bond proceeds, and to approve the Third Amended and Restated Bylaws which extend the powers and responsibilities of the Committee to Measure S. We anticipate the committee to be in place by March 2023.

On Motion of Mr. Lawrence, seconded by Ms. Cutbill, the Board of Education approved Resolution 13-22 - Approval of Third Amended and Restated Bylaws for Las Virgenes Unified School District's Independent Citizens' Bond Oversight Committee.

Board Motion Carried 4:0 as follows:

AYES: Board members Cutbill, Lawrence, Menges, and Stein

NAYES: None

Student Preferential Vote Carried 1:0

4. Resolution 14-22 - Approval of the Board of Education of the Las Virgenes Unified School District Authorizing District Representatives to the State Allocation Board, Office of Public School Construction (OPSC) was presented. Dr. Gleason stated that with the passage of the school bond program, Measure S, LVUSD staff intend to begin preparations for several projects in the coming years. District staff would like to seek state matching funds, when applicable, as well to support funding for the projects. The District plans to contract with a consultant to assist staff in determining eligibility for state matching funds for building modernization projects. In order to proceed with possible future applications, the Board of Education is required to authorize district representatives to the various entities who oversee school facility projects, including the State Allocation Board, OPSC, CDE and other entities.

On Motion of Mr. Lawrence, seconded by Ms. Menges, the Board of Education approved Resolution 14-22 - Approval of the Board of Education of the Las Virgenes Unified School District Authorizing District Representatives to the State Allocation Board, Office of Public School Construction (OPSC).

Board Motion Carried 4:0 as follows:

AYES: Board members Cutbill, Lawrence, Menges, and Stein

NAYES: None

Student Preferential Vote Carried 1:0

5. Resolution 15-22 - Annual and Five-Year Developer Fee Report Dated November 15, 2022 was presented. Dr. Gleason stated that Government Code Sections 66006 and 66001 require school districts to provide annual and five-year reports of developer fee collections and disbursements. LVUSD has collected developer fees in one form or another since state law provided for such under the old SB201 (bedroom fees), which later evolved into the AB2926 fees based upon square footage. These funds are used for facilities necessary to accommodate student growth, as well as facilities needs due to growth and class size reduction. Notification of the report availability and proposed action was posted for the public on November 28, 2022.

On Motion of Mr. Lawrence, seconded by Ms. Cutbill, the Board of Education approved Resolution 15-22 - Annual and Five-Year Developer Fee Report Dated November 15, 2022.

Board Motion Carried 4:0 as follows:

AYES: Board members Cutbill, Lawrence, Menges, and Stein

NAYES: None

Student Preferential Vote Carried 1:0

6. Resolution 16-22 - Determination of Seniority Among Certificated Employees with the Same Seniority Date (Tie-Breaker Resolution) was presented. Dr. Scifres stated that each year, there are fluctuations in program offerings due to enrollment trends, state budget restrictions, and student preference. Since each subject offered requires a different credential, to be efficiently staffed we must reduce the number of teaching sections to effectively meet our student and staffing needs while being fiscally responsible. In the Education Code, this is called a Particular Kind of Service (PKS) layoff. The order of termination in a PKS layoff must adhere to specific criteria. Some criteria are determined by Education Code; other criteria can be determined locally.

On Motion of Ms. Cutbill, seconded by Mr. Lawrence, the Board of Education approved Resolution 16-22 - Determination of Seniority Among Certificated Employees with the Same Seniority Date (Tie-Breaker Resolution). Board Motion Carried 4:0 as follows:
AYES: Board members Cutbill, Lawrence, Menges, and Stein
NAYES: None
Student Preferential Vote Carried 1:0

ADJOURNMENT

The meeting was adjourned at 8:05 p.m.

Date Approved

President, Board of Education