



**BOARD OF EDUCATION
Minutes of Regular Board Meeting
March 14, 2023**

CALL TO ORDER/MEETING PLACE

President Stein called the Board meeting to order at 4:35 p.m. at the Las Virgenes Unified School District, 4111 Las Virgenes Road, Calabasas, CA.

BOARD MEMBERS PRESENT

Angela Cutbill
Jill Gaines
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
Angie Falk, Assistant Superintendent of Student Services
Kim Patterson, Director of Secondary Education
Jana Davenport, Director of Elementary Education
Hallie Chambers, Director of Human Resources
Jim Klein, Chief Technology Officer

STAFF ABSENT

None

BOARD OF EDUCATION DISCUSSION REGARDING CALENDARING ASSIGNMENTS AND GENERAL ANNOUNCEMENTS

ADJOURNMENT TO CLOSED SESSION

The Board Adjourned to Closed Session at 4:36 p.m.

ADJOURNMENT OF CLOSED SESSION

Closed Session Adjourned at 5:35 p.m.

CALL TO ORDER OPEN SESSION

President Stein reconvened the Board meeting at 5:40 p.m.

BOARD MEMBERS PRESENT

Angela Cutbill
Jill Gaines
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
Angie Falk, Assistant Superintendent of Student Services
Kim Patterson, Director of Secondary Education
Jana Davenport, Director of Elementary Education
Hallie Chambers, Director of Human Resources
Jim Klein, Chief Technology Officer
Agoura High School Student Representative, Emma Richardson (participated on the dais)
Calabasas High School Student Representative, Justin Pistotnik (absent)

STAFF ABSENT

None

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Assistant Superintendent of Business Services, Dr. Ryan Gleason.

REPORT OUT OF CLOSED SESSION

President Stein reported that the Board of Education voted in a majority vote of 5:0 to settle the matter regarding Juul Lab, Inc., Case #319-MD-02913-WHO.

APPROVAL OF AGENDA

On motion of Mr. Lawrence, seconded by Ms. Cutbill, the Board of Education approved the agenda of March 14, 2023.

Board Motion Carried 5:0 as follows:

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

NAYES: None

Student Preferential Vote Carried 1:0

APPROVAL OF MINUTES

On motion of Ms. Cutbill, seconded by Ms. Menges, the Board of Education approved the Regular Board Meeting Minutes of February 28, 2023.

Board Motion Carried 5:0 as follows:

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

NAYES: None

Student Preferential Vote Carried 1:0

STAFF/BOARD COMMUNICATION

Dr. Stepenosky stated that we are continuing safety training for our schools. Last week, Sergeant William Velek, from Lost Hills Sheriff, came to the District Office to provide a safety active shooter training to the District Staff. Sergeant Velek walked the building and spent time in each department to instruct employees what to do if there was an active shooter situation at the District Office. He talked through many different scenarios with proper response options. The training was well received. A.E. Wright took first place in the Odyssey of the Mind Competition led by Hayley Tepper. They moved on to the State Championship. AHS presents Little Mermaid from March 22-25 and CHS presents Singin' in the Rain from March 21-25. Tickets can be purchased at www.thepaecs.com. The Elka Golds MVP Baseball Game will take place this Friday, March 17, at AHS at 1:45pm. The AHS Varsity Baseball players team up with the special needs students. Dr. Stepenosky shared that Smokey Robinson came to visit Bay Laurel. He showed a video about Motown. The students loved it.

AHS Student Representative, Ms. Richardson, shared that AHS had their Spring formal dance which went very well. This is ASB election week to decide leaders for next year. Song for Charlie is coming this week. Ms. Richardson did not have an update for CHS as she was not supposed to be on the dais for this meeting. CHS Student Representative, Justin Pistotnik was not feeling well this evening.

Ms. Gaines stated that she attended the California Education Chamber meeting via zoom this morning.

Ms. Cutbill stated that there was a great Oversight Committee for Measure G/S. The committee was filled with great community members who have stepped forward to help with this committee. She thanked Dr. Gleason for his help orchestrating that committee.

Ms. Menges stated that her and Ms. Stein attended the CHS Music Concert. There were also groups from A.E. Wright and A.C. Stelle. Dr. Finneran was in attendance to watch her daughter. It was nice to catch up with her. The concert was fabulous. It was great to see the two feeder middle schools performing with the CHS students.

Mr. Lawrence forewent his comments.

Ms. Stein shared that Ms. Cutbill and herself attended the orientation for the new Citizens' Oversight Committee for Measure G/S. The bond attorney, David Casanoga, presented and it was wonderful. She thanked Dr. Gleason for his oversight of the committee. Ms. Stein, along with Ms. Cutbill, toured the Child Nutrition Department. They looked at the kitchens at CHS, A.C. Stelle, and Chaparral. It was fascinating to see the facilities in use. The Chaparral kitchen was very small, but very effective. Ms. Stein gave a shout-out to the kitchen staff. Ms. Stein, along with Mr. Lawrence, attended the SDC (Superintendent's Discussion Council) last week. She stated that all Board members rotate for different meetings and events. She commented how wonderful the PFA/PFC Presidents were. They were extremely supportive and asked great questions. Ms. Falk presented an overview of the Attendance policy, which is so important as we head out of the pandemic.

COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA

There were no comments from the audience on items not on the agenda.

President Stein stated that we will start with the information items first.

INFORMATION ITEMS

1. Annual Report - Measure G and S Bond Citizen's Oversight Committee was presented. Dr. Stepensoky shared that in 2006, voters approved Measure G, a Proposition 39 Bond totaling \$128 million. Part of the statutory requirements under a Proposition 39 Bond is for the formation of the Citizens' Oversight Committee with specific representatives from throughout the community. The Measure G Bond Citizens' Oversight Committee was established in 2007, and has met throughout the past year per the state statute and established bylaws. In November 2022, the LVUSD Community passed Measure S, and subsequently the Board adopted new bylaws combining the Measure G and S Oversight Committees. The inaugural Measure G/S Oversight Committee was appointed at the February 28, 2023 Board Meeting. One of the requirements of the committee is to present expenditures for the preceding year in an annual report to the Board of Education and the community.

Ms. Lisa Simpson stated that the committee was established in 2006. This is the last time it will be referred to Measure G as it will be moved to Measure G/S. Ms. Simpson stated that the committee does not advise. They are there to review. They follow the bylaws which are very strict. The committee occasionally goes onsite to review projects that have been completed, such as the MPR at Lupin Hill. The purpose of the committee is to review what the District is doing to make sure they are following the rules and regulations of the measure. The committee is required to hold a minimum of two meetings per year. The committee meetings are public so anyone is open to come to the meetings to review. The audit was completed by Eide Bailey. The committee reviewed the audit. There were no issues found in the audit. The Citizens' Oversight Committee Measure G/S reports that to the best of its knowledge, information and belief through June 30, 2022, the Bond Proceeds were expended only for the purposes set forth in Measure G; no Bond proceeds were used for any teacher or administrative salaries or other operating expenses; and the district is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution. Ms. Simpson stated there is about \$48k left.

Ms. Cubill and Ms. Stein both thanked Ms. Simpson and the committee members for their dedication to the committee. This committee has a tremendous responsibility and they both appreciated their efforts and time committed to the oversight. Ms. Stein commented that Ms. Gaines was a Board member when Measure G began and she has come full circle to be here when the last presentation of Measure G took place.

2. Board Policy 6183 - Home Hospital was presented. Ms. Falk stated that the last update on this Board Policy was 2007. Originally, Board Policy 6183 addressed Home and Hospital instruction mandates. In 2018, the School Board dropped this Board Policy. Also in 2018, CSBA updated Administrative Regulation 6183. Effective December 1, 2018, Administrative Regulation 6183 included the definition of a student with a temporary disability per California Education Code 48206.3. Included in the revised AR 6183 was the determination of student eligibility for home and hospital instruction, the provision of home and hospital instruction, and the return to school guidelines.

Ms. Stein asked that the Board Policy be removed from Gamut and the AR uploaded so the most up to date information is in Gamut.

3. Overview of Attendance Plans was presented. Ms. Falk stated the District has developed a three-tiered approach to address chronic absenteeism. This approach will provide support, interventions and incentives to improve attendance. According to the California Department of Education, eighteen days of absenteeism (including excused absences) is considered chronically absent. Chronic absenteeism is one of the three factors identified in students dropping out of high school. In developing this tiered approach, the District continues its long-standing practice of collaboration between schools and families to provide students every opportunity to attend school and succeed at the highest level possible. Ms. Falk continued that in February 2023, we looked at chronic absences at each site. The average baseline was 14 absences. Ms. Falk stated that she looked at the number of chronic absences at each site and determined that overall LVUSD had 996

students total with chronic absences. Tier 1 includes the principals at each site sending letters to families stressing the importance of good attendance. Principals will create incentives for students to attend school (parent meetings, PFC meetings, fun activities). There will also be District acknowledgement of schools with the highest percentage of attendance and improved attendance. Tier 2 includes parent trainings and support as well as Wellness Counselors outreach. Tier 3 includes home visits and individual parent training/support.

Ms. Stein asked if the District was connecting with staff about attendance plans? Ms. Falk stated that the District will be sending out messages to the District staff identifying ways to help parents and students with attendance. The state has some guidelines which will be available on March 31. Once we receive those guidelines, we will send it out to all staff. Ms. Falk stated that we are going back to pre-covid guidelines so that if your child has the sniffles but no fever, they are okay to send to school.

APPROVAL OF CONSENT AGENDA - A

On motion of Mr. Menges, seconded by Ms. Cutbill, the Board of Education approved Consent Agenda A, Items 1-4 and Items 6-13. Item #5 was pulled out for discussion.

Board Motion Carried 5:0 as follows:

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

NAYES: None

Student Preferential Vote Carried 1:0

1. Approved Acceptance of 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 Measure E Oversight Committee Appointments as listed on the attached document.
6. Approved Salary Schedule Amendments as listed on the attached document.
7. Approved Lease Agreement to Mobile Modular Management Corporation for Leased Portable Buildings at Chaparral as listed on the attached document.
8. Approved Change Orders - Mobile Modular Management Corporation for Leased Portable Buildings at Various Sites as listed on the attached document.
9. Approved Award of Bid to Mission Paving and Sealing- Hellas Construction, Inc. - Turf Installation and Rubber Track Surface at Various Sites as listed on the attached document.
10. Approved Classified Job Description as listed on the attached document.
11. Approved Certificated Job Description as listed on the attached document.
12. Approved Overnight Field Trip Request 22-23.33 Mariposa Yosemite as listed on the attached document.
13. Approved Overnight Field Trip Request 22-23.34 AHS EE-NYC as listed on the attached document.

5. Approved Updated Facility Use Fee Schedules as listed on the attached document. Dr. Gleason stated that the proposed facility use schedule has been updated based on an analysis of the average market value via a review of the neighboring districts' fee schedules. Additionally, the fee schedules have been reviewed with the Board's Facilities and Finance Committees. The rates have increased for each Tier per the attached schedule. The rates are stated per hour. There are different tiered rates depending on the type of business renting the facility. Our rates have not changed since 2017. Dr. Gleason stated that the goal is not to profit off of this, but to maintain costs and to not cost LVUSD additional funds.

On motion of Ms. Gaines, seconded by Ms. Cutbill, the Board of Education approved Consent Agenda A, Item 5.

Board Motion Carried 4:1 as follows:

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

NAYES: Board member Lawrence

Student Preferential Vote Carried 1:0

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 5:0 as follows:

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

NAYES: None

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

ACTION ITEMS

1. Second Interim Budget Report was presented. Dr. Gleason stated that AB1200 requires that school districts provide ongoing updates relative to their fiscal integrity. The second interim report is prepared midyear and provides the opportunity to adjust the budget for enrollment and staffing, along with known changes to any grant funding. The second interim budget

also reflects adjustments to Child Nutrition, Deferred Maintenance, and Developer Fees to reflect projected costs and revenues in the current year. Dr. Gleason introduced Ms. Brenda Cho, Director of Finance and Accounting to present the budget. In comparison to the last three years, we are seeing an anticipated budget gap of \$22.5m. The COLA is calculated at a current rate of 13% according to the Governor's budget. Dr. Gleason shared that like all district's in California funding is based on a combination of attendance and enrollment. California districts have been plagued with students leaving the state since the pandemic which has caused enrollment to go down. This along with the impact of the pandemic on health with regards to attendance, has caused LVUSD's attendance rates to decline. The budget is built on enrollment, but revenues are based on attendance. We now have a significant gap between our budget and our revenues so major efforts are being placed on enrollment and attendance. Given that LVUSD revenues are based on a three year average of our ADA, we will not see the fruits of our enrollment efforts for several years. ADA really matters now.

Ms. Brenda Cho, Director of Finance and Accounting, stated there are some critical factors facing projections such as: Measure E awarding funds of \$2.3m over the next six years, the state's contribution to fund future LCFF with an 8% COLA, the ability of the District to manage historic changes in enrollment and attendance, the impact of one-time funded program funding at the state level, statutory rate fluctuations to state PERS/STRS retirement, and passage of Measure S. Ms. Cho stated that the ending fund balance for 2022-23 is \$46m. We have conservative projections for the next 2 years. We do have funds to weather these hard times with a \$14m reserve.

On motion of Mr. Lawrence, seconded by Ms. Cutbill, the Board of Education approved Second Interim Budget Report. Board Motion Carried 5:0 as follows:

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

NAYES: None

2. Resolution No. 26-22 Affirming Intent To Implement Budget Efficiencies As Needed To Meet The Minimum Required Reserve Requirement was presented. Dr. Gleason stated that over the past few years, increases in state funding (for districts with LVUSD's demographics) have not kept pace with the increasing cost of living, declining enrollment, COVID-related attendance issues, and pension obligations. These aforementioned obligations, combined with declining enrollment, have resulted in deficit spending projections for the District. AB1200 requires districts to show a financial projection that maintains a minimum 3% reserve in the outgoing years. LACOE has expanded this requirement to include a separate resolution, in conjunction with each interim budget update, reflecting the Board's commitment to their fiduciary responsibilities.

On motion of Mr. Lawrence, seconded by Ms. Menges, the Board of Education approved Resolution No. 26-22 Affirming Intent To Implement Budget Efficiencies As Needed To Meet The Minimum Required Reserve Requirement.

Board Motion Carried 5:0 as follows:

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

NAYES: None

Student Preferential Vote Carried 1:0

3. Resolution 27-22 - Transfer of Funds to Fund 17 Committed was presented.

On motion of Mr. Cutbill, seconded by Ms. Menges, the Board of Education approved Resolution 27-22 - Transfer of Funds to Fund 17 Committed. Dr. Gleason shared that California Education Code section 42600 requires the Board of Education to adopt a formal resolution to transfer funding between different accounting funds. Staff recommends we take the steps necessary to transfer \$14,000,000 of the balance currently held in Fund 01 (General Fund) to Fund 17 (Special Reserve). Fund 17 was established via Resolution 31-21 by the Board of Education in June of 2022 to meet the terms of Senate Bill (SB) 751. SB 751 set the threshold for triggering the cap on district reserves and the limits of how much school districts can maintain in their local reserve when certain requirements are met at the state level.

Board Motion Carried 5:0 as follows:

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

NAYES: None

Student Preferential Vote Carried 1:0

4. Public Hearing: The Las Virgenes Unified School District and the Las Virgenes Educators' Association's Joint Initial Re-Opens for the LVUSD/LVEA Contract Agreement was presented. Dr. Scifres stated that as part of the collective bargaining process, the public is allowed to make comments regarding the contract proposals by LVEA and the District. The District and LVEA are engaged in collective bargaining using a hybrid interest based approach. Interest Based Bargaining is a collective approach to bargaining that attempts to meet as many interests of both sides as possible. The District and LVEA have agreed to present initial proposals in a joint format. The format identifies the articles that will be the subject of negotiations and the interests of each party.

On motion of Mr. Lawrence, seconded by Ms. Menges, the Board of Education opened Public Hearing: The Las Virgenes Unified School District and the Las Virgenes Educators' Association's Joint Initial Re-Openers for the LVUSD/LVEA Contract Agreement.

Board Motion Carried 5:0 as follows:

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

NAYES: None

On motion of Mr. Lawrence, seconded by Ms. Menges, the Board of Education closed Public Hearing: The Las Virgenes Unified School District and the Las Virgenes Educators' Association's Joint Initial Re-Openers for the LVUSD/LVEA Contract Agreement.

Board Motion Carried 5:0 as follows:

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

NAYES: None

5. Presentation of Joint Initial Re-Openers for the LVUSD/LVEA Contract Agreement was presented. Dr. Scifres stated that the parties have jointly agreed to focus their discussion on Article 6, 7, 8 and 13. In Article 6 (Hours/Work Year) there is a need to clarify language regarding compensatory time and staffing coverage. In Article 7 (Leaves), both parties wish to clarify and simplify language to ensure understanding. In Article 8 (Transfers), there is a need to review language regarding reassignments and transfers to minimize disruption for staff and students. The District and LVEA will review Article 13 (Salaries and Welfare Benefits), looking closely at compensation strategies and health benefits packages.

On motion of Mr. Lawrence, seconded by Ms. Menges, the Board of Education approved Joint Initial Re-Openers for the LVUSD/LVEA Contract Agreement.

Board Motion Carried 5:0 as follows:

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

NAYES: None

The meeting was adjourned at 7:38 p.m.

Date Approved

President, Board of Education