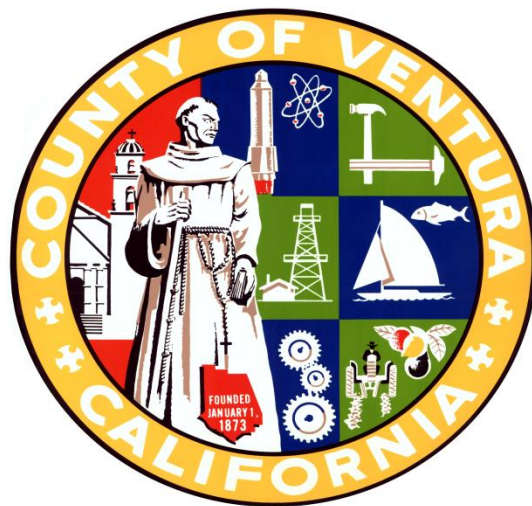


2020 - 2021 Ventura County Grand Jury



Final Report

Conejo Valley Unified School District Board of Education Procedures

April 15, 2021

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Conejo Valley Unified School District Board of Education Procedures

SUMMARY

The 2020-2021 Ventura County Grand Jury (Grand Jury) conducted an investigation to determine if the Conejo Valley Unified School District (CVUSD) Board of Education (Board) had fully complied with the Ralph M. Brown Act (Brown Act) during several meetings in late 2019 and early 2020.

To ensure that the public is aware of what will be considered at a legislative body meeting, the Brown Act requires that, at least 72 hours before the meeting, the legislative body must publicly post “an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.” Further, except under certain specified conditions, no action can be taken, or discussion undertaken, on any item not appearing on the agenda.

The Grand Jury found that the Board violated the Brown Act in connection with five open meetings and closed sessions in late 2019 and early 2020. These violations related to discussions during meetings that were not disclosed on the agenda, and the failure to properly describe matters to be discussed in closed sessions of the Board. Two additional Brown Act violations in 2018 and 2019 were brought to the attention of the Board by the Ventura County District Attorney’s Office.

The Grand Jury found no evidence that the Board intentionally violated the Brown Act. Therefore, the Grand Jury recommends that the Board and the Superintendent of CVUSD undergo mandatory Brown Act training focused on how to avoid discussing topics not on the published agenda, the narrowness of the exceptions to open meetings, and the requirements for closed session agendas. The Grand Jury further recommends that this training occur annually to include the entire Board and be repeated when new members join the Board. The Grand Jury also recommends that the Board members and Superintendent of CVUSD review the Brown Act resources found on the California Attorney General’s Open Meetings website.

The Grand Jury also found that the Board has not adopted parliamentary rules governing its meetings. The Grand Jury recommends that the Board adopt written parliamentary procedures, either directly or by reference, by which it will be governed, and that the Board undergo additional training regarding those procedures.

METHODOLOGY

The Grand Jury reviewed the following items:

- The Brown Act
- Certain case law interpreting the Brown Act
- Opinions of the California Attorney General with respect to the Brown Act

- The CVUSD website
- Published agendas and minutes for the December 17, 2019, January 7, 2020, January 21, 2020, and February 4, 2020 Board meetings
- Audio/video recordings of the December 17, 2019, January 7, 2020, January 21, 2020, and February 4, 2020 Board meetings
- The Board Policy Manual which includes the Board Bylaws
- Letters from the Ventura County District Attorney's Office regarding prior violations of the Brown Act by the Board
- Brown Act training/workshop/conference materials provided by the Board

The Grand Jury also interviewed several individuals involved with CVUSD.

DISCUSSION

It came to the attention of the Grand Jury that certain actions taken by the Board may not have fully complied with the requirements of the Brown Act. As a result, the Grand Jury commenced an investigation. During the investigation, an additional issue was discovered which is discussed in this report.

The Brown Act

The California State Legislature adopted the Brown Act in 1953. (Ref-01)

The preamble to the Brown Act reads: "The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created." (Ref-02)

The intent of the Brown Act is that the actions of the public commissions, boards, and councils, and the other public agencies in California, be "taken openly and that their deliberations be conducted openly." (Ref-02)

The provisions of the Brown Act apply to a "legislative body," which includes "[a] commission, committee, board, or other body of a local agency, whether permanent or temporary, decision making or advisory, created by charter, ordinance, resolution, or formal action of a legislative body...." (Ref-03). A "local agency" includes a school district. (Ref-04) Given these definitions, the Board is a "legislative body" and, accordingly, is subject to the Brown Act.

A key provision of the Brown Act requires that "[a]ll meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter." (Ref-05) To ensure that the public is aware of what will be considered at a legislative body meeting, at least 72 hours before the meeting, the legislative body must publicly post "an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session." (Ref-06) Further, except under

certain specified conditions, no action or discussion can be taken or undertaken on any item not appearing on the agenda. (Ref-07)

The Brown Act also contains "specific exceptions from the open meeting requirements where government has a demonstrated need for confidentiality. These exceptions have been construed narrowly; thus, if a specific statutory exception authorizing a closed session cannot be found, the matter must be conducted in public regardless of its sensitivity." (Ref-08) Unless otherwise provided by law, permissible exceptions, possibly relevant to the Board, are as follows:

- Government Code (GC) Section 54956.7 – "Whenever a legislative body of a local agency determines that it is necessary to discuss and determine whether an applicant for a license or license renewal, who has a criminal record, is sufficiently rehabilitated to obtain the license, the legislative body may hold a closed session...." (Ref-09)
- GC Section 54956.75 – "...legislative body of a local agency that has received a confidential final draft audit report from the Bureau of State Audits...[may hold] closed sessions to discuss its response to that report." (Ref-10)
- GC Section 54956.8 – "...a legislative body of a local agency may hold a closed session with its negotiator prior to the purchase, sale, exchange, or lease of real property...." (Ref-11)
- GS Section 54956.86 – "...a legislative body of a local agency...may hold a closed session to hear a charge or complaint from a member enrolled in its health plan if the member does not wish to have his or her name, medical status, or other information that is protected by federal law publicly disclosed." (Ref-12)
- GC Section 54956.9 – "...a legislative body of a local agency, based on advice of legal counsel,...[may hold] a closed session to confer with, or received advice from, its legal counsel regarding pending litigation when discussion in open session concerning those matters would prejudice the position of the local agency in the litigation." (Ref-13)
- GC Section 54956.95 – "...holding a closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers compensation liability...." (Ref-14)
- GC Section 54957(a) – "...the legislative body of a local agency...holding closed sessions with the Governor, Attorney General, district attorney, agency counsel, sheriff, or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings, a threat to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service, or a threat to the public's right of access to public services or public facilities." (Ref-15)
- GC Section 54957(b) – "...the legislative body of a local agency...holding closed sessions...to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee or to hear complaints or charges brought against the employee...." (Ref-15)

- GC Section 54957.6 – "...a legislative body of a local agency may hold closed session with the local agency's designated representatives regarding the salaries, salary schedules, or...other matters within the statutorily provided scope of representation." (Ref-16)

Conference with legal counsel regarding litigation is an acceptable exception for holding a closed session. Litigation includes not only a situation where a lawsuit has actually been filed, but also if "[a] point has been reached where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency." (Ref-17) The concept of "based on existing facts and circumstances" includes "[f]acts and circumstances, including, but not limited to, an accident, disaster, incident, or transactional occurrence that might result in litigation against the agency and that are known to a potential plaintiff or plaintiffs, **which facts or circumstances shall be publicly stated on the agenda or announced.**" (emphasis added) (Ref-18)

With respect to a closed session discussion about litigation, it should "be emphasized that the purpose of the exception is to permit the body to receive legal advice and make litigation decisions only; it is not to be used as a subterfuge to reach nonlitigation oriented policy decisions." (Ref-19)

To assist legislative bodies in preparing agendas for closed sessions, the California Legislature enacted GC Section 54954.5, which establishes a model format for closed session agendas. Substantial compliance with the model format assures the legislative body that it will not be found to be in violation of the agenda requirements of the Brown Act. When the legislative body is going to meet in closed session to discuss anticipated litigation, the model format is "[s]ignificant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (Specify number of potential cases)." (Ref-20) However, if that model format language is used in the agenda, the agency is also required to state this publicly on the agenda or announce the facts or circumstances in situations covered by GC Section 54956.9(e)(2). (Ref-18)

Board Training Regarding the Brown Act

When a member is elected to the Board, they are provided a Handbook regarding the Brown Act prepared by the Law Office of Lozano Smith, a law firm specializing in the Brown Act. (Ref-21, Ref-22) The Superintendent of CVUSD (Superintendent) also receives a copy of the Handbook. Periodic updates are provided. Board members may attend conferences for Board development, but they are not required to attend training regarding the Brown Act. (Ref-21, Ref-22, Ref-23)

The Grand Jury was made aware of only one instance since 2017 in which the Board received training that specifically covered the Brown Act. This training was a two-hour online training on December 16, 2020 provided by Lozano Smith, Attorneys at Law. (Ref-24)

Board members are given a copy of the CVUSD Board Member Handbook. (Ref-21) Section 4 is titled "Brown Act." This section contains a two-page flyer, "Navigating the Gray Haze of the Brown Act," prepared by Fagen Friedman & Fulfroost, LLP, and a five-page segment called "Robert's Rules of Order Cheat Sheet." (Ref-25)

Events Occurring at Various Board Meetings

December 17, 2019 Regular Board Meeting

Item 4.C of the agenda for the December 17, 2019 regular Board meeting read "Authorization for Conejo Schools Foundation (CSF) to Solicit Donations and Raise Funds from November 2019 through June 2020." (Ref-26) During the discussion of that agenda item, the Chair of the meeting asked the Superintendent a direct question regarding agenda Item 4.C. After responding to the question, the Superintendent made a statement asserting that one of the Board members had engaged in a continuing pattern of harassment by making false accusations toward him and his staff. He recited a list of approximately 12 instances of alleged false accusations and concluded his statement by saying the Board member "had made about three additional false accusations" during that meeting. The Superintendent also stated that this Board member's conduct was affecting his health and that he needed this harassment to stop. (Ref-27, Ref-28) The Superintendent did not, however, threaten litigation. The published meeting agenda did not include any item or reference to the Superintendent's allegations of harassment as being a topic of discussion at this meeting. (Ref-26)

While the Superintendent was speaking about the alleged harassment, a Board member called a Point of Order and asked whether the Superintendent's discussion of alleged harassment was on the agenda. The Board member asserted several times that the Superintendent's statement was a Brown Act violation. After allowing the Superintendent to finish his assertions, the Chair of the meeting stated she believed that since the Superintendent was responding to accusations made against him during the current Board meeting, it was proper to allow him to finish his statement, and she overruled the Point of Order. (Ref-27, Ref-28)

January 7, 2020 Regular Board Meeting

Item 4.H of the agenda for the January 7, 2020 regular Board meeting read "Board of Education - Authorization for Board President Goldberg to Consult District Counsel - BB 9124." (Ref-29) Information from the detailed agenda reads as follows:

"As stated in Board Bylaw 9124 - Attorney, 'The Superintendent may confer with the district's legal counsel at his/her discretion and shall provide the Board with desired legal information when so directed by a majority of the Board. The Board also may authorize a specific member to confer with legal counsel on behalf of the Board.

"Based on the above-referenced Board Bylaw and concerns shared at the December 17, 2019 Board meeting by Superintendent Dr. McLaughlin, the Board President seeks authorization to consult with District counsel to determine if the District and/or the Board of Education are exposed to any potential litigation or liability claims." (Ref-29, Ref-30, Ref-31)

A motion was made to approve the request and it was seconded. The motion carried, with four members voting for the motion and one voting against. (Ref-30, Ref-31)

January 21, 2020 Regular Board Meeting

Item 1.D of the agenda for the January 21, 2020 regular Board meeting related to a closed session and read "Conference with Legal Counsel - Anticipated Litigation, Pursuant to Government Code Section 54956.9(d)(2) and (d)(3). Number of potential cases: 1." (Ref-32) The purpose of this closed session item was for the Board to discuss with legal counsel potential litigation against the Board and CVUSD related to the Superintendent's assertions at the December 17, 2019 regular Board meeting of alleged harassment by a Board member. (Ref-21) This agenda item did not state the facts or circumstances justifying the closed session regarding this incident as required by GC Section 54954.5(c) and GC Section 54956.9(d)(2) and (e)(2). (Ref-17, Ref-18, Ref-20, Ref-32, Ref-33, Ref-34)

January 21, 2020 Closed Session

At the beginning of the Board's January 21, 2020 closed session, in connection with agenda Item 1.D, a request was made that one of the Board members not be present. It was asserted that this Board member had a conflict of interest, and therefore should not be present for the discussion of the agenda item. That Board member disputed the claim of having a conflict of interest, and legal counsel could not provide a definitive opinion regarding a conflict of interest at that meeting. The only discussion regarding agenda Item 1.D related to excluding the Board member. (Ref-21) The topic of excluding a Board member was not included in the Board agenda. (Ref-32, Ref-33, Ref-34)

Determining if a Board member should be excluded from a closed session discussion is not an exception to the open meeting requirements of the Brown Act. (Ref-01)

February 4, 2020 Regular Board Meeting

Item 1.G of the agenda for the February 4, 2020 regular Board meeting related to a closed session and read "Conference with Legal Counsel - Anticipated Litigation, Pursuant to Government Code Section 54956.9(d)(2) and (d)(3). Number of potential cases: 1." (Ref-35) The purpose of this closed session item was again for the Board to discuss with its legal counsel potential litigation against the Board and CVUSD related to the Superintendent's assertions at the December 17, 2019 regular Board meeting of alleged harassment by a Board member. (Ref-21) This

agenda item did not state the facts or circumstances justifying the closed session as required by GC Section 54954.5(c) and GC Section 54956.9(d)(2) and (e)(2). (Ref-17, Ref-18, Ref-20, Ref-35, Ref-36, Ref-37)

February 4, 2020 Closed Session

At the beginning of the Board's February 4, 2020 closed session, in connection with agenda Item 1.G, another request was made to exclude that same Board member for the same asserted conflict of interest. Again, that Board member disputed the claim. (Ref-21) The topic of excluding a Board member was not included in the Board agenda. (Ref-35, Ref-36, Ref-37)

Determining if a Board member should be excluded from a closed session discussion is not an exception to the open meeting requirements of the Brown Act. (Ref-01)

Prior Violations of the Brown Act by the Board

On May 25, 2018, the Chief Deputy Ventura County District Attorney (District Attorney) issued a warning letter to the Board President regarding a Brown Act violation. The violation occurred during the May 15, 2018 regular Board meeting. During that meeting, one of the Board members distributed a written document with proposed amendment changes to the rest of the Board. No copies of that document were made available to the public. The letter from the District Attorney directed the Board "[t]o comply with the Brown Act in the future, unless otherwise excepted by law (e.g., certain privilege materials, etc.), if a writing is prepared by the agency or a member of its board relating to a matter subject to discussion or consideration at an open meeting and the writing is distributed to a majority of the board during the meeting, it must also be made available to the public at the meeting." (Ref-38)

On November 18, 2019, the District Attorney issued a Brown Act violation notification letter regarding the Board's August 28, 2019 special meeting. The agenda for that meeting only included one item for discussion and provided no further description or detail of that item. The published meeting minutes reflected numerous subjects were discussed. The letter from the District Attorney noted that CVUSD confirmed its "commitment to upholding the community's right to participate in CVUSD meetings and its commitment to ensuring that future agendas will properly notice the items to addressed." (Ref-39)

Board Meeting Procedures

Section Board Bylaw (BB) 9323 of the CVUSD Board Policy Manual provides, in relevant part, that "[t]he Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority." (Ref-40) Section BB 9121 provides, in relevant part, "[t]o ensure that Board meetings are conducted in an efficient, transparent, and orderly manner, the president shall:

1. Call such meetings of the Board as he/she may deem necessary, giving notice as required by law...
2. Consult with the Superintendent or designee on the preparation of Board meeting agendas...
3. Call the meeting to order at the appointed time and preside over the meeting
4. Announce the business to come before the Board in its proper order
5. Enforce the Board's bylaws related to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
6. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
7. Facilitate the Board's effective deliberation, ensuring that each Board member has an opportunity to participate in the deliberation and that the discussion remains focused
8. Rule on issues of parliamentary procedure
9. Put motions to a vote, and clearly state the results of the vote
10. Be responsible for the orderly conduct of all Board meetings...." (Ref-41)

Bullet point #8 above requires the president to "rule on issues of parliamentary procedure," however the Board bylaws do not define the parliamentary procedures for the Board to follow or use. (Ref-42) The Board has no formal rules of procedure to follow at meetings, and the rules applied depend on who is presiding over the meeting. (Ref-21)

Section BB 9310 states "[b]ylaws governing Board operations may be developed, adopted, and amended following the same procedures as those used for the adoption of Board policy." This section also provides that "[o]nly policies formally adopted by a majority vote of the Board shall constitute official Board policy." (Ref-43)

Section 4 of the Board Member Handbook contains a five-page sub-section containing a "Robert's Rules of Order Cheat Sheet" and two topics titled "Procedure for Handling a Main Motion" and "How to Accomplish What You Want to Do in Meetings." (Ref-25) These documents contain references to parliamentary rules; however, the CVUSD Board Policy Manual does not contain any policy adopting Robert's Rules of Order or any other set of parliamentary rules. (Ref-44)

FINDINGS

- F-01.** The Grand Jury finds that during the December 17, 2019 Board meeting, the Superintendent made assertions of harassment by a Board member that were not on the agenda, thereby violating the Brown Act.
- F-02.** The Grand Jury finds that the Board failed to include the facts or circumstances regarding the Board's possible exposure to litigation arising from the Superintendent's assertions of harassment by a Board member

- in Item 1.D of the agenda for the January 21, 2020 closed session, or publicly announce them at the meeting, thereby violating the Brown Act.
- F-03.** The Grand Jury finds that the Board failed to include the facts or circumstances regarding the Board's possible exposure to litigation arising from the Superintendent's assertions of harassment by a Board member in Item 1.G of the agenda for the February 4, 2020 closed session, or publicly announce them at the meeting, thereby violating the Brown Act.
- F-04.** The Grand Jury finds that the Board discussed the issue of excluding a Board member from an agenda item discussion at both the January 21, 2020 closed session and the February 4, 2020 closed session. That discussion regarding excluding a member was not on either agenda, thereby violating the Brown Act.
- F-05.** The Grand Jury finds that the discussions of excluding a Board member from the January 21, 2020 and February 4, 2020 closed sessions were not a permissible exception from the open meeting requirements, thereby violating the Brown Act.
- F-06.** The Grand Jury finds no evidence that the Brown Act violations outlined in F-01 through F-05 were intentional.
- F-07.** The Grand Jury finds that there was a pattern of Brown Act violations by the Board during the period of 2018 through 2020.
- F-08.** The Grand Jury finds that the Brown Act training/workshops/conferences attended by the Board and Superintendent between 2018 and 2020 were insufficient to allow the Board to fully understand the Brown Act.
- F-09.** The Grand Jury finds that the Board and Superintendent would benefit from mandatory Brown Act training focused on how to avoid discussing topics not on the published agenda, the narrowness of the exceptions to open meetings, and the requirements for closed session agendas.
- F-10.** The Grand Jury finds that the additional training outlined in F-09 is most beneficial when given annually to the entire Board, and repeated when new members join the Board.
- F-11.** The Grand Jury finds that the Board and Superintendent would benefit from reviewing the Brown Act resources found on the California Attorney General's Open Meetings website (<https://oag.ca.gov/open-meetings>).
- F-12.** The Grand Jury finds that the Board bylaws do not identify the parliamentary procedures that the President of the Board is charged with enforcing.

- F-13.** The Grand Jury finds that, without defined parliamentary procedures, the manner of the Board's deliberations is dependent on who is chairing the meeting.
- F-14.** The Grand Jury finds the Board bylaws allow the Board to develop and adopt procedures governing Board operations by a majority vote.
- F-15.** The Grand Jury finds that Section 4 of the Board Handbook reference to Robert's Rules of Order does not constitute Board Policy.

RECOMMENDATIONS

- R-01.** The Grand Jury recommends that the Board and the Superintendent undergo mandatory Brown Act training that includes topics focused on how to avoid discussing topics not on the published agenda, the narrowness of the exceptions to open meetings, and the requirements for closed session agendas. (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10)
- R-02.** The Grand Jury recommends that the training referred to in R-01 be given annually to the entire Board, and repeated when new members join the Board. (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10)
- R-03.** The Grand Jury recommends that the Board members and Superintendent periodically review the Brown Act resources found on the California Attorney General's Open Meetings website (<https://oag.ca.gov/open-meetings>). (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-11)
- R-04.** The Grand Jury recommends that the Board adopt written parliamentary procedures, either directly or by reference, by which it will be governed. (F-12, F-13, F-14, F-15)
- R-05.** The Grand Jury recommends that, upon the adoption of such procedures, the Board undergo additional training. (F-12, F-13, F-14, F-15)
- R-06.** The Grand Jury recommends that each time a new member is elected to the Board, the training referred to in R-05 be repeated for all members. (F-12, F-13, F-14, F-15)

RESPONSES

Responses required from:

The following governing body within 90 days:

Conejo Valley Unified School District Board of Education (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-11, F-12, F-13, F-14, F-15) (R-01, R-02, R-03, R-04, R-05, R-06)

REFERENCES

- Ref-01.** The Ralph M. Brown Act – Government Code Chapter 9. Meetings (GC Section 54950 through 54963).
https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=2.&title=5.&part=1.&chapter=9.&article=
 Accessed April 14, 2021
- Ref-02.** GC Section 54950
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=54950 Accessed April 14, 2021
- Ref-03.** GC Section 54952(b)
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=54952 Accessed April 14, 2021
- Ref-04.** GC Section 54951
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=54951 Accessed April 14, 2021
- Ref-05.** GC Section 54953(a)
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=54953 Accessed April 14, 2021
- Ref-06.** GC Section 54954.2(a)(1)
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=54954.2 Accessed April 14, 2021
- Ref-07.** GC Section 54954.2(a)(3) & (b)
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=54954.2 Accessed April 14, 2021
- Ref-08.** California Attorney General’s Office, The Brown Act, Open Meetings for Local Legislative Bodies, 2003 page 1
<https://oag.ca.gov/sites/all/files/agweb/pdfs/publications/brownAct2003.pdf> Accessed April 14, 2021
 Also see Bell v. Vista Unified School District, 82 Cal. App. 4th 672 (2000) and Shapiro v. San Diego City Council, 96 Cal. App. 4th 906 (2002)

- Ref-09.** GC Section 54956.7
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=54956.7 Accessed April 14, 2021
- Ref-10.** GC Section 54956.75
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=54956.75 Accessed April 14, 2021
- Ref-11.** GC Section 54956.8
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=54956.8 Accessed April 14, 2021
- Ref-12.** GC Section 54956.86
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=54956.86 Accessed April 14, 2021
- Ref-13.** GC Section 54956.9
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=54956.9 Accessed April 14, 2021
- Ref-14.** GC Section 54956.95
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- Ref-15.** GC Section 54957(a) & (b)
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=54957 Accessed April 14, 2021
- Ref-16.** GC Section 54957.6
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=54957.6 Accessed April 14, 2021
- Ref-17.** GC Section 54956.9(d)(2) & (3)
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=54956.9 Accessed April 14, 2021
- Ref-18.** GC Section 4956.9(e)(2)
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=54956.9 Accessed April 14, 2021
- Ref-19.** California Attorney General's Office, The Brown Act, Open Meetings for Local Legislative Bodies, 2003 page 40
<https://oag.ca.gov/sites/all/files/agweb/pdfs/publications/brownAct2003.pdf> Accessed April 14, 2021
- Ref-20.** GC Section 54954.5
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=54954.5 Accessed April 14, 2021
- Ref-21.** Interviews with relevant persons

- Ref-22.** CVUSD Policy Manual, Board Bylaws, Orientation – BB 9230
<https://go.boarddocs.com/ca/conejo/Board.nsf/goto?open&id=AFQ4MQ0C4284#> Accessed April 14, 2021
- Ref-23.** CVUSD Policy Manual, Board Bylaws, Board Development – BB 9240
<https://go.boarddocs.com/ca/conejo/Board.nsf/goto?open&id=AFQ4MQ0C4284#> Accessed April 14, 2021
- Ref-24.** Board provided Governance and Brown Act training documents
- Ref-25.** Board Member Handbook Section 4 – Brown Act (Navigating the Gray Haze of the Brown Act & Robert’s Rules of Order Cheat Sheet)
- Ref-26.** December 17, 2019 Board meeting detailed agenda, Item 4.C
<https://go.boarddocs.com/ca/conejo/Board.nsf/Public#> Accessed April 14, 2021
- Ref-27.** December 17, 2019 Board meeting minutes, Item 4.C
<https://go.boarddocs.com/ca/conejo/Board.nsf/Public#> Accessed April 14, 2021
- Ref-28.** Audio/video recording of December 17, 2019 Board meeting, Item 4.C
<https://go.boarddocs.com/ca/conejo/Board.nsf/Public#> Accessed April 14, 2021
- Ref-29.** January 7, 2020 Board meeting detailed agenda, Item 4.H
<https://go.boarddocs.com/ca/conejo/Board.nsf/Public#> Accessed April 14, 2021
- Ref-30.** January 7, 2020 Board meeting minutes, Item 4.H
<https://go.boarddocs.com/ca/conejo/Board.nsf/Public#> Accessed April 14, 2021
- Ref-31.** Audio/video recording of January 7, 2020 Board meeting, Item 4.H
<https://go.boarddocs.com/ca/conejo/Board.nsf/Public#> Accessed April 14, 2021
- Ref-32.** January 21, 2020 Board meeting detailed agenda, Item 1.D
<https://go.boarddocs.com/ca/conejo/Board.nsf/Public#> Accessed April 14, 2021
- Ref-33.** January 21, 2020 Board meeting minutes, Item 1.D
<https://go.boarddocs.com/ca/conejo/Board.nsf/Public#> Accessed April 14, 2021
- Ref-34.** Audio/video recording of January 21, 2020 Board meeting, Item 2.C
<https://go.boarddocs.com/ca/conejo/Board.nsf/Public#> Accessed April 14, 2021

- Ref-35.** February 4, 2020 Board meeting detailed agenda, Item 1.G
<https://go.boarddocs.com/ca/conejo/Board.nsf/Public#> Accessed April 14, 2021
- Ref-36.** February 4, 2020 Board meeting minutes, Item 1.G
<https://go.boarddocs.com/ca/conejo/Board.nsf/Public#> Accessed April 14, 2021
- Ref-37.** Audio/video recording of February 4, 2020 Board meeting, Item 2.C
<https://go.boarddocs.com/ca/conejo/Board.nsf/Public#> Accessed April 14, 2021
- Ref-38.** May 25, 2018 letter from the Ventura County District Attorney’s Office to CVUSD. Re: Brown Act Complaints – Warning Letter
- Ref-39.** November 18, 2019 letter from the Ventura County District Attorney’s Office to CVUSD. Re: Brown Act Violation Notification
- Ref-40.** CVUSD Policy Manual, Board Bylaws, Meeting Conduct Meeting Procedures – Code BB 9323
<https://go.boarddocs.com/ca/conejo/Board.nsf/goto?open&id=AFQ4MQ0C4284#> Accessed April 14, 2021
- Ref-41.** CVUSD Policy Manual, Board Bylaws, President – BB 9121
<https://go.boarddocs.com/ca/conejo/Board.nsf/goto?open&id=AFQ4MQ0C4284#> Accessed April 14, 2021
- Ref-42.** CVUSD Policy Manual, Board Bylaws – Section 9000
<https://go.boarddocs.com/ca/conejo/Board.nsf/goto?open&id=AFQ4MQ0C4284#> Accessed April 14, 2021
- Ref-43.** CVUSD Policy Manual, Board Bylaws, Board Policy – BB 9310
<https://go.boarddocs.com/ca/conejo/Board.nsf/goto?open&id=AFQ4MQ0C4284#> Accessed April 14, 2021
- Ref-44.** CVUSD Policy Manual
<https://go.boarddocs.com/ca/conejo/Board.nsf/goto?open&id=AFQ4MQ0C4284#> Accessed April 14, 2021

GLOSSARY

TERM

DEFINITION

BB	Board Bylaw Section of CVUSD Board Policy Manual
Board	Conejo Valley Unified School District Board of Education
Brown Act	Ralph M. Brown Act, California Government Code Section 54950 et seq.
CVUSD	Conejo Valley Unified School District
District Attorney	Ventura County District Attorney
GC	Government Code enacted by California State Legislature
Grand Jury	2020-2021 Ventura County Grand Jury
Superintendent	Superintendent of Conejo Valley Unified School District