



AGENDA

Members of the public may attend the meeting in person. As a K-12 Public School District, we must follow the guidelines established by the California Department of Public Health specifically for schools. These guidelines act as our standard of care. Per CDPH and Cal/OSHA guidelines, the use of masks is strongly recommended, but not required, when indoors at the District office. If participants choose not to attend the Board meeting in person, the District has provided the following option for the public to address the Board telephonically.

Please submit a request to address the Board form by clicking

(<https://simbli.eboardsolutions.com/SU/xA9Oslshm8QuMtbNr9j3YPXvg==>). Register only if you are not attending in person. Those who have registered to comment will receive an email prior to the meeting with information on how to join and comment via a Zoom link. If you are attending in person, a speaker card will need to be submitted prior to the agenda item per Board Bylaw 9323, *Meeting Conduct*. Members of the public shall have an opportunity to address the Board regarding items on the agenda to be considered during Closed Session prior to the Board adjourning the meeting to Closed Session. Individual presentations are limited to a maximum of three (3) minutes; however, the time assigned for individual presentations could be fewer than three minutes depending upon the total number of speakers who wish to address a specific agenda topic. Detailed guidelines and information on what to do if you wish to address the Board of Trustees is provided at the end of this agenda. The Board meeting discussion related to each of the items on the public agenda is on file in the Superintendent's office as a matter of the permanent record. An audio recording of the meeting is available on the District website at capousd.org

(<https://simbli.eboardsolutions.com/SU/TesYrpluspluszDt75ngsslsh0c8plusCQ==>).

CLOSED SESSION AT 5:30 P.M.

1. CALL TO ORDER

2. CLOSED SESSION COMMENTS

A. CLOSED SESSION (as authorized by law)

1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Bob Presby

One Case

(Pursuant to Government Code § 54957)

3. OPEN SESSION AT 6:00 P.M.

4. CALL TO ORDER - ROLL CALL

5. PLEDGE OF ALLEGIANCE

6. ADOPTION OF THE AGENDA

7. REPORT ON CLOSED SESSION ACTION

8. CONSENT CALENDAR



All matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted by the Board in one motion in the form listed below. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board or staff request specific items to be discussed and/or removed from the Consent Calendar. The Superintendent and the staff recommend approval of all Consent Calendar items.

A. CURRICULUM AND INSTRUCTION

1. SECOND READING – BOARD POLICY 5111, ADMISSION

12

This is a subsequent item. Approval of Board Policy 5111, *Admission*. As staff was preparing for the Federal Program Monitoring audit, it was discovered that Board Policy 5111, *Admission*, did not include language regarding the collection of adult household member's Social Security numbers for the purpose of federal program eligibility. Language was added stating that a student can still enroll and attend school if the information is not provided. Revisions align with California Education Code, Code of Federal Regulations, and with California School Boards Association sample policy. All changes have been reviewed by legal counsel. Trustees voted to approve the policy on April 20, 2022. However, not all Trustees were present for a unanimous vote to waive the second reading. The policy was approved 5-0-1, on April 20, 2022, and the Board directed the policy be brought back for a second reading on Consent at the May 4, 2022, Special Board meeting, as amended from the dais. Changes are underlined; deletions are struck through. There is no financial impact.

Contact: *Gregory Merwin, Associate Superintendent, Education and Support Services*

2. SECOND READING – BOARD POLICY 5125, STUDENT RECORDS

13

This is a subsequent item. Approval of Board Policy 5125, *Student Records*. Board Policy 5125 was recently revised in November 2021. As staff was preparing for the Federal Program Monitoring audit, it was discovered that the policy did not include complete language regarding the disclosure of a student or family's citizenship or immigration status under the Family Educational Rights and Privacy Act (FERPA), or notification to a family of any immigration officer's requests for records or information. Language has been revised to state that the District shall avoid disclosure of information under FERPA, notifying families, and providing documents issued by immigration enforcement officers. Revisions align with California Education Code, Code of Federal Regulations, and with California School Boards Association sample policy. All changes have been reviewed by legal counsel. Trustees voted to approve the policy on April 20, 2022. However, not all Trustees were present for a unanimous vote to waive the second reading. The policy was approved 5-0-1, on April 20, 2022, and the Board directed the policy be brought back for a second reading on Consent at the May 4, 2022, Special Board meeting. There is no financial impact.

Contact: *Gregory Merwin, Associate Superintendent, Education and Support Services*

3. SECOND READING – BOARD POLICY 5131.2, BULLYING

19

This is a subsequent item. Approval of Board Policy 5131.2, *Bullying*. Board Policy 5131.2 was last revised in December 2020. As staff was preparing for the Federal



Program Monitoring audit, it was discovered that the policy did not include language regarding prohibiting retaliation against a person who submits a complaint, and ensuring confidentiality safeguards for immigration status. Language has been added to address these missing items. Revisions align with California Education Code, Code of Federal Regulations, and with California School Boards Association sample policy. All changes have been reviewed by legal counsel. Trustees voted to approve the policy on April 20, 2022. However, not all Trustees were present for a unanimous vote to waive the second reading. The policy was approved 5-0-1, on April 20, 2022, and the Board directed the policy be brought back for a second reading on Consent at the May 4, 2022, Special Board meeting, as amended. Changes are underlined; deletions are struck through. There is no financial impact.

Contact: Gregory Merwin, Associate Superintendent, Education and Support Services


4. SECOND READING – BOARD POLICY 5131.4, STUDENT DISTURBANCES 

27

This is a subsequent item. Approval of Board Policy 5174, *Married Students, Pregnant Students, and Parenting Students*. Board Policy 5174 needed to be updated for the Federal Program Monitoring audit and changed to Board Policy number 5146, *Married, Pregnant, Parenting Students*, to align with the California School Boards Association (CSBA) sample policy name and number. Since Board Policy number 5146 was already allocated to Board Policy, 5146, *Campus Disturbances*, this policy is being deleted, and is being brought forward as Board Policy 5131.4, *Student Disturbances*. The CSBA sample policy was significantly different from the District's policy. Staff is therefore requesting to adopt the CSBA version of Board Policy 5131.4, *Student Disturbances*.

Language from deleted Board Policy 5146 will be added to an Administrative Regulation. These revisions will align Board Policy 5131.4, *Student Disturbances*, to California Education Code and Code of Federal Regulations. The revisions have been reviewed by legal counsel. Trustees voted to approve the policy on April 20, 2022. However, not all Trustees were present for a unanimous vote to waive the second reading. The policy was approved 5-0-1, on April 20, 2022, and the Board directed the policy be brought back for a second reading on Consent at the May 4, 2022, Special Board meeting. There is no financial impact.

Contact: Gregory Merwin, Associate Superintendent, Education and Support Services

5. SECOND READING – BOARD POLICY 5145.13, IMMIGRATION ENFORCEMENT 


31

This is a subsequent item. Approval of Board Policy 5145.13, *Immigration Enforcement*. Board Policy 5145.13 was last revised in April 2019. As staff was preparing for the Federal Program Monitoring audit, it was discovered that the policy did not include complete language regarding procedures when immigration officers are seeking to enforce immigration laws at schools, and families' rights. Language has been updated to align with the California Attorney General model policies, California Ed Code, Code of Federal Regulations, and California School Boards Association sample policy. All changes have been reviewed by legal counsel. Trustees voted to approve the policy on April 20, 2022. However, not all Trustees were present for a unanimous vote to waive the second reading. The policy was approved 5-0-1, on April 20, 2022, and the Board directed the policy be brought back for a second reading on Consent at the May 4, 2022, Special Board meeting, as amended from the dais. Changes are underlined;



deletions are struck through. There is no financial impact.

Contact: *Gregory Merwin, Associate Superintendent, Education and Support Services*

6. SECOND READING – BOARD POLICY 5146, MARRIED/PREGNANT/PARENTING STUDENTS 

37

This is a subsequent item. Approval of Board Policy 5146, *Married/Pregnant/Parenting Students*. Board Policy 5146 was last revised in January 2016. As staff was preparing for the Federal Program Monitoring audit, it was discovered that the policy did not include complete language from the California School Boards Association (CSBA) sample policies regarding student absences, parental leave, accommodations for lactating students, and filing complaints. Language, the policy name, and policy number have been updated to align with California Education Code, Code of Federal Regulations, and with CSBA sample policy. All changes have been reviewed by legal counsel. Trustees voted to approve the policy on April 20, 2022. However, not all Trustees were present for a unanimous vote to waive the second reading. The policy was approved 5-0-1 on April 20, 2022, and the Board directed the policy be brought back for a second reading on Consent at the May 4, 2022, Special Board meeting. There is no financial impact.

Contact: *Gregory Merwin, Associate Superintendent, Education and Support Services*

7. SECOND READING – BOARD POLICY 6171, TITLE I PROGRAMS 

45

This is a subsequent item. Approval of Board Policy 6171, *Title I Programs*. Board Policy 6171 was last revised and approved by the Board on March 8, 2017. This policy is being revised to align with the California School Boards Association model policy as well as the California Department of Education Title I Comparability Guidance, California Education Code, and Code of Federal Regulations. The revision of this policy adds updated language regarding the Local Educational Agency Plan, comparability of services, participation of private school students, and program evaluation. All changes have been reviewed by legal counsel. Trustees voted to approve the policy on April 20, 2022; however, not all Trustees were present for a unanimous vote to waive the first reading. The policy was approved 5-0-1, on April 20, 2022, and the Board directed the policy be brought back for a second reading on consent at the May 4, 2022, meeting.

New information on a parent and family engagement policy has been added. Additional information from the California Department of Education was received after the April 20, 2022 Board meeting. Information regarding a District Parent and Family Engagement policy was added. The Title I, District Parent and Family Engagement Policy is included for review and approval. There is no financial impact.

Contact: *Gregory Merwin, Associate Superintendent, Education and Support Service*

B. HUMAN RESOURCE SERVICES

1. RECOMMENDATION OF TENTATIVE AGREEMENT WITH TEAMSTERS LOCAL 952, FOR JULY 1, 2021 – JUNE 30, 2022 

56

This is a new item. Approval of the Tentative Agreement between the District and the Teamsters Local 952 (Teamsters). In addition to the Tentative Agreement, the Public Disclosure of Collective Bargaining Agreement is included in the exhibit. The total fiscal impact of this agreement is approximately \$444,620. This is based on a total



percentage increase of 5.17 percent which includes 3.1 percent (\$266,600) effective in May 2022 and retroactive to July 1, 2021, and 2.07 percent (\$178,020) contingent on funded Cost of Living Adjustment (COLA) exceeding 5 percent for 2022-2023 and 1,500 additional Average Daily Attendance (ADA) from first interim based on the enacted state budget and retroactive to July 1, 2021.

Contact: Bob Presby, Associate Superintendent, Human Resource Services

2. RESOLUTION NO. 2122-60, NON-REELECTION OF TEMPORARY CERTIFICATED EMPLOYEES

61

This is a subsequent item. Approval of the adoption of Resolution No. 2122-60, Non-Reelection of Temporary Certificated Employees. Education Code §§ 44909, 44918 and 44920 permit school districts to hire certificated employees on temporary contracts. The District has appropriately classified 304 certificated employees as temporary for the 2021-2022 school year. These employees are replacing other employees on leave, are serving in programs with expiring categorical funding sources, or are placeholders for regular employees who are released from their normal assignments to work in a categorical program. Education Code § 44954 requires the Board to notify temporary employees in a position requiring certification qualification of the District's decision to release the employees from such positions prior to the next school year. The temporary release of employees, as presented in this item, is an annual process the District must utilize to ensure permanent teachers funded through categorical resources and permanent teachers on leaves of absence have a position for the succeeding school year. As the District begins staffing for the 2022-2023 school year, decisions will be made regarding how many permanent teachers will be funded through categorical resources as well as how many permanent teachers will request leaves of absence, part-time contracts, and partnership assignments. As permanent teachers "temporarily" vacate their positions, temporary teachers may be rehired.

Contact: Bob Presby, Associate Superintendent, Human Resource Services

3. RESOLUTION NO. 2122-61, REDUCTION OR ELIMINATION OF CERTAIN CLASSIFIED SERVICES


70

This is an annual item. Approval of the adoption of Resolution No. 2122-61, Reduction or Elimination of Certain Classified Services, for the 2022-2023 school year. Staff has worked to create business efficiencies across the District to streamline and maximize the service to students and staff. District and school site leaders have worked together to identify ways to streamline services while maintaining high levels of student support and customer services to the community. In order to meet timelines and accurately plan for the 2022-2023 school year, staff has worked with legal counsel to accurately identify the particular kinds of service to be reduced or eliminated. The recommended positions for release are to provide the District maximum flexibility as the departments examine operations, staffing and support structures to best meet the needs of the District. The intent of this recommendation is to realize overall cost savings to the District based on the reduction or elimination of particular kinds of classified services.

Contact: Bob Presby, Associate Superintendent, Human Resource Services

4. CONSIDER AND APPROVE JOB DESCRIPTIONS FOR PRINCIPAL, ELEMENTARY



SCHOOL, MIDDLE SCHOOL AND HIGH SCHOOL - SPECIFICALLY ALIGNING YEARS OF PROFESSIONAL EXPERIENCE 

76

This is a revised job description. Approval of the revised job description for the position of Principal, Elementary School, Middle School and High School, specifically addressing years of service for teaching, other related certificated work, and administrative experience. Human Resource Services would like to align all experience for Principal positions to reflect "A minimum of five years of successful certificated experience in teaching, pupil personnel work, designated subjects, librarianship, health services, clinical or rehabilitative services, or a combination of teaching and school services." This will align these job descriptions with best practices for the minimum number of years of experience. This position is funded through the general fund. There is no financial impact.

Contact: Bob Presby, Associate Superintendent, Human Resource Services

5. CONSIDER AND APPROVE JOB DESCRIPTIONS FOR ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL, MIDDLE SCHOOL AND HIGH SCHOOL - SPECIFICALLY ALIGNING YEARS OF PROFESSIONAL EXPERIENCE 

95

This is a revised job description. Approval of the revised job descriptions for the position of Assistant Principal, Elementary School, Middle School and High School, specifically addressing years of service for teaching, other related certificated work, and administrative experience. Human Resource Services would like to align all experience for Assistant Principal positions to reflect "A minimum of three years of successful certificated experience in teaching, pupil personnel work, designated subjects, librarianship, health services, clinical or rehabilitative services, or a combination of teaching and school services." This will align these job descriptions with best practices for the minimum number of years of experience. This position is funded through the general fund. There is no financial impact.

Contact: Bob Presby, Associate Superintendent, Human Resource Services

C. GENERAL FUNCTIONS

1. SECOND READING - BOARD POLICY 9323, MEETING CONDUCT 

103

This is a subsequent item. Approval of Board Policy, 9323, *Meeting Conduct*. The revisions of Board Policy 9323, *Meeting Conduct*, will better meet the needs of the community by adopting a transparent, standardized, non-biased policy that allows for greater public participation and respects the necessity of conducting orderly, efficient proceedings. Due to the COVID-19 pandemic, the District rapidly adjusted Board meeting participation, which offered the public an online speaker option, virtual participation, and an option for all members of the public to view the meeting via "live stream". These policy revisions will better align with the current changes to our meeting practices, which include how the Board handles online/in-person speakers, student speakers, and oral communications. Trustees voted to approve the policy on April 20, 2022. However, Trustees did not have a unanimous vote to waive the second reading. The policy was approved 5-0-1, on April 20, 2022, and the Board directed the policy be brought back for a second reading on Consent at the May 4, 2022, Special Board meeting, as amended from the dais. This Board policy was last updated on



August 23, 2017. Changes are underlined; deletions are struck through. There is no financial impact.

Contact : Krista Castellanos, Trustee Area 5

9. DISCUSSION ACTION ITEMS

A. DISCUSSION ACTION

1. SECOND READING - BOARD POLICY 5141.52, SUICIDE PREVENTION 111

This is a subsequent item. Approval of Board Policy 5141.52, *Suicide Prevention*. In 2017, Education Code § 215, Pupil and Student Suicide Prevention policies, was added to the Education Code. Recently, the code was expanded to include students in kindergarten and grades first through sixth. As staff was preparing for Federal Program Monitoring, it was discovered that Board Policy 5173, *Suicide Prevention*, did not include language addressing students in kindergarten and grades first through sixth, and the policy number did not align with the California School Boards Association (CSBA) sample board policy. Staff has revised Board Policy 5141.52, *Suicide Prevention*, to include language that includes students in kindergarten and grades first through sixth. Trustees voted to approve the policy on April 20, 2022. However, not all Trustees were present for a unanimous vote to waive the second reading. The policy was approved 5-0-1, on April 20, 2022, and the Board directed the policy be brought back for a second reading on consent at the May 4, 2022, meeting, as amended from the dais. The revised policy has new content due to additional feedback from the California Department of Education, and has also been aligned to the CSBA sample policy, including the policy number, and revisions align with California Education Code and Code of Federal Regulations. Changes are underlined; deletions are struck through. There is no financial impact.

CUSD WIG 1: Teaching and Learning - Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.

Contact: Gregory Merwin, Associate Superintendent, Education and Support Services

Staff Recommendation

It is recommended the Board President recognize Gregory Merwin, Associate Superintendent, Education and Support Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve Board Policy 5141.52, *Suicide Prevention*.

Motion by _____ Seconded by _____

2. FIRST READING – BOARD POLICY 6164.6, IDENTIFICATION AND EDUCATION UNDER SECTION 504 117

This is a new action item. Board Policy 6164.6, *Identification and Education Under Section 504*, is a new Board policy. As staff was preparing for the Federal Program Monitoring audit, it was discovered that Board Policy 5181, Section 504 of the Rehabilitation act of 1973 and Americans with Disabilities Act of 1990



Nondiscrimination of Students with Disabilities, did not include language regarding procedures for the identification and education under Section 504. Board policy 6164.6 includes this language and aligns with the California Attorney General model policies, California Education Code, Code of Federal Regulations, and California School Boards Association sample policy. It has also been reviewed by legal counsel. There is no financial impact.

CUSD WIG 1: Teaching and Learning - Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.

Contact: Gregory Merwin, Associate Superintendent, Education and Support Services

Staff Recommendation

It is recommended the Board President recognize Gregory Merwin, Associate Superintendent, Education and Support Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve Board Policy 6164.6, *Identification and Education Under Section 504*.

Motion by _____ Seconded by _____

3. FIRST READING - BOARD POLICY 1312.3, UNIFORM COMPLAINT PROCEDURES

122

This is a new action item. Board Policy 1312.3, *Uniform Complaint Procedures*, needed to be updated as a result of the Federal Program Monitoring audit. According to the California Department of Education Monitoring Tool (CMT), there is missing required language in the existing Board Policy 1312.3. The following statements must be included:

All programs and activities that are subject to the UCP include:

- Accommodations for Pregnant and Parent Pupils
- Adult Education
- Agricultural Career Technical Education
- Every Student Succeeds Act
- School Plans for Student Achievement
- School site Councils
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing

Additionally, we are removing the following items:

- American Indian education centers and early childhood education program assessments
- Bilingual education
- Peer assistance and review programs for teachers
- English Learner programs
- Tobacco-Use Prevention Education programs

Staff is therefore requesting to approve the changes to Board Policy 1312.3, *Uniform Complaint Procedures*. Staff is also updating corresponding Administrative Regulations.



These revisions will align Board Policy 1312.3, *Uniform Complaint Procedures*, to California Education Code and Code of Federal Regulations. The revisions have been reviewed by legal counsel. This policy was last revised July 21, 2021. There is no financial impact.

CUSD WIG 2: *Communications - Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.*
Contact: Contact: Bob Presby, Associate Superintendent, Human Resource Services

It is recommended the Board President recognize Bob Presby, Associate Superintendent, Human Resource Services to present this item.

Following discussion, it is recommended the Board of Trustees approve Board Policy 1312.3, *Uniform Complaint Procedure*..

Motion by _____ Seconded by _____

10. ADJOURNMENT

132

Motion by _____ Seconded by _____

THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS
WEDNESDAY, MAY 18, 2022, 7:00 P.M.

AT THE CAPISTRANO UNIFIED SCHOOL DISTRICT OFFICE BOARD ROOM
33122 VALLE ROAD, SAN JUAN CAPISTRANO, CALIFORNIA

For information regarding Capistrano Unified School District, please visit our website:
www.capousd.org

**INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY
PARENTS AND CITIZENS PRESENT AT THIS MEETING**

We are pleased you can be with us at this meeting, and we hope you will return often. Your visit assures us of continuing community interest in our schools.

The members of the Board of Trustees of this District are locally elected state officials, who serve four-year terms of office, and who are responsible for the educational program of our community from grades kindergarten through twelve. They are required to conduct programs of the schools in accordance with the State of California Constitution, the State Education Code, and other laws relating to schools enacted by the Legislature, and policies and procedures which this Board adopts.

The Board is a policy-making body whose actions are guided by the school district's Mission and Goals. Administration of the District is delegated to a professional administrative staff headed by the Superintendent.

The agenda and its extensive background material are studied by each member of the Board for at least two days preceding the meeting. Board Members can call the administrative staff for clarification on any item, and



many of the items on the agenda were discussed by the Board during previous meetings. These procedures enable the Board to act more effectively on agenda items than would otherwise be possible.

WHAT TO DO IF YOU WISH TO ADDRESS THE BOARD OF TRUSTEES

CLOSED SESSION: In accordance with Education Code § 35146 and Government Code § 54957, the Board may recess to Closed Session to discuss personnel matters which they consider inadvisable to take up in a public meeting. Members of the public shall have an opportunity to address the Board regarding items on the agenda to be considered during Closed Session prior to the Board adjourning the meeting to Closed Session. Individual presentations are limited to a maximum of three minutes; however, the time assigned for individual presentations could be fewer than three minutes depending upon the total number of speakers who wish to address a specific agenda topic.

ORAL COMMUNICATIONS (Non-Agenda Items): Regular, scheduled meetings of the Board shall have a portion of each meeting devoted to Oral Communications. Oral Communications, will take place following Special Recognitions. The total time for the Oral Communications portion of regular meetings shall be twenty minutes. Individual presentations are limited to a maximum of three minutes per individual but could be less if there are a large number of Oral Communication speakers. Legally, the Board may not take action on items raised by speakers under Oral Communications. The Board may, however, at its discretion, refer items to the administration for follow-up or place topics on a future Board agenda.

ORAL COMMUNICATIONS (Agenda Items): Members of the public shall also have an opportunity to address the Board on Open Session agenda items before their consideration by the Board. Individual presentations for the Consent Calendar are limited to a maximum of five minutes for all Consent Calendar items. Individual presentations for Discussion/Action agenda items are limited to a maximum of three minutes however; the time assigned for individual presentations could be fewer than three minutes depending upon the total number of speakers, who wish to address a specific agenda topic. The total time for presentations shall be limited to twenty minutes per agenda topic, unless the Board grants additional time. The Board shall hear all presentations after any staff comments but prior to the formal discussion by Board members of the agenda topic under consideration.

Once an agenda item has been opened for public comment, no additional “Request to Address the Board of Trustees” cards shall be accepted for that topic unless otherwise approved by the Board. When addressing a specific item on the agenda, the Board may vote to allow additional public speaker time for an individual Discussion/Action item.

PUBLIC HEARINGS: Any time the Board schedules a separate public hearing on a given topic, it shall not hear speakers on that topic before the public hearing, except as to the scheduling of the hearing, nor shall it hear speakers after the hearing, except as to changes in the recommended action at the time of the hearing.

REASONABLE ACCOMMODATION:

In order to help ensure participation in the meeting of disabled individuals, appropriate disability-related accommodations or modifications shall be provided by the Board, upon request, in accordance with the Americans with Disabilities Act (ADA). Persons with a disability who require a disability-related accommodation or modification, including auxiliary aids and services in order to participate in a Board



**May 4, 2022 Special Board Meeting
05/04/2022 - 06:00 PM**

meeting, shall contact the Superintendent or designee in writing by noon on the Friday before the scheduled meeting. Such notification shall provide school district personnel time to make reasonable arrangements to assure accessibility to the meeting.