



AGENDA

CLOSED SESSION AT 5:30 P.M.

1. CALL TO ORDER

2. CLOSED SESSION COMMENTS

3. CLOSED SESSION (as authorized by law)

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Gregory Merwin/Clint Collins

Attorney – Justin Shinnfield

Significant Exposure to Litigation – Two Cases

1. ADR Case No. 20221104M

2. ADR Case No. 20230726

(Pursuant to Government Code § 54956.9(d)(2))

Christopher Brown

3. Social Media Class Action Lawsuit

(Pursuant to Government Code § 54956.9(b))

Gregory Merwin

Attorney – Sara Young

4. Significant Exposure to Litigation – One Case

(Pursuant to Government Code § 54956.9(d)(2))

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Gregory Merwin/Clint Collins

Attorney – Justin Shinnfield

Significant Exposure to Litigation – Two Cases

1. OAH Case No. 2023040418

2. OAH Case No. 2023040835M

(Pursuant to Government Code § 54956.9(d)(1))

C. CONFERENCE WITH LABOR NEGOTIATORS

District Negotiators: Christopher Brown/Bob Presby/Clark Hampton

Employee Organizations:

1. Capistrano Unified Education Association (CUEA)

2. California School Employees Association (CSEA)

3. Teamsters

4. Capistrano Unified Management Association (CUMA)

5. Unrepresented Employees

(Pursuant to Government Code § 54957.6)

D. STUDENT READMISSIONS

Darrin Jindra



- Two Cases
- 1. Case # 2023-007
- 2. Case # 2023-010

E. PUBLIC EMPLOYMENT AND EVALUATION OF PERFORMANCE
 Superintendent
(Pursuant to Government Code § 54957(b))


- 4. OPEN SESSION AT 7:00 P.M.
- 5. CALL TO ORDER - ROLL CALL
- 6. PLEDGE OF ALLEGIANCE
- 7. ADOPTION OF THE AGENDA
- 8. REPORT ON CLOSED SESSION ACTION
- 9. SUPERINTENDENT AND BOARD COMMENTS
- 10. STUDENT BOARD MEMBER COMMENTS
- 11. ORAL COMMUNICATIONS (Non-Agenda Items)
 Oral Communications will occur immediately following Board Comments. The total time for Oral Communications shall be twenty (20) minutes. Individual presentations are limited to a maximum of three (3) minutes per individual.
- 12. PUBLIC HEARING 12
 - A. PUBLIC HEARING NOTICE
 - 1. PUBLIC HEARING: RESOLUTION NO. 2324-14, DETERMINING STEPS TO ENSURE AVAILABILITY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS, FISCAL YEAR 2023-2024 13
 This is an annual item. The Board will conduct a public hearing on Resolution 2324-14, Determining Steps to Ensure Availability of Textbooks and Instructional Materials, Fiscal Year 2023-2024. Supporting documentation is located in Exhibit 14.B.4.

Staff Recommendation
 It is recommended the Board President open the public hearing, determine if members of the public have submitted requests to speak on the item, and after hearing any speakers, formally close the public hearing.
- 13. DISCUSSION ACTION ITEMS 16
 - A. DISCUSSION/INFORMATION ITEMS
 - 1. SPECIAL EDUCATION COMMUNITY ADVISORY COMMITTEE ANNUAL REPORT 17
 This is an annual information item. California Education Code §§ 56190-56194




specifies that each Special Education Local Plan Area must establish a Community Advisory Committee (CAC) with parents of students with special needs forming the majority of membership. CAC members are appointed by the Board of Trustees for a period of two years in an advisory capacity. CAC responsibilities include: advising the District on the plan for special education, recommending annual priorities, assisting in parent education, recruiting parents and other volunteers, encouraging community involvement in special education, supporting activities on behalf of individuals with special needs, and assisting in parent awareness of the importance of regular school attendance. This report highlights the 2022-2023 CAC accomplishments and activities.

This is an information item only and no Board action is necessary.

- 2. BUSINESS AND SUPPORT SERVICES ACCOMPLISHMENTS 2022-2023  28
This is an annual information item. Business and Support Services staff will present a review of the 2022-2023 division accomplishments. These accomplishments align with the District mission to prepare students to meet the challenges of a rapidly changing world, and the vision of an unwavering commitment to student success.


This is an information item only and no Board action is necessary.

- 3. FIRST READING BOARD BYLAW 9323, MEETING CONDUCT  38
 Motion by _____ Seconded by _____

This is a new action item. Staff proposes revisions to Board Bylaw 9323, *Meeting Conduct*. These revisions will support the community and the Board by adopting a transparent, standardized, non-biased policy that allows for public participation and respects the necessity of the Board to conduct orderly, efficient proceedings. These policy revisions will align with the changes to our meeting practices, which include changes to the order of the agenda and aligning public comment to the order of the agenda, while maintaining the Board's priority to hear first from student speakers, and then hear from the public on both agenda and non-agenda items. This Board policy was last updated on May 4, 2022. Changes are underlined; deletions are struck through. There is no financial impact.

Staff Recommendation

It is recommended the Board of Trustees adopt Board Bylaw 9323, *Meeting Conduct*.

- 4. FIRST READING BOARD POLICY 4119.21, 4219.21, PROFESSIONAL STANDARDS  46
 Motion by _____ Seconded by _____

This is a new action item. Staff proposes revisions to Board Policy 4119.21, 4219.21, 4319.21, *Code of Ethics*, that will change the title of the policy to 4119.21, 4219.21, *Professional Standards*, and address Certificated and Classified personnel only. These recommended changes establish the commitment of the District and the Board of



Trustees to identify and support the professional standards of the District’s public-school employees. These professional standards are aligned with Education Code § 44932. Additionally, these recommended updates require all employees to report employee misconduct and require the appropriate supervisor to conduct a prompt investigation. Changes are underlined; deletions are struck through. There is no financial impact.

Staff Recommendation

It is recommended the Board of Trustees adopt Board Policy 4119.21, 4219.21, *Professional Standards*.

5. FIRST READING BOARD POLICY 4319.21, PROFESSIONAL ADMINISTRATIVE STANDARDS

50

Motion by _____ Seconded by _____

This is a new action item. Staff proposes revisions to Board Policy 4318, *Professional Administrative Standards*, that will change the number of the policy to Board Policy 4319.21, *Professional Administrative Standards*, and will contain language to further identify professional standards for Management and Supervisory personnel. These recommended revisions establish the commitment of the District and the Board of Trustees to identify and support the professional standards of the District, public school managers, supervisors, and administrators. These professional standards are aligned with Education Code § 44932. Additionally, these recommended revisions will require all employees to report employee misconduct and require the appropriate supervisor to conduct a prompt investigation. Changes are underlined; deletions are struck through. There is no financial impact.

Staff Recommendation

It is recommended the Board of Trustees adopt Board Policy 4319.21, *Professional Administrative Standards*.

6. FIRST READING BOARD POLICY 4119.24, 4219.24, 4319.24, MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS

56


Motion by _____ Seconded by _____

This is a new action item. Staff proposes the adoption of new Board Policy 4119.24, 4219.24, 4319.24, *Maintaining Appropriate Adult-Student Interactions*, to replace Board Policy 4010, *Employee/Student Non-Fraternization*. This new policy language is intended to improve the clarity of appropriate adult-student interaction and expand the definition of inappropriate adult-student interactions beyond fraternization. The revised policy requires all employees to report inappropriate adult-student interactions. Pending approval of Board Policy 4119.24, 4219.24, 4319.24, *Maintaining Appropriate Adult-Student Interactions*, staff recommends deleting Board Policy 4010, *Employee/Student Non-Fraternization*. Deletions are struck through. There is no financial impact.



Staff Recommendation


It is recommended the Board of Trustees adopt Board Policy 4119.24, 4219.24, 4319.24, *Maintaining Appropriate Adult-Student Interactions*, and delete Board Policy 4010, *Employee/Student Non-Fraternization*.

- 7. FIRST READING BOARD POLICY 4305, TEACHING ASSISTANT PRINCIPALS  60
Motion by _____ Seconded by _____

This is a revised action item. Staff proposes revisions to Board Policy 4305, *Teaching Assistant Principals*, that revises and redefines the position of Teaching Assistant Principals to include all certificated employees instead of limiting the position to K-12 teachers. By including other certificated positions, such as Counselors, these revisions will help to provide an administrative pathway for certificated staff members to potentially become administrators in the District. The revised job description for Teaching Assistant Principals was Board approved on August 16, 2023, and reflects this change. Changes are underlined; deletions are struck through. There is no financial impact.

Staff Recommendation

It is recommended the Board of Trustees adopt Board Policy 4305, *Teaching Assistant Principals*.

- 8. FIRST READING BOARD POLICY 5141.4, CHILD ABUSE PREVENTION AND REPORTING  62
Motion by _____ Seconded by _____

This is a new action item. Staff proposes the adoption of a new Board Policy 5141.4, *Child Abuse Prevention and Reporting*, to replace Board Policy 5171.1, *Child Abuse Reporting Procedures*, to clearly define the District's policy on both child abuse prevention and reporting. The regulations and procedures in Board Policy 5171.1, *Child Abuse Reporting Procedures*, will be moved to a new Administrative Regulation 5141.4, *Child Abuse Prevention and Reporting*, and updated to reflect current reporting contact information and improve clarity on child abuse prevention and guidelines for the reporting process. Pending the approval of Board Policy 5141.4, *Child Abuse Prevention and Reporting*, staff recommends deleting Board Policy 5171.1, *Child Abuse Prevention*, and converting the policy to an Administrative Regulation. There is no financial impact.

Staff Recommendation

It is recommended the Board of Trustees adopt Board Policy 5414.4, *Child Abuse Prevention and Reporting*, and delete Board Policy 5171.1, *Child Abuse Prevention*.


- 14. CONSENT CALENDAR 73


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 staff recommend approval of all Consent Calendar items.


A. BUSINESS AND SUPPORT SERVICES

1. DONATION OF FUNDS AND EQUIPMENT  74
This is a monthly item. Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$402,945.94 in cash. These funds will be deposited in the appropriate school accounts. Items other than cash have no financial impact on the budget. The District does not guarantee maintenance of items or the expenditure of any District funds for continued use.


2. PURCHASE ORDERS, COMMERCIAL WARRANTS AND PREVIOUSLY BOARD-APPROVED BIDS AND CONTRACTS  78
This is a monthly item. Approval of purchase orders (Attachment 1) and commercial warrants (Attachment 2). The expenditures related to the listed purchase orders and commercial warrants included in this item were previously authorized as part of the District's budget approval process. The purchase orders total \$16,451,047.02 and the commercial warrants total \$28,012,770.60. Attachment 3 is a list of previously Board-approved bids and contracts to assist in the review of the purchase order and commercial warrant listings. Attachment 4 is a list of previously Board-approved warrants, by vendor, exceeding \$250,000.

3. AGREEMENTS AND BIDS  180
This is a monthly item. Approval of agreements and bids, including amendments, change orders, final acceptances, and piggyback bids listed on the Summary Listing. Any item with a financial impact is identified therein.


B. CURRICULUM AND INSTRUCTION

1. 2023-2024 DATA COLLECTIONS OF THE CONSOLIDATED APPLICATION AND REPORTING SYSTEM  187
This is an annual item. Approval of the 2023-2024 Data Collections of the Consolidated Application and Reporting System (CARS). The CARS is a two-part application and reporting process for multiple state and federal, formula-driven categorical program funds, submitted annually to the California Department of Education (CDE) to fund supplemental programs. The Consolidated Application is used by the CDE to distribute categorical funds from various federal programs. In the spring to summer of each year, districts are required to submit part of the application to document program participation in categorical programs and provide assurances of compliance with the legal requirements of each program. The federal programs, coordinated through the Consolidated Application, include Title I, Part A; Title II, Part A; Title III, Part A, and Title IV, Part A. The complete Consolidated Application is on file for review in the State and Federal Programs office. As required by the CDE, the District English Learner Advisory Committee also reviewed this document. Submitting the CARS data collections to the CDE will enable the District to receive an estimated \$7 million in Title I, II, III and IV federal funding for 2023-2024.




2. AGREEMENT NO. 10003898 WITH THE ORANGE COUNTY SUPERINTENDENT OF SCHOOLS  191

This is a new item. Approval of the Agreement with the Orange County Superintendent of Schools to support the education of secondary students about the dangers of tobacco and vape use. The District was awarded a grant for 3 years totaling \$688,635.60. The funding will be utilized to implement evidence-based prevention curricula for grades 6-12 across secondary schools. This includes collaborating with school personnel for intervention and cessation services, and focusing on student groups susceptible to tobacco-related health disparities. Community engagement efforts will involve partnerships with Parent Teacher Student Association, faith-based groups, and implementing culturally responsive family activities. Staff development and student services will also be enhanced. As a requirement of this grant, project evaluation requires that the California Healthy Kids Survey be conducted every other year beginning in the 2024-2025 school year.


3. COLLEGE AND CAREER ACCESS PATHWAYS, A DUAL ENROLLMENT PARTNERSHIP AGREEMENT, APPENDIX – FALL 2023  222

This is an annual item. Approval of the ratification of the addendum to the College and Career Access Pathways, A Dual Enrollment Partnership Agreement, Appendix - Fall 2023 to add new courses (course list) for the 2023-2024 school year. Additional courses and locations in Fall 2023 will enable high school students in the District who enroll in these approved courses to receive both college credit and high school credit. Costs related to instructional materials are not to exceed \$20,000 funded by the K-12 Strong Workforce Grant.

4. RESOLUTION NO. 2324-14, DETERMINING STEPS TO ENSURE AVAILABILITY OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS FOR 2023-2024  230

This is an annual item. Approval of Resolution No. 2324-14, Determining Steps to Ensure Availability of Textbooks and Instructional Materials for 2023-2024. Education Code § 60119 specifies a public hearing shall be held in order to determine whether the District has sufficient standards-aligned textbooks and instructional materials, and encourages participation by parents, teachers, members of the community and bargaining unit leaders. The Board of Trustees shall make a determination through a resolution as to whether each pupil, in each school, in the District, has sufficient textbooks and/or instructional materials, in each of the following subject areas: English-language Arts, History Social Science, Health, Mathematics, Science, World Languages, and Science laboratory equipment. There is no financial impact.

- C. HUMAN RESOURCE SERVICES

1. BIENNIAL AUTHORIZATION OF COACHES TO PROVIDE FIRST SEMESTER PHYSICAL EDUCATION CREDIT  236

This is a biannual item. Approval of teachers who are credentialed in subjects other than Physical Education (PE) to provide PE credit to students in that respective sport. Districts may assign a teacher with a credential in a subject area other than PE to coach a competitive sport and award PE credit to students. State law requires that such teachers be full-time employees of a district who have completed a minimum of



20 hours of first aid instruction and have been approved by the Board of Trustees. It has been determined all teachers who do not hold a PE credential but are assigned coaching activities for which such credit is given, are full-time employees of the District, and have completed cardiopulmonary resuscitation, first-aid instruction and concussion training. There is no financial impact.

2. MEMORANDUM OF UNDERSTANDING WITH CAPISTRANO UNIFIED EDUCATION ASSOCIATION TO MODIFY ARTICLE 14.1: INITIAL STEP AND COLUMN PLACEMENT FOR JUNIOR RESERVE OFFICER'S TRAINING CORPS INSTRUCTORS

244

This is a new item. Approval of Memorandum of Understanding (MOU) with the California Unified Education Association to modify Article 14.1: Initial Step and Column Placement. The MOU is specifically and only related to the initial salary placement for a Junior Reserve Officer's Training Corps (JROTC) instructor for the 2023-2024 school year to allow for their step and column placement to meet the minimum salary requirement identified in the JROTC Military Instructor Pay calculator. This step and column placement will be verified by Human Resource Services. The financial impact is estimated to be approximately \$60,000 for the 2023-2024 school year.

3. MEMORANDUM OF UNDERSTANDING WITH CAPISTRANO UNIFIED EDUCATION ASSOCIATION TO MODIFY ARTICLE 14, WAGES - HOURLY SERVICE RATE FOR DISTRICT NURSES

248

This is a new item. Approval of the Memorandum of Understanding (MOU) with Capistrano Unified Education Association to modify Article 14: Wages, by adding Article 14.7.1.1 to address the hourly service rate for District Nurses. This MOU will allow the District to offer tuberculosis (TB) clinics to reduce costs and provide a more convenient service for District employees. The financial impact is a potential savings based on the number of required TB screenings.

4. ORANGE COUNTY DEPARTMENT OF EDUCATION FOURTH QUARTER REPORT - WILLIAMS SETTLEMENT LEGISLATION

252

This is a quarterly item. Acceptance of Williams Settlement Legislation Orange County Department of Education (OCDE) Fourth Quarter Report. This report represents activity conducted by OCDE during April, May and June 2023. As a result of the Williams Settlement, Education Code § 35186 mandates school districts establish policies and procedures to resolve deficiencies related to textbooks and instructional materials, teacher vacancies or misassignments, and facility conditions posing a threat to student/staff health or safety. Furthermore, Education Code § 1240 requires OCDE to report visits and reviews of district schools conducted by OCDE, if any. Additionally, the law requires the report be provided to the Board of Trustees at a regularly scheduled public meeting each quarter. During the fourth quarter, the District received no complaints.

5. CONSIDER AND APPROVE REVISED JOB DESCRIPTION - CHIEF TECHNOLOGY OFFICER

256

This is a subsequent item. Approval of the revised job description for Chief



Technology Officer. This change is based on an increase in job duties and responsibilities, including the implementation of the 1:1 student technology device program. The revised Range is from 65 to 67 on the Classified Management Compensation Schedule and the annual cost is an increase of \$12,700.

6. CONSIDER AND APPROVE NEW JOB DESCRIPTION – COORDINATOR II, COLLEGE AND CAREER GUIDANCE

260

This is a new item. Approval of the new job description for Coordinator II, College and Career Guidance. Coordinator II, College and Career Guidance supports the educational programs of the District by planning, organizing, coordinating, and overseeing college and career guidance services in collaboration with District and school site counselors and support staff. The coordinator supports student participation in Career Technical Education (CTE) pathways and related College and Career Indicator (CCI) programs. Additional work days during the summer months are required for the College and Career Guidance Coordinator. This position will need to engage in planning and development of summer bridge programs to support students in reaching college and career goals and transitioning into postsecondary programs, as well as collaborate with District staff to plan for College and Career Readiness Indicator support for the upcoming school year. This position provides oversight to Futureology counselors who return two weeks before school starts, as well as staff development and training for all counselors. The preparation for that August support would need to happen earlier in the summer, which is not normally part of the Coordinator I calendar. For that reason, staff proposes that the Coordinator I, College and Career Guidance position be upgraded to a Coordinator II, College and Career Guidance. The position will be placed at Range 54 on the Certificated Management Compensation Schedule. The difference in funding between a Coordinator I and a Coordinator II, including benefits, is \$13,495. The position will be funded by K12 Strong Workforce Program Grant funds and A-G Block Grant funds. The need for additional assignment pay to work in the summer months will be reduced to offset this increase.

7. RESIGNATIONS/RETIREMENTS/EMPLOYMENT - CERTIFICATED EMPLOYEES

265

This is a monthly item. Approval of the activity list for employment, separation, and additional assignments of certificated employees. These positions will be charged to the appropriate fund and are included in the adopted budget.

8. RESIGNATIONS/RETIREMENTS/EMPLOYMENT - CLASSIFIED EMPLOYEES

300

This is a monthly item. Approval of the activity list for employment, separation, and additional assignments of classified employees. These positions will be charged to the appropriate fund and are included in the adopted budget.

D. GENERAL FUNCTIONS

1. SCHOOL BOARD MINUTES - AUGUST 9, 2023

334

This is a monthly item. Approval of the August 9, 2023, Board Workshop meeting minutes.



2. SCHOOL BOARD MINUTES - AUGUST 16, 2023

337

This is a monthly item. Approval of the August 16, 2023, Regular Board meeting minutes.

15. ADJOURNMENT

Motion by _____ Seconded by _____

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS
WEDNESDAY, OCTOBER 18, 2023 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 three 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.

Persons seeking to address the Board on an agenda item shall complete a "Request to Address the Board of Trustees" card and give it to the Board Secretary or other designated staff member. "Request to Address the Board of Trustees" will be accepted only until 30 minutes after the start of Open Session.

Special Board meetings or separately scheduled Board public hearings shall not have Oral Communications time scheduled.

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 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.