

SPECIAL MEETING

**CAPISTRANO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES**

33122 Valle Road
San Juan Capistrano, CA 92675

March 23, 2011

6:00 p.m.

I. PRELIMINARY

Meeting was called to order by _____

Pledge of Allegiance to the Flag

Board consideration and adoption of the agenda.

Motion by _____ Seconded by _____

ROLL CALL:

	Present	Absent
Jack R. Brick, President	_____	_____
Dr. Gary Pritchard, Vice President	_____	_____
John M. Alpay, Clerk	_____	_____
Ellen M. Addonizio, Member	_____	_____
Anna Bryson, Member	_____	_____
Lynn Hatton, Member	_____	_____
Sue Palazzo, Member	_____	_____

PUBLIC COMMENTS TO AGENDA ITEMS ONLY

RECORDING OF SCHOOL BOARD MEETINGS

In accordance with Board Policy 9324, Board Minutes, all Regular School Board Meetings will be audio recorded.

II. 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

ITEMS ON THE AGENDA. Any person may address the Board concerning any item on the agenda and may, at the discretion of the Board, be granted three (3) minutes to make a presentation to the Board at the time a specific item is under discussion. However, the time assigned for individual presentations could be fewer than three (3) minutes depending upon the total number of speakers who wish to address a specific agenda topic. Prior to the opening of the meeting, a Request to Address the Board card (located in the foyer) should be completed and submitted to the Secretary of the Board. The total time devoted to presentations to the Board shall not exceed twenty (20) minutes, unless additional time is granted by the Board. All presentations shall be heard by the Board prior to the formal discussion 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.

ORAL COMMUNICATIONS (Non-Agenda Items). Citizens may address the Board on any item not appearing on the agenda. Individual presentations are limited to three (3) minutes per individual, with twenty (20) minutes in total being devoted for this purpose, 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. However, at its discretion, the Board may refer items to the administration for follow-up or place topics on a future Board agenda.

PUBLIC HEARINGS. Anytime the Board schedules a separate public hearing on any 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 policy or recommended actions which are directed at the time of the hearing.

CLOSED SESSION. In accordance with Education Code Section 35146 and Government Code Section 54957, the Board may recess to Closed Session to discuss personnel matters which they consider inadvisable to take up in a public meeting.

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.

II. DISCUSSION/ACTION

1. **BOARD/STAFF ROLES, RESPONSIBILITIES, COMMUNICATION, PROTOCOL, AND PROCEDURES:**

Trustees requested an opportunity to discuss basic Board and staff roles, responsibilities, communication, protocol, and procedures. This discussion is consistent with the Board's employment agreement with the Superintendent, which indicates that the Board and the Superintendent shall work together in a spirit of cooperation and teamwork. Also in line with the employment agreement, the Board will discuss policy governance and processes for keeping the Board informed of developments, initiatives, and issues in the District.

(Supporting Information-Exhibit A)

Contact: Joseph M. Farley, Superintendent

INFORMATION/
DISCUSSION

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2. **SCHEDULE AND FREQUENCY OF BOARD MEETINGS:**

Trustees adopted the Board's meeting schedule at its organizational meeting in December 2010. Several Trustees requested that the schedule and frequency of meetings be modified and reconsidered by the Board. This agenda item permits the Board to discuss this matter and to take action on any changes in the schedule, day, time, and frequency of Board meetings.

(Supporting Information-Exhibit B)

Contact: Joseph M. Farley, Superintendent

DISCUSSION/
ACTION

Vote ____

Motion by _____ Seconded by _____

3. **TRUSTEE APPOINTMENTS TO SPECIAL COMMITTEES, BOARDS, AND**

ROLES: Trustees appointed Board members to a variety of committees, boards, and roles at its organizational meeting in December 2010. Several Trustees requested that this item be placed on this agenda so the Board may reconsider and/or change some of the appointments.

(Supporting Information-Exhibit C)

Contact: Joseph M. Farley, Superintendent

DISCUSSION/
ACTION

Vote ____

Motion by _____ Seconded by _____

III. ADJOURNMENT

THE NEXT REGULAR MEETING OF THE GOVERNING BOARD WILL BE HELD ON TUESDAY, APRIL 12, 2011, 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

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

ROLE OF THE BOARD: POWERS AND RESPONSIBILITIES

WHEREAS, AS A SCHOOL BOARD MEMBER, I understand and accept as my primary responsibility the goal of providing the opportunity for each student to develop his/her unique abilities to the highest possible level. This goal is sought within the legal and financial framework imposed upon school districts by state and federal legislation. Whenever possible, the welfare of students, therefore, shall be given first priority in any action taken as a Board member; and

WHEREAS, I believe attainment of the goal of assisting each student to develop to his/her highest potential is directly related to the degree of local freedom for decision-making, my second responsibility is to support actively, among other initiatives, state and federal legislation which preserves and promotes local control. In turn, this will better enable my decisions as a Board member to reflect the desire of local school constituents with regard to public education, in general, and specifically within CUSD; and

WHEREAS, I realize I am a member of a policy-making board which speaks as a body and, as such, I have limited authority outside official meetings of the Board. I am aware the success of CUSD's educational programs is dependent, in part, on my ability to work with my fellow Board members in a spirit of harmony and cooperation despite differences of opinion among Trustees. A sense of loyalty to other Trustees and respect for Board decisions voted on by Board majority and cooperatively reached is, therefore, my third consideration in my actions as an individual Trustee; and

WHEREAS, I recognize the need to support and promote the professionalism of all certificated and classified employees of the District since the success of students is directly related to the quality of employee performance. Therefore, my fourth responsibility as a Board member is consideration as an employer of the needs and concerns of employees.

THEREFORE, BE IT RESOLVED, AS A SCHOOL BOARD MEMBER, I will strive to make decisions based upon providing the best educational opportunities for students of Capistrano Unified School District within the guidelines of state and federal legislation, coupled with the expressed views of local citizenry.

It shall be the responsibility of the Superintendent, in his preparation of the agenda for the annual organizational meeting, to provide for readoption of this resolution by the Board of Trustees.

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

2011 School Board Meeting Schedule

Tuesday, January 11

Tuesday, July 12

Tuesday, February 8

Tuesday, August 9

Tuesday, March 8

Tuesday, September 13

Tuesday, April 12

Tuesday, October 11

Tuesday, May 10

Tuesday, November 8

Tuesday, June 7

Tuesday, December 6

Tuesday, June 21

Adopted: 12/7/10

EXHIBIT B

TRUSTEE COMMITTEE APPOINTMENTS

1. **NOMINATING COMMITTEE OF THE ORANGE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION: 1 Trustee and 1 alternate**
Meets annually prior to the OCSBA dinner meeting in May.
2010 Assignment: Trustee Anna Bryson

<u>Anna Bryson</u>	<u>Ellen Addonizio</u>
Trustee	Alternate

2. **OCSBA POLITICAL ACTION GROUP EFFORT (PAGE): 2 Trustees**
Meets prior to the OCSBA dinner meetings in October, January, March, and May.
2010 Assignment: Trustees Addonizio and Palazzo

<u>Gary Pritchard</u>	<u>Lynn Hatton</u>
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3. **REGIONAL OCCUPATIONAL PROGRAM BOARD (ROP):**
2 Trustees & 1 Alternate
Meets the third Thursday of the month at 3 p.m. and typically does not have Board meetings in April, July, September, and November.
2010 Assignment: Trustees Brick & Palazzo (Alternate-Trustee Bryson)

<u>Sue Palazzo</u>	<u>Ellen Addonizio</u>
<u>Anna Bryson</u>	(Alternate)

4. **INSTRUCTIONAL MATERIALS REVIEW COMMITTEE: 2 Trustees**
Meets only if a committee member has a concern about proposed materials and requests that a meeting be scheduled.
2010 Assignment: Trustees Addonizio and Christensen

<u>Ellen Addonizio</u>	<u>John Alpay</u>
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5. **AD HOC COMMITTEES: 2 Trustees on each committee**
No set schedules for meetings.
2010 Assignments:

- ◆ City of Aliso Viejo: Trustees Addonizio and Lopez-Maddox

<u>Gary Pritchard</u>	<u>Anna Bryson</u>
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- ◆ City of Dana Point: Trustees Brick and Bryson

<u>John Alpay</u>	<u>Anna Bryson</u>
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- ◆ City of Laguna Niguel: Trustees Addonizio and Bryson

Anna Bryson

Ellen Addonizio

- ◆ City of Mission Viejo: Trustees Addonizio and Lopez-Maddox

Lynn Hatton

Ellen Addonizio

- ◆ City of Rancho Santa Margarita: Trustees Christensen and Palazzo

Lynn Hatton

Gary Pritchard

- ◆ City of San Clemente: Trustees Bryson and Winsten

John Alpay

Anna Bryson

- ◆ City of San Juan Capistrano: Trustees Palazzo and Winsten

Ellen Addonizio

Sue Palazzo

6. **CAPISTRANO ACADEMIC RESOURCES TO EDUCATION FOUNDATION (CARE—Formerly CUSD Foundation): 1 Trustee Meets on the third Friday of the month at 9:00 a.m.**
2010 Assignment: Trustee Brick

Lynn Hatton

7. **DISTRICT RESTRUCTURING COUNCIL: 1 Trustee Meets on an as needed basis.**
2010 Assignment: Trustee Lopez-Maddox

Gary Pritchard

John Alpay (Alternate)
