

CAPISTRANO UNIFIED SCHOOL DISTRICT
33122 Valle Road
San Juan Capistrano, CA 92675

BOARD OF TRUSTEES
Regular Meeting

December 10, 2012

Oath of Office 7:00 p.m.

AGENDA

OATH OF OFFICE
7:00 p.m.

Trustees Alpay, Hanacek, Pritchard, and Reardon

OPEN SESSION
Immediately following the Oath of Office

OPEN SESSION

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA – ROLL CALL

REORGANIZATION OF THE BOARD

1. REORGANIZATION OF BOARD – ELECTION OF PRESIDENT:

The Capistrano Unified School District Board of Trustees is conforming to Education Code requirements by holding its annual organizational meeting at the December 10, 2012, meeting. Board Policy 9100, *Annual Organizational Meeting*, presents the order of business for this meeting. Agenda items 1 through 3 may be completed under this agenda item. There is no financial impact.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Joseph Farley, Superintendent

ACTION

Vote _____

Staff Recommendation

AGENDA ITEM 1

The Superintendent will facilitate the election of the Board President. The Board may do this by oral nominations and voting, or by ballot after oral nominations are made.

AGENDA ITEMS 2 & 3

As soon as the new Board President is elected, he or she will immediately assume the role of President and will commence with the election of the Vice President and Clerk, then proceed with the other items on the evening's agenda.

RECORDING OF SCHOOL BOARD MEETINGS

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

2. REORGANIZATION OF BOARD – ELECTION OF VICE PRESIDENT:

ACTION
Vote _____

3. REORGANIZATION OF BOARD – ELECTION OF CLERK:

ACTION
Vote _____

WINTER MUSIC PROGRAM

San Clemente High School Madrigals -Under the Direction of Tiffany Fernandez

BREAK

BOARD PRESIDENT PRESENTATION

BOARD AND SUPERINTENDENT COMMENTS

ORAL COMMUNICATIONS (Non-Agenda Items)

Oral Communications will occur immediately following Board and Superintendent 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.

4. SELECTION OF TRUSTEE PARTICIPATION ON VARIOUS COMMITTEES:

DISCUSSION
ACTION
Page 1
EXHIBIT 4

Every year at the organizational meeting in December, Trustee assignments are made to various committees and other groups in which there is an expectation of Board representation. The exhibit is a listing of appointment assignments, with meeting date information, and the name or names of the Trustee who served on the committee during 2011. This agenda item requests the Board of Trustees select a member or members to serve on one or more of the committees during 2012. There is no financial impact.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Joseph Farley, Superintendent

Staff Recommendation

It is recommended the Board of Trustees review the various committees as listed in the exhibit and reach a consensus and/or take a formal vote on which Trustees will participate on the various committees.

DISCUSSION/ACTION ITEMS

5. CERTIFICATION OF THE 2012-2013 FIRST INTERIM REPORT AND ADOPTION OF RESOLUTION NO. 1213-30, 2012-2013 REVENUE AND EXPENDITURE INCREASES/DECREASES:

DISCUSSION/
ACTION
Page 3
EXHIBIT 5

In accordance with Education Code §42130, school districts are required to prepare and submit Interim Financial Reports to the governing board. Resolution No. 1213-30 adjusts the various fund budgets to reflect the First Interim Report. The purpose of these reports is to satisfy appropriate State and County Office of Education officials as to whether or not the District will be able to meet its financial obligations for the remainder of the fiscal year. Additionally, as required by AB 2756, districts must certify that minimum reserve levels are projected to be met in the two subsequent fiscal years.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Clark Hampton, Deputy Superintendent, Business and Support Services

Staff Recommendation

It is recommended the Board President recognize Clark Hampton, Deputy Superintendent, Business and Support Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve the Certification of the 2012-2013 First Interim Report and Adoption of Resolution No. 1213-30, 2012-2013 Revenue and Expenditure Increases/Decreases.

Motion by _____	Seconded by _____
ROLL CALL:	
Student Advisor Madison Wolfert ____	
Trustee Addonizio _____	Trustee Hanacek _____
Trustee Alpay _____	Trustee Hatton _____
Trustee Bryson _____	Trustee Pritchard _____
	Trustee Reardon _____

6. FISCAL YEAR 2013-2014 BUDGET DEVELOPMENT, PRELIMINARY BUDGET DEVELOPMENT CALENDAR, AND REVIEW OF THE 2012-2013 BUDGET GUIDELINES AND BUDGET ASSUMPTIONS:

DISCUSSION/
ACTION
Page 147
EXHIBIT 6

This agenda item presents for Board consideration a preliminary 2013-2014 budget calendar and the 2012-2013 (current year) budget guidelines and assumptions. The 2012-2013 guidelines and assumptions are presented herein for information purposes and to elicit any input or revisions Trustees may wish to make prior to development of the fiscal 2013-2014 budget guidelines and assumptions. The information contained in the guidelines and assumptions will be updated and revised to reflect the Governor’s January budget proposal and will be brought back to Trustees for consideration and approval on February 11, 2013. The 2013-2014 Preliminary Budget Calendar of key dates and activities is referenced as Attachment 1, and the preliminary guidelines and assumptions are referenced as Attachments 2 and 3 respectively.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Clark Hampton, Deputy Superintendent, Business and Support Services

Staff Recommendation

It is recommended the Board President recognize Clark Hampton, Deputy Superintendent, Business and Support Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve the 2013-2014 Preliminary Budget Calendar and provide direction to staff regarding the budget guidelines and assumptions.

Motion by _____ Seconded by _____

7. DEVELOPMENT OF A STEAM MAGNET SCHOOL:

DISCUSSION
ACTION
Page 165
EXHIBIT 7

This item is a follow-up to the informational item presented to Trustees at the October 8, 2012, Board meeting regarding the conceptual framework for the development of a Science, Technology, Engineering, Arts, and Mathematics (STEAM) magnet school. The magnet school program would provide a school of choice for students desiring to specialize in project-based learning focusing on STEAM content areas. The purpose of the STEAM magnet would be to develop prerequisite skills necessary for students to compete in a 21st century global economy, including creativity and innovation, critical thinking and questioning, and collaboration and teamwork.

CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment

Contact: Julie Hatchel, Assistant Superintendent, Education Services

Staff Recommendation

It is recommended the Board President recognize Julie Hatchel, Assistant Superintendent, Education Services, to present this item.

Following discussion, it is recommended the Board of Trustees provide direction to staff regarding the implementation of a STEAM magnet program.

Motion by _____ Seconded by _____

8. SCHOOL BOARD MEETING SCHEDULE FOR JULY THROUGH DECEMBER:

DISCUSSION/
ACTION
Page 167
EXHIBIT 8

Regular Board meetings are held on the second Monday and fourth Wednesday of each month. This item presents to the Board of Trustees the proposed schedule of Board meetings for the period July through December 2013. To avoid having the two meetings one week apart, the Wednesday meeting in October is scheduled on the fifth Wednesday. Due to Veterans' Day on the second Monday in November, the Board meeting was moved to the second Wednesday.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Joseph Farley, Superintendent

Staff Recommendation

It is recommended the Board of Trustees approve the proposed July through December 2013 School Board Meeting Schedule.

Motion by _____ Seconded by _____

9. SECOND READING – REVISIONS TO BOARD POLICY 1312.3, UNIFORM COMPLAINT PROCEDURES:

DISCUSSION/
ACTION
Page 169
EXHIBIT 9

Board Policy 1312.3, *Uniform Complaint Procedures* is being revised to meet new legal compliance requirements. Proposed additions to the Board policy are underlined; deletions are struck through. There is no financial impact.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

Staff Recommendation

It is recommended the Board President recognize Jodee Brentlinger, Assistant Superintendent, Personnel Services, to present Board Policy 1312.3, Uniform Complaint Procedures.

Following discussion, it is recommended the Board of Trustees approve revisions to Board Policy 1212.3, *Uniform Complaint Procedures*.

Motion by _____ Seconded by _____

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, staff, or the public 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.

GENERAL FUNCTIONS

10. SCHOOL BOARD MINUTES:

Approval of the minutes of the November 14, 2012, regular Board meeting.

Contact: Jane Boos, Manager, Board Office Operations

Page 177
EXHIBIT 10

CURRICULUM & INSTRUCTION

11. EXPULSION READMISSION:

Approval to readmit a student from expulsion. Due to the confidential nature of student expulsion readmissions, the supporting information is provided to Trustees under separate cover.

CUSD Strategic Plan Pillar 2: Safe and Healthy Schools

Contact: Julie Hatchel, Assistant Superintendent, Education Services

12. PETITION TO WAIVE CALIFORNIA HIGH SCHOOL EXIT EXAM:

Approval to waive California Education Code §60851(c) and Board Policy 6162.52 in accordance with §60851(c) for two students who have completed all requirements for passing the California High School Exit Examination (CAHSEE) subtest in Mathematics and/or English/Language Arts, case numbers 1213-004 through 1213-005. California Education Code §60851(c) and Board Policy 6162.52 provide authority for the Board of Trustees to review and approve waivers for special education students to pass the CAHSEE with modifications stated in the pupil's Individualized Education Program. Supporting information for this item is provided to Trustees under separate cover so that individual student rights under the Family Educational Rights and Privacy Act are protected.

CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment

Contact: Julie Hatchel, Assistant Superintendent, Education Services

13. MEMBERS OF THE SPECIAL EDUCATION LOCAL PLAN AREA COMMUNITY ADVISORY COMMITTEE:

Approval of the appointment of candidates to serve as Community Advisory Committee (CAC) voting members for the 2013 and 2014 calendar years. In accordance with the California Education Code §56190, each Special Education Local Plan Area (SELPA) shall establish a CAC with parents of special education students forming the majority. Based on the bylaws of the SELPA, a committee of voting members is established annually, comprised of District parents, teachers, administrators, and community representatives that serve District students. The term of appointment for voting members is two years, staggered annually. This item requests Board approval to appoint Kim Horner, Lisa Klipfel, Janette Morey, Shadi Pourkashef, and Mercedes Wagner as CAC voting members for the 2013 and 2014 calendar years.

CUSD Strategic Plan Pillar 1: Community Relations

Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations

14. CONTRACT SERVICE AGREEMENT NO. 38811, AUTHORIZING EXECUTION OF THE ORANGE COUNTY DEPARTMENT OF EDUCATION/KAISER PERMANENTE ORANGE COUNTY COMMUNITY BENEFIT GRANT PROGRAM:

Approval of Service Agreement No. 38811 authorizing the execution of the Orange County Department of Education/Kaiser Permanente Orange County Community Benefit Grant Program, providing services to students through the implementation of the school-based physical education/activity and the Healthy For Life Program. Participation in the program, through partnership with the Orange County Department of Education, Kaiser Permanente; St. Joseph's Health System; and California State University, Fullerton, will provide the opportunity for teachers at Del Obispo and San Juan Elementary Schools to receive training on the use of low/no-prep physical activity and healthy eating tools and resources to provide brief activity breaks during the school day that improve student classroom behavior.

CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment

CUSD Strategic Plan Pillar 1: Community Relations

Contact: Julie Hatchel, Assistant Superintendent, Education Services

15. **STUDENT TEACHING AGREEMENT-CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS:** Page 193
EXHIBIT 15
Approval of student teaching agreement with California State University, Dominguez Hills. During the school year, master teachers are selected to work with student teachers to fulfill the requirements for student teaching at various institutes of higher education. Student teaching requires fieldwork experience to earn a California Teaching Credential.
CUSD Strategic Plan Pillar 1: Community Relations
Contact: Julie Hatchel, Assistant Superintendent, Education Services

16. **STUDENT TEACHING AGREEMENT – HOPE INTERNATIONAL UNIVERSITY OF FULLERTON:** Page 197
EXHIBIT 16
Approval of student teaching agreement with Hope International University of Fullerton. During the school year, master teachers are selected to work with student teachers to fulfill the requirements for student teaching at various institutes of higher education. Student teaching requires fieldwork experience to earn a California Teaching Credential.
CUSD Strategic Plan Pillar 1: Community Relations
Contact: Julie Hatchel, Assistant Superintendent, Education Services

BUSINESS & SUPPORT SERVICES

17. **PURCHASE ORDERS, COMMERCIAL WARRANTS, AND PREVIOUSLY BOARD-APPROVED BIDS AND CONTRACTS:** Page 201
EXHIBIT 17
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 \$2,642,514.50; the commercial warrants total \$6,528,995.91. 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 by vendor warrants exceeding \$250,000.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services

18. **DONATION OF FUNDS AND EQUIPMENT:** Page 237
EXHIBIT 18
A number of gifts have been donated to the District, including \$454,625.93 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.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services

19. **INDEPENDENT CONTRACTOR, MASTER CONTRACT, AND PROFESSIONAL SERVICES AGREEMENTS:** Page 241
EXHIBIT 19
Approval and ratification of amendments to existing District standardized and non-standardized Independent Contractor, Master Contract, and Professional Services Agreements. The exhibit shows one ratification of a standard master contract agreement to revise contract term, two amendments to change contract type, two amendments to revise fee schedules, three amendments to revise contract terms on non-standardized master contracts, and one amendment to increase contract amount by \$50,000 for additional services as requested by the District.

Due to the size of the contract documents, the General Conditions for each type of agreement are posted online on the District's Board Agendas and Supporting Documentation page.

CUSD Strategic Plan Pillar 2: Safe & Healthy Schools

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Clark Hampton, Deputy Superintendent, Business and Support Services

20. SPECIAL EDUCATION INFORMAL DISPUTE RESOLUTION AGREEMENTS:

Approval of the ratification of special education Informal Dispute Resolution agreement Case #080712, Case #102012, and Case #102112. Due to the confidential nature of the agreements, supporting information is provided to Trustees under separate cover.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations

21. MODIFICATION TO SPECIAL EDUCATION SETTLEMENT AGREEMENT:

Approval of the ratification of the modification to special education settlement agreement #2012080850. Due to the confidential nature of the agreement, supporting information is provided to Trustees under separate cover.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations

22. INTERAGENCY AGREEMENT BETWEEN THE DISTRICT AND THE REGIONAL CENTER OF ORANGE COUNTY:

Approval of the Interagency Agreement between the District and the Regional Center of Orange County (RCOC) describes the cooperation between the District and RCOC in identification, assessment, and services to eligible District students. The Agreement provides information on the roles and responsibilities of each agency and outlines the exchange of information between the District and RCOC in order to comply with state and federal laws regarding confidentiality and child find. The Agreement remains in effect until revised or amended by the parties. There is no fiscal impact.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations

Page 285
EXHIBIT 22

23. RESOLUTION NO. 1213-29 – ANNUAL AND FIVE-YEAR REPORTABLE FEES REPORT FOR FISCAL YEAR 2011-2012, IN COMPLIANCE WITH GOVERNMENT CODE §66006 AND §66001:

Approval of Resolution No. 1213-29 authorizing the Annual and Five-Year Reportable Fees Reports for Fiscal Year 2011-2012, in compliance with Government Code §66006 and §66001. On February 9, 1998, the Board of Trustees adopted guidelines in Senate Bill 1693, legislation requiring school districts to justify and report the need and reasonableness of any collection and spending of developer fees for new school facilities. In compliance with Government Code §66006 and §66001, findings on the type and amounts of fees are to be published in Annual and Five-Year Reports, as long as the District continues to use developer fees as a funding mechanism for new school facility projects. Also, the District published a "Notice of Public Meeting," and made the reports available to the public at least 15 days prior to the District's Board meeting.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Clark Hampton, Deputy Superintendent, Business and Support Services

Page 329
EXHIBIT 23

24. **RATIFICATION OF CHANGE ORDER NO. 14 – BID NO. 1011-11, CAPISTRANO VALLEY HIGH SCHOOL PERFORMING ARTS CENTER:** Page 343
EXHIBIT 24
Ratification of Change Order No. 14 related to the construction of the Capistrano Valley High School Performing Arts Center. In a previous action, the Board of Trustees delegated to the Superintendent the authority to approve work orders changing the cost of construction contracts, provided the cost does not exceed \$25,000 per individual work order. This change order aggregates various work orders that may consist of additions, deletions, or other revisions that are now being presented to the Board of Trustees for ratification. All such changes in the work are performed under applicable conditions of the change in contract documents. The approved work orders and the resulting change orders are shown in the exhibit. The original contract sum was \$11,975,007. The new contract sum including Change Order No. 14 is \$12,582,288.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
25. **EXTENSION OF INDEPENDENT CONTRACTOR AGREEMENT WITH MTGL, INCORPORATED:** Page 417
EXHIBIT 25
Approval of the Extension of Independent Contractor Agreement No. I1011110 with MTGL, Incorporated to provide special inspections and materials testing for construction projects, as required by the District. The contractor agreed to reduce fees at the last renewal and cannot reduce its fees for services any further due to the prevailing wage requirement. Annual expenditures under this contract are limited to \$200,000, funded by the appropriate project account.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
26. **EXTENSION OF INDEPENDENT CONTRACTOR AGREEMENT WITH KNOWLAND CONSTRUCTION SERVICES:** Page 439
EXHIBIT 26
Approval of the Extension of Independent Contractor Agreement No. I1011109 with Knowland Construction Services to provide Department of the State Architect approved inspectors of record for construction projects, as required by the District. The contractor agreed to maintain previously negotiated discounted pricing. Annual expenditures under this contract are limited to \$400,000, funded by the appropriate project account.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
27. **EXTENSION OF INDEPENDENT CONTRACTOR AGREEMENT WITH NINYO & MOORE:** Page 453
EXHIBIT 27
Approval of the Extension of Independent Contractor Agreement No. I1011111 with Ninyo & Moore to provide special inspections and materials testing for construction projects, as required by the District. The contractor agreed to reduce fees at last renewal and cannot reduce its fees for services any further due to the prevailing wage requirement, but will discount non-prevailing-wage staff by five percent. Annual expenditures under this contract are limited to \$200,000, funded by the appropriate project account.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
28. **AMENDMENT TO AGREEMENT BID NO. 1011-14, GROCERY PRODUCTS, ADDITIONAL FUNDS:** Page 473
EXHIBIT 28
Approval of Amendment to Agreement Bid No. 1011-14 for grocery products with Gold Star Foods, Incorporated, increasing the “not to exceed” amount to \$131,000 annually for additional grocery products required due to menu changes related to USDA regulations. Expenditures will be funded from Food and Nutrition Services.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services

PERSONNEL SERVICES

29. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES:

Page 489
EXHIBIT 29

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.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

30. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:

Page 501
EXHIBIT 30

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.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

31. QUARTERLY REPORT – WILLIAMS SETTLEMENT UNIFORM COMPLAINT:

Page 511
EXHIBIT 31

Acceptance of Williams Settlement First Quarter Site Review Report. 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, facility conditions posing a threat to student/staff health or safety, and instruction and services for the California High School Exit Examination. The law requires that any deficiencies or complaints be reported to the Board of Trustees at a regularly scheduled public meeting each quarter. There are no deficiencies or complaints to report for the first quarter.

CUSD Strategic Plan Pillar 5: Effective Operations.

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

Motion by _____

Seconded by _____

ROLL CALL:

Student Advisor Madison Wolfert ____

Trustee Addonizio _____

Trustee Alpay _____

Trustee Bryson _____

Trustee Hanacek _____

Trustee Hatton _____

Trustee Pritchard _____

Trustee Reardon _____

NOTE: BY USING A ROLL CALL VOTE FOR THE CONSENT CALENDAR, IT WILL MEET THE NEED FOR ACTION ITEMS WHICH REQUIRE A SIMPLE MOTION OR ROLL CALL VOTE.

CLOSED SESSION

32. CLOSED SESSION (as authorized by law)

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

(Pursuant to Education Code §54957)

EXHIBIT 32 A

B. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT

Manager I, Maintenance and Operations

(Pursuant to Government Code §54957)

EXHIBITS 32 B

C. STUDENT EXPULSIONS

Deliberations of Findings of Fact and Recommendations

(Pursuant to Education Code §48918{c} and §35145)

EXHIBIT 32 C1-C5

REPORT ON CLOSED SESSION ACTION

ADJOURNMENT

Motion by _____ Seconded by _____

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS MONDAY,
JANUARY 7, 2013, 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

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 §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.

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.