

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

BOARD OF TRUSTEES
Regular Meeting

September 10, 2012

Closed Session 6:00 p.m.
Open Session 7:00 p.m.

AGENDA

CLOSED SESSION AT 6:00 P.M.

1. **CALL TO ORDER**

2. **CLOSED SESSION COMMENTS**

3. **CLOSED SESSION** (as authorized by law)
 - A. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION EXHIBIT 3A**
Significant Exposure to Litigation - One Case
Informal Dispute Resolution Case No. 070112
(Pursuant to Government Code §54956.9{b})

 - B. **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE** **EXHIBIT 3B**
(Pursuant to Government Code §54957)

 - C. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Superintendent
(Pursuant to Government Code §54957)

RECORDING OF SCHOOL BOARD MEETINGS

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

OPEN SESSION AT 7:00 P.M.

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA – ROLL CALL

REPORT ON CLOSED SESSION ACTION

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.

DISCUSSION/ACTION ITEMS

1. REPORT ON THE FIRST WEEK OF SCHOOL:

The District began its 48th year as a unified school district on Wednesday, Sept. 5, 2012, when students returned to school. Some of important advances this year include the transition to the Common Core State Standards, online curriculum offered at California Preparatory Academy and Capistrano Virtual School, Orange County's first elementary Mandarin language immersion program at Marian Bergeson Elementary School, and Brandman University's support of Carl Hankey K-8 School's International Baccalaureate candidacy. Staff will present updated information on enrollment, staffing, and instruction for the first week of school.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

Contact: Joseph M. Farley, Superintendent

Staff Recommendation

It is recommended the Board President recognize Joseph Farley, Superintendent, to present this item.

INFORMATION/
DISCUSSION

2. MEMORANDUM OF UNDERSTANDINGS WITH UNITED STATES FISH AND WILDLIFE SERVICE, NATIONAL PARK SERVICE, AND SAN DIEGO STATE UNIVERSITY FIELD STATION PROGRAMS:

The Memorandum of Understandings (MOU) outline collaboration between the District and entities associated with the United States Fish and Wildlife Service, National Park Service, and San Diego State University Field Station Programs. The project centers on bringing science, technology, engineering and mathematics (STEM) resources from remote locations to students in the District by virtual field trip learning experiences. The program is currently in year two of a pilot that involves nine schools with at least one class participating in each school. Teachers will work with scientists and historians at the parks to develop curricular units of study that promote STEM career paths.

DISCUSSION/
ACTION

Page 1

EXHIBIT 2

Students will participate in a minimum of two virtual field trips during the year. Approval of the MOU allows the District to collaborate with multiple federal agencies. There is no financial impact associated with this item.

Contact: Julie Hatchel, Assistant Superintendent, Education Services

CUSD Strategic Plan Pillar 3.3: Develop & refine alternative programs for students

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 approve the Memorandums of Understandings with the United States Fish and Wildlife Service, National Park Service, and San Diego State University Field Station Programs.

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

3. SCHOOL BOARD MINUTES:

Approval of the minutes of the August 13, 2012, special Board meeting.

Contact: Jane Boos, Manager, Board Office Operations

Page 21

EXHIBIT 3

4. SCHOOL BOARD MINUTES:

Approval of the minutes of the August 20, 2012, regular Board meeting.

Contact: Jane Boos, Manager, Board Office Operations

Page 23

EXHIBIT 4

CURRICULUM & INSTRUCTION

5. EXPULSION READMISSION:

Approval to readmit a student from expulsion. Due to the confidential nature of the student expulsion readmission, 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

BUSINESS & SUPPORT SERVICES

6. PURCHASE ORDERS, COMMERCIAL WARRANTS, AND PREVIOUSLY BOARD-APPROVED BIDS AND CONTRACTS:

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 \$758,093.58; the commercial warrants total \$5,958,543.79. 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.

CUSD Strategic Plan Pillar 5: Effective Operations

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

Page 29

EXHIBIT 6

7. DONATION OF FUNDS AND EQUIPMENT:

A number of gifts have been donated to the District, including \$57,645.17 in cash. These funds will be deposited in the appropriate school accounts. Items other than cash gifts have no financial impact on the budget. The District does not guarantee maintenance of those items or the expenditure of any District funds for their continued use.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

Page 49
EXHIBIT 7

8. INDEPENDENT CONTRACTOR, MASTER CONTRACT, AND PROFESSIONAL SERVICES AGREEMENTS:

Approval and ratification of District standardized Independent Contractor, Master Contract, and Professional Services Agreements. The State of California is in financial crisis, and as a result, California school budgets have been cut by 25 percent over the past four years. Because of these significant cuts, staff requests contractors to reduce their fees for services by ten percent. The expenditures related to the listed agreements were previously authorized as part of the District's budget approval process. The agreements total \$13,208.

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

Page 51
EXHIBIT 8

9. SPECIAL EDUCATION INFORMAL DISPUTE RESOLUTION AGREEMENT:

Approval of the ratification of special education Informal Dispute Resolution agreement case #070212. Due to the confidential nature of the agreement, supporting information is provided to Trustees under separate cover. There is no financial impact.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

10. SPECIAL EDUCATION SETTLEMENT AGREEMENT:

Approval of the ratification of special education settlement agreement #2012030058. 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

11. MASTER CONTRACT WITH SPECTRUM CENTER-ROSSIER PARK ELEMENTARY, A NON-PUBLIC SCHOOL:

Approval of Master Contract No. MCA 1213112 for special education services to be provided by Spectrum Center-Rossier Park Elementary, a non-public school. The contractor will provide services at the rates indicated in the agreement. Due to an ongoing negotiation with several non-public schools, including Rossier, regarding the 2012-2013 special education Master Contract, and the District's need to place students in Rossier as soon as possible, the terms of the 2011-2012 Master Contract are submitted for approval. The District did not have any students at Rossier Park Elementary during the 2011-2012 school year and did not have a signed 2011-2012 Master Contract. The District will continue to negotiate regarding the 2012-2013 Master Contract. Expenditures under this contract are limited to \$136,000, paid out of special education funds.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

Page 61
EXHIBIT 11

12. **RESOLUTION NO. 1213-15 – PRELIMINARY 2011-2012 FINANCIAL STATEMENTS (UNAUDITED ACTUALS):** Page 97
EXHIBIT 12
 Approval of Resolution No. 1213-15 to approve the 2011-2012 annual financial statements (Unaudited Actuals). Resolution No. 1213-15 will be forwarded to the Orange County Department of Education, reviewed for accuracy and compliance and subsequently transmitted to the Superintendent of Public Instruction.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
13. **RESOLUTION NO. 1213-16 – ADOPTING THE 2011-2012 ACTUAL GANN LIMIT AND THE 2012-2013 ESTIMATED GANN LIMIT:** Page 271
EXHIBIT 13
 Approval of Resolution No. 1213-16 adopting the 2011-2012 actual Gann Limit and the 2012-2013 estimated Gann Limit. Resolution No. 1213-16 establishes the actual Gann Limit for 2011-2012 at \$272,278,973.54 and the estimated Gann Limit for 2012-2013 at \$286,075,689.48. Approval of this resolution will have no financial implications on either the 2011-2012 or 2012-2013 budgets.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
14. **RESOLUTION NO. 1213-17 – AUTHORIZING THE INCREASE/DECREASE IN APPROPRIATIONS FOR THE FISCAL YEAR ENDING 2011-2012:** Page 275
EXHIBIT 14
 Approval of Resolution No. 1213-17 authorizing the increase and decrease in appropriations for the fiscal year ending 2011-2012. Resolution No. 1213-17 will adjust the budget approved at second interim 2011-2012 to final unaudited actuals budgets.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
15. **RESOLUTION NO. 1213-18 - REAPPROPRIATION OF CARRYOVER FUNDS:** Page 281
EXHIBIT 15
 Approval of Resolution No. 1213-18 authorizing the reappropriation of carryover funds. Resolution No. 1213-18 authorizes the reappropriation of carryover income and associated expenditures for the 2012-2013 fiscal year based on final unaudited balances for the 2011-2012 fiscal year. The carryover income and expenditures will adjust balances that were adopted in June 2012.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
16. **RESOLUTION NO. 1213-19 - CLASS SIZE REDUCTION PROGRAM AND CERTIFICATION FOR 2012-2013:** Page 287
EXHIBIT 16
 Approval of Resolution No. 1213-19 to participate in the Class Size Reduction Program and certification for 2012-2013. Resolution No. 1213-19 declares the desire of the District to participate in the Class Size Reduction Program and file the appropriate application for the 2012-2013 fiscal year.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
17. **EXTENSION OF AGREEMENT FOR CONSTRUCTION MANAGEMENT SERVICES – EDENCO, INCORPORATED:** Page 291
EXHIBIT 17
 Approval of Extension of Agreement for Construction Management Services Contract No. C10111076 to be provided by Edenco, Incorporated. The vendor will hold its previously negotiated discounted pricing for the contract renewal. Services are on an as-needed basis as projects are approved. The charges for these construction management services are consistent with allowable fees established by the Office of Public School Construction, which are four to eight percent of the projects' construction cost. Annual expenditures under this agreement are limited to \$460,000, funded by CFD 87-1 and CFD 98-2.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services

18. LIMITED USE LICENSE AGREEMENT BETWEEN THE DISTRICT AND RANCHO SANTA MARGARITA LANDSCAPE AND RECREATION CORPORATION FOR USE OF ARROYO VISTA PARK:

Page 331
EXHIBIT 18

Approval of the renewal of the Limited Use License Agreement between the District and Rancho Santa Margarita Landscape and Recreation Corporation (SAMLARC) for student use of Arroyo Vista Park. Arroyo Vista School is located adjacent to Arroyo Vista Park in the City of Rancho Santa Margarita. The park is maintained by SAMLARC, a non-profit homeowners association. Since the school opened in 1992, students from Arroyo Vista School have been using the adjacent park for various activities, operating under a limited use license agreement. The additional space provides the students with greater recreational and physical education opportunities.

The Limited Use License Agreement was developed to provide general provisions defining each agency's responsibilities. Terms of the agreement include a defined amount of student use of the park for the current school year for a fee of \$5,000, paid out of the general fund. SAMLARC will be responsible for all ongoing maintenance of the park. The original Limited Use License Agreement was reviewed and approved by District and SAMLARC legal counsels.

CUSD Strategic Plan Pillar 5: Effective Operations

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

19. LIMITED USE LICENSE AGREEMENT BETWEEN THE DISTRICT AND SANTA MARGARITA LANDSCAPE AND RECREATION CORPORATION FOR USE OF TIJERAS CREEK PARK:

Page 351
EXHIBIT 19

Approval of the renewal of the Limited Use License Agreement between the District and Rancho Santa Margarita Landscape and Recreation Corporation (SAMLARC) for student use of Tijeras Creek Park. Tijeras Creek Elementary School is located adjacent to Tijeras Creek Park in the City of Rancho Santa Margarita. The park is maintained by SAMLARC, a non-profit homeowners association. Since the school opened in 2000, students from Tijeras Creek Elementary School have been using the adjacent park for various activities, operating under a limited use license agreement. The additional space benefits the students with greater recreational and physical education opportunities. The Limited Use License Agreement was developed to provide general provisions defining each agency's responsibilities. Terms of the agreement include a defined amount of student use of the park for the upcoming school year for a fee of \$8,900, paid out of the general fund. SAMLARC will be responsible for all ongoing maintenance of the park. The original Limited Use License Agreement was reviewed and approved by District and SAMLARC legal counsels.

CUSD Strategic Plan Pillar 5: Effective Operations

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

20. RATIFICATION OF CHANGE ORDER NO. 1 – BID NO. 1112-14, NEWHART MIDDLE SCHOOL MULTI-PURPOSE ROOM PROJECT:

Page 371
EXHIBIT 20

Ratification of Change Order No. 1 related to the renovation of the multi-purpose room at Newhart Middle School. 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 \$798,532. The new contract sum including Change Order No. 1 is \$876,809.

CUSD Strategic Plan Pillar 5: Effective Operations

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

- 21. RATIFICATION OF CHANGE ORDER NO. 11 – BID NO. 1011-11, CAPISTRANO VALLEY HIGH SCHOOL PERFORMING ARTS CENTER:** Page 459
EXHIBIT 21
- Ratification of Change Order No. 11 related to the construction of the theater at Capistrano Valley High School. 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. 11 is \$12,362,424.
- CUSD Strategic Plan Pillar 5: Effective Operations*
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
- 22. FINAL ACCEPTANCE AND FILING OF NOTICE OF COMPLETION FOR SAN JUAN HILLS HIGH SCHOOL SYNTHETIC TRACK – CALIFORNIA TRACK & ENGINEERING, INCORPORATED:** Page 525
EXHIBIT 22
- Approval of the final acceptance and filing of the Notice of Completion for the construction of the synthetic track at San Juan Hills High School. All work has been inspected and completed to the satisfaction of staff, and the District has given the contractor notice of beneficial occupancy as of August 2, 2012.
- CUSD Strategic Plan Pillar 5: Effective Operations*
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
- 23. AMENDMENT TO AGREEMENT BID NO. 1011-07, CO-CURRICULAR BUS SERVICE, NAME CHANGE:** Page 527
EXHIBIT 23
- Approval of Amendment to Agreement Bid No. 1011-07 for co-curricular bus service with Southern California Gray Line, changing the company name to Pacific Coast Sightseeing Tours & Charters, Incorporated. The company was sold on July 21, 2012. All appropriate documentation has been filed with the Purchasing Department to implement this change.
- CUSD Strategic Plan Pillar 5: Effective Operations*
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
- 24. EXTENSION OF BID NO. 1112-10, TREE TRIMMING MAINTENANCE SERVICE – WEST COAST ARBORISTS, INCORPORATED:** Page 539
EXHIBIT 24
- Approval of extension of Bid No. 1112-10 for tree trimming service to be provided by West Coast Arborists, Incorporated. The vendor was asked to reduce pricing for the contract renewal. West Coast Arborists has offered reduced pricing and will hold the reduced prices if the District will extend the contract term through September 26, 2016. Contracts for services may not exceed five years in length per California Ed Code §17596. Annual expenditures under this contract are limited to \$100,000, funded by the routine restricted maintenance account.
- CUSD Strategic Plan Pillar 5: Effective Operations*
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
- PERSONNEL SERVICES**
- 25. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES:** Page 563
EXHIBIT 25
- 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

26. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:

Page 567
EXHIBIT 26

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

27. FOURTH QUARTER TEACHER ASSIGNMENT MONITORING RECAP REQUIRED BY THE WILLIAMS SETTLEMENT LEGISLATION FOR THE 2011-2012 SCHOOL YEAR:

Page 573
EXHIBIT 27

Acceptance of Williams Settlement Fourth Quarter Teacher Monitoring 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. Furthermore, 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 fourth 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 Brick _____

Trustee Bryson _____

Trustee Hatton _____

Trustee Palazzo _____

Trustee Pritchard _____

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.

ADJOURNMENT

Motion by _____ Seconded by _____

THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS MONDAY, SEPTEMBER 24, 2012, 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
BOARD OF TRUSTEES

33122 Valle Road
San Juan Capistrano, CA 92675

ADDENDUM
to
September 10, 2012
Board Agenda

DISCUSSION/ACTION ADDITION

2 A

**CONSIDERATION OF ELIMINATION OF BOARD OF TRUSTEE
STIPEND FOR 2012-2013:**

Discussion/
Action

When the Board of Trustees voted to approve the 2008-2009 Preliminary Budget on February 25, 2008, its motion included action to eliminate the reimbursement for Board members' travel and conferences and to reduce Trustees' stipends from \$750 to \$375 per month. Trustees subsequently reinstated the travel and conference reimbursement on October 6, 2008, under a separate agenda item that was entitled, "Travel/Conference Expense Reimbursement."

When the Board of Trustees voted to approve the 2012-2013 Budget Adoption on June 27, 2012, its motion included action to further reduced Trustee compensation by an amount consistent with the percentage of cuts taken by the Capistrano Unified Education Association. The motion indicated that the reduction was to include straight salary reduction, furlough day related salary reductions, and reductions from delayed salary schedule advancement.

Trustees Pritchard and Alpay asked that the Board consider the suspension and/or elimination of the entire stipend at this meeting.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Joseph M. Farley, Superintendent

Staff Recommendation:

It is recommended the Board President recognize Trustee Alpay to present this item.

Following discussion, it is recommended the Board of Trustees provide direction to staff on this matter in a motion.

Motion by _____

Seconded by _____

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.