

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

BOARD OF TRUSTEES
Regular Meeting

May 8, 2013

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. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT

EXHIBIT 3A1-A2

- 1) Middle School Principal
 - 2) Elementary School Principals
- (Pursuant to Government Code §54957)*

B. CONFERENCE WITH LABOR NEGOTIATORS

EXHIBIT 3B

- Dr. Joseph M. Farley/Jodee Brentlinger/Clark Hampton/Jon Pearl
Employee Organizations:
- 1) Capistrano Unified Education Association (CUEA)
 - 2) Capistrano School Employees Association (CSEA)
 - 3) Teamsters
- (Pursuant to Government Code §54957.6)*

PUBLIC HEARING: Agenda Item #1 – CUEA Contract Reopener Proposal for the 2013-2014 School Year
PUBLIC HEARING: Agenda Item #3 – CSEA Contract Reopener Proposal for the 2013-2014 School Year
PUBLIC HEARING: Agenda Item #5 – Teamsters Contract Reopener Proposal for the 2013-2014 School Year

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

SPECIAL RECOGNITIONS

*Lyndcee Barragato - Participation in the Best Buddies Program
Stephany Rose, Paul Coppes, and Randy Hudson – CUSD Teachers of the Year*

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.

PUBLIC HEARINGS

- 1. PUBLIC HEARING – DISTRICT CONTRACT REOPENER PROPOSAL TO CUEA FOR THE 2013-2014 SCHOOL YEAR:** INFORMATION/
DISCUSSION

The Board will conduct a public hearing on the District’s contract reopener proposal to Capistrano Unified Education Association (CUEA) for the 2013-2014 school year. Supporting information is located in Exhibit 2.

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.

- 2. DISTRICT CONTRACT REOPENER PROPOSAL TO CUEA FOR THE 2013-2014 SCHOOL YEAR:** DISCUSSION/
ACTION
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EXHIBIT 2

On June 27, 2012, the Board formally adopted a one-year settlement agreement between the District and Capistrano Unified Education Association (CUEA). The current contract is in effect from July 1, 2012, through June 30, 2013. Board Policy 4143.1 Public Notice – Issues of Meeting and Negotiations describes the steps to be taken by the Board and its authorized representatives in order to enter into a new agreement with an exclusive bargaining unit. The District is submitting its reopener proposal so the 2013-2014 negotiations may address the context of the current District and state funding challenges.

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 this item.

Following discussion, it is recommended the Board of Trustees approve the District contract reopener proposal to CUEA for the 2013-2014 school year.

Motion by _____ Seconded by _____

3. PUBLIC HEARING – DISTRICT CONTRACT REOPENER PROPOSAL TO CSEA FOR THE 2013-2014 SCHOOL YEAR:

INFORMATION/
DISCUSSION

The Board will conduct a public hearing on the District contract reopener proposal to California School Employee Association, Chapter 224 (CSEA) for the 2013-2014 school year. Supporting information is located in Exhibit 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.

4. DISTRICT CONTRACT REOPENER PROPOSAL TO CSEA FOR THE 2013-2014 SCHOOL YEAR:

DISCUSSION/
ACTION

On June 27, 2012, the Board formally adopted a one-year settlement agreement between the District and California School Employee Association, Chapter 224 (CSEA). The current contract is in effect from July 1, 2012, through June 30, 2013. Board Policy 4143.1 Public Notice – Issues of Meeting and Negotiations describes the steps to be taken by the Board and its authorized representatives in order to enter into a new agreement with an exclusive bargaining unit. The District is submitting its reopener proposal so the 2013-2014 negotiations may address the context of the current District and state funding challenges.

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EXHIBIT 4

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 this item.

Following discussion, it is recommended the Board of Trustees approve the District contract reopener proposal to CSEA for the 2013-2014 school year.

Motion by _____ Seconded by _____

5. PUBLIC HEARING – DISTRICT CONTRACT REOPENER PROPOSAL TO TEAMSTERS FOR THE 2013-2014 SCHOOL YEAR:

INFORMATION/
DISCUSSION

The Board will conduct a public hearing on the District contract reopener proposal to Teamsters for the 2013-2014 school year. Supporting information is located in Exhibit 6.

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.

6. DISTRICT CONTRACT REOPENER PROPOSAL TO TEAMSTERS FOR THE 2013-2014 SCHOOL YEAR:

DISCUSSION/
ACTION
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EXHIBIT 6

On June 27, 2012, the Board formally adopted a one-year settlement agreement between the District and Teamsters. The current contract is in effect from July 1, 2012, through June 30, 2013. Board Policy 4143.1 Public Notice – Issues of Meeting and Negotiations describes the steps to be taken by the Board and its authorized representatives in order to enter into a new agreement with an exclusive bargaining unit. The District is submitting its reopener proposal so the 2013-2014 negotiations may address the context of the current District and state funding challenges.

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 this item.

Following discussion, it is recommended the Board of Trustees approve the District contract reopener proposal to Teamsters for the 2013-2014 school year.

Motion by _____ Seconded by _____

DISCUSSION/ACTION ITEMS

7. RESOLUTION NO. 1213-42, CALIFORNIA DAY OF THE TEACHER:

DISCUSSION/
ACTION
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EXHIBIT 7

Resolution No. 1213-42 recognizes May 8, 2013, as California Day of the Teacher. This resolution serves as official notice to all employees, as well as all citizens of the District, of the Board’s recognition of the excellent service provided by its certificated staff. There is no financial impact.

CUSD Strategic Plan Pillar 1: Community Relations

Contact: Marcus Walton, Chief Communications Officer

Staff Recommendation

It is recommended the Board President recognize Marcus Walton, Chief Communications Officer, to present this item.

Following discussion, it is recommended the Board of Trustees approve Resolution No. 1213-42, recognizing May 8, 2013, as California Day of the Teacher.

Motion by _____ Seconded by _____

ROLL CALL:

Student Advisor Madison Wolfert _____

Trustee Addonizio _____

Trustee Bryson _____

Trustee Hanacek _____

Trustee Hatton _____

Trustee Pritchard _____

Trustee Reardon _____

Trustee Alpay _____

8. RESOLUTION NO. 1213-43, CLASSIFIED SCHOOL EMPLOYEES’ WEEK:

DISCUSSION/
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EXHIBIT 8

Resolution No. 1213-43, recognizes the week of May 19 - 25, 2013, as Classified School Employees’ Week. This resolution serves as official notice to all employees, as well as all citizens of the District, of the Board’s recognition of the excellent service provided by its classified staff. There is no financial impact.

CUSD Strategic Plan Pillar 1: Community Relations

Contact: Marcus Walton, Chief Communications Officer

Staff Recommendation

It is recommended the Board President recognize Marcus Walton, Chief Communications Officer, to present this item.

Following discussion, it is recommended the Board of Trustees approve Resolution No. 1213-43, recognizing the week of May 19 - 25, 2013, as Classified School Employees' Week.

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

9. CUEA CONTRACT REOPENER PROPOSAL FOR THE 2013-2014 SCHOOL YEAR:

The current collective bargaining agreement between the District and Capistrano Unified Education Association (CUEA) expires on June 30, 2013. On April 29, 2013, CUEA presented the District with the association's proposal. The District's proposal to reopen negotiations for the 2013-2014 school year is addressed in agenda item 2. Board Policy 4143.1, Public Notice-Issues of Meeting and Negotiations describes the steps to be taken by the Board and its authorized representatives in order to enter into a new agreement with an exclusive bargaining unit.

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 this item.

Following discussion, it is recommended the Board of Trustees accept receipt of the CUEA contract reopener proposal.

Motion by _____ Seconded by _____

10. RATIFICATION OF CERTIFICATE OF COMPLIANCE:

The Board is asked to ratify a project specific Certificate of Compliance form for use between the Rancho Mission Viejo Community Development Company (RMV) and the District relating to the building of homes for new housing projects planned within the District. This will provide for a provisional agreement while a formal mitigation agreement between the District and RMV is being negotiated. The mitigation agreement will fund school sites and facilities for students who will eventually reside in the housing projects. The Certificate of Compliance provides evidence to the construction permit issuing authority, in this case the County of Orange, that home builders have satisfied a statutory requirement to mitigate the impact that students residing in the homes will have on District facilities. The exhibit to this item includes information on the mitigation fees. This certificate of compliance will be executed each time a home builder requests a permit for a home from the County and pays the appropriate fees to the District.

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, who will present this item.

DISCUSSION/
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EXHIBIT 9

DISCUSSION/
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EXHIBIT 10

Following discussion, it is recommended the Board of Trustees approve the ratification of the Certificate of Compliance.

Motion by _____ Seconded by _____

11. PROPOSED 2013-2014 PROPOSED REVISED SCHOOL CALENDAR:

Trustees approved the 2013-2014 School Calendar on December 11, 2011. After the adoption of the calendar, staff and Trustees received feedback regarding the placement of elementary parent conferences and the last day of school for students. This item presents Trustees with the recommended revisions to the District instructional calendar for the 2013-2014 school year.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

Contact: Julie Hatchel, Assistant Superintendent, Education Services

Staff Recommendation

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

Following discussion, it is recommended the Board of Trustees approve the proposed Revised 2013-2014 School Calendar.

Motion by _____ Seconded by _____

12. FIRST READING – REVISIONS TO BOARD BYLAW 9323, MEETING CONDUCT:

A recent discussion on abstentions and the District bylaw that states “*in the event that one less than the necessary number of affirmative (i.e. “aye”) votes has been cast, then an “abstain” vote shall constitute concurrence*” prompted revisions to BB 9323, *Meeting Conduct*. Legal counsel confirmed this is contrary to Education Code which indicates for a matter to pass on a seven-member board, four affirmative votes are required. Changes are underlined; deletions are struck through. This is an information item only and no Board action is necessary.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Joseph M. Farley, Superintendent

Staff Recommendation

It is recommended that the Board President recognize Joseph M. Farley, Superintendent, to present the first reading of Board Bylaw 9323, *Meeting Conduct*.

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

13. SCHOOL BOARD MINUTES:

Approval of the minutes of the April 24, 2013, special Board meeting.

Contact: Jane Boos, Manager, Board Office Operations

14. SCHOOL BOARD MINUTES:

Approval of the minutes of the April 24, 2013, regular Board meeting.

Contact: Jane Boos, Manager, Board Office Operations

DISCUSSION/
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EXHIBIT 11

INFORMATION/
DISCUSSION
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EXHIBIT 12

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EXHIBIT 13

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EXHIBIT 14

CURRICULUM & INSTRUCTION

15. PETITION TO WAIVE CALIFORNIA HIGH SCHOOL EXIT EXAM:

Approval to waive California Education Code §60851(c) and Board Policy 6162.52 for three 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 1213-018 through 1213-020. 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. There is no financial impact.

CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment

Contact: Julie Hatchel, Assistant Superintendent, Education Services

BUSINESS & SUPPORT SERVICES

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

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EXHIBIT 16

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 \$659,524.09; the commercial warrants total \$7,450,264.57. 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

17. DONATION OF FUNDS AND EQUIPMENT:

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EXHIBIT 17

A number of gifts have been donated to the District, including \$218,370.14 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

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

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EXHIBIT 18

Approval and ratification of District standardized Independent Contractor, Master Contract, and Professional Services Agreements and Amendments. Due to state budget cuts to schools over the last several years, 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 exhibit shows thirteen new agreements totaling \$1,653,810, one ratification of a professional services agreement totaling \$20,000, one amendment to an existing contract increasing the not-to-exceed amount by \$15,000, and one extension to an existing contract for \$30,000.

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 3: Academic Achievement & Enrichment

CUSD Strategic Plan Pillar 5: Effective Operations

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

19. SPECIAL EDUCATION INFORMAL DISPUTE RESOLUTION AGREEMENTS:

Approval of the ratification of special education Informal Dispute Resolution Agreement Case #034313, Case #034413, and Case #034713. 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

20. RESOLUTION NO. 1213-44, SIGNATURE AUTHORIZATION:

Approval of Resolution No. 1213-44 to establish updated signature authorizations. The Orange County Department of Education requires the Board of Trustees to establish the names of administrators authorized to sign payroll notices of employment/changes of status, timesheets, vendor orders for payment, and warrant registers. This resolution authorizes Joseph M. Farley, Superintendent; Clark D. Hampton, Deputy Superintendent, Business and Support Services; Jodee E. Brentlinger, Assistant Superintendent, Personnel Services; Philippa K. Geiger, Executive Director I, Fiscal Services; Dana A. Erickson, Manager, Fiscal Accounting; Matthew L. Krause, Manager, Fiscal Services; and Elizabeth A. Bley, Manager, Payroll as the District administrators authorized to sign these documents. The resolution also states that a signature stamp is authorized for Joseph M. Farley, Clark D. Hampton, and Philippa K. Geiger and only one signature or signature stamp shall be required by the Board of Trustees for processing these documents. There is no financial impact.

CUSD Strategic Plan Pillar 5: Effective Operations

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

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EXHIBIT 20

21. EXTENSION OF RENTAL SERVICE AGREEMENT – CAPO BEACH CALVARY:

Approval of Extension of Rental Service Agreement No. 1112046 with Capo Beach Calvary to provide designated parking at the District's bus facility for Capo Beach Calvary to use, as needed, for a fee of \$75 per bus per month. This agreement provides a positive revenue stream into the District's general fund to offset a portion of the Transportation Department's encroachment.

CUSD Strategic Plan Pillar 5: Effective Operations

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

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EXHIBIT 21

22. EXTENSION OF SCHOOL BUS SERVICE AGREEMENT – SANTA MARGARITA CATHOLIC HIGH SCHOOL:

Approval of extension of School Bus Service Agreement No. I09100045 to provide for rental of District owned buses to Santa Margarita Catholic High School on an as-needed basis. The agreement also provides school bus inspections, servicing, maintenance, repair, parking, and school bus driver training services for buses owned by Santa Margarita Catholic High School. The pricing structure remains the same as negotiated last year. This agreement provides a positive revenue stream into the District's general fund to offset a portion of the Transportation Department's encroachment.

CUSD Strategic Plan Pillar 5: Effective Operations

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

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EXHIBIT 22

23. FOURTH ADDENDUM FOR AUTOMATED TELLER MACHINE SERVICE AGREEMENT – SCHOOLSFIRST FEDERAL CREDIT UNION:

Approval of the fourth Addendum for Automated Teller Machine (ATM) Service Agreement with SchoolsFirst Federal Credit Union extending the contract term from May 5, 2013, to May 4, 2016. This agreement establishes a utility fee, paid by SchoolsFirst, of \$100 per month for telecommunication expenses for the ATM machine located at the Transportation Department.

CUSD Strategic Plan Pillar 5: Effective Operations

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

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EXHIBIT 23

24. HOME-TO-SCHOOL TRANSPORTATION FEE INCREASE:

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EXHIBIT 24

Approval of an increase to the home-to-school regular education transportation fee. Transportation fees are regulated by Education Code §39807.5. Education Code §39807.5 requires the Superintendent of Public Instruction to establish the maximum allowable fee for pupil transportation. The current fee allowed by the Education Code is \$8.82 per day for regular education home-to-school transportation. The District's current fee is \$2.68 per day. The District has experienced increases in fuel prices for several years. As a means to mitigate the increased fuel expense, staff proposes to increase the home-to-school transportation fee to \$3.22 per day.

CUSD Strategic Plan Pillar 5: Effective Operations

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

PERSONNEL SERVICES

25. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES:

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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:

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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

Motion by _____ Seconded by _____

ROLL CALL:

Student Advisor Madison Wolfert _____

Trustee Addonizio _____

Trustee Bryson _____

Trustee Hanacek _____

Trustee Hatton _____

Trustee Pritchard _____

Trustee Reardon _____

Trustee Alpay _____

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 WEDNESDAY, MAY 22, 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.