

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

BOARD OF TRUSTEES  
Regular Meeting

September 25, 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)

- |   |                          |
|---|--------------------------|
| <p><b>A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE AND/OR CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION</b><br/>Number of Cases – Two<br/>1) OAH Case No. 2012050145<br/>2) OAH Case No. 2012050349<br/>(Pursuant to Government Code §54956.9{a})</p>                | <p><b>EXHIBIT 3A</b></p> |
| <p><b>B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE</b><br/>(Pursuant to Government Code §54957)</p>  | <p><b>EXHIBIT 3B</b></p> |
| <p><b>C. CONFERENCE WITH LABOR NEGOTIATORS</b><br/>Dr. Joseph M. Farley/Jodee Brentlinger/Clark Hampton/Jon Pearl<br/>Employee Organizations:<br/>1) Capistrano School Employees Association (CSEA)<br/>2) Teamsters<br/>(Pursuant to Government Code §54957.6)</p>           |                          |
| <p><b>D. CONFERENCE WITH REAL PROPERTY NEGOTIATORS</b><br/>Dr. Joseph M. Farley/Clark Hampton/John Forney/Attorney Jeff Hoskinson<br/>APN 637-412-02, intersection of Paseo de Colinas and Del Cerro<br/>City of Laguna Niguel<br/>(Pursuant to Government Code §54956.8)</p> | <p><b>EXHIBIT 3D</b></p> |

**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. UPDATE ON THE RANCHO MISSION VIEJO COMPANY, LLC DEVELOPMENT MITIGATION AGREEMENT:** INFORMATION/  
DISCUSSION

Staff will provide the Board of Trustees with an update on the status of negotiations with the Rancho Mission Viejo Company, LLC regarding the mitigation agreement to address the impact of its planned developments on the District's need for school facilities.

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**EXHIBIT 1**

The PowerPoint presentation will be posted online on the District Board Agendas and Supporting Documentation page on Friday, September 20, 2013.

*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 information on this item and answer any questions Trustees may have. This is an information item and no Board action is necessary.

**2. RESOLUTION NO. 1314-21 - RESOLUTION OF THE BOARD OF TRUSTEES OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT APPROVING AMENDMENT NO. 1 TO FIRST AMENDED IMPACT MITIGATION AGREEMENT RELATED TO THE WHISPERING HILLS PROJECT AND COMMUNITY FACILITIES DISTRICT NO. 2005-1 AND DELEGATING AUTHORITY RELATED THERETO:** DISCUSSION/  
ACTION

The Board of Trustees, acting solely as the approving agent for the Capistrano Unified School District, is requested to approve and adopt Resolution No. 1314-21, which authorizes the execution of Amendment No. 1 to the First Amended Impact Mitigation Agreement related to the Whispering Hills Project and Community Facilities District No. 2005-1.

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**EXHIBIT 2**

On June 13, 2011, the Board of Trustees of the Capistrano Unified School District, acting on behalf of itself, entered into the First Amended Impact Mitigation Agreement. The First Amended Impact Mitigation Agreement related to the Whispering Hills Project and Community Facilities District No. 2005-1 contained certain provisions regarding future bond issuance conditions, for example the underwriter selection process, whereby the underwriter shall be selected by Community Facilities District No. 2005-1, following consultation with the Capistrano Unified School District and Rancho San Juan Development.

***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 Resolution No. 1314-21, Resolution of the Board of Trustees of the Capistrano Unified School District Approving Amendment No. 1 to First Amended Impact Mitigation Agreement Related to the Whispering Hills Project and Community Facilities District No. 2005-1 and Delegating Authority Related Thereto.

Motion by _____	Seconded by _____
ROLL CALL:	
Student Advisor Leilah Rodriguez ____	
Trustee Addonizio _____	Trustee Hatton_____
Trustee Bryson _____	Trustee Pritchard _____
Trustee Hanacek _____	Trustee Reardon _____
	Trustee Alpay _____

3. **RESOLUTION NO. 1314-21 - RESOLUTION OF THE BOARD OF TRUSTEES OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT APPROVING AMENDMENT NO. 1 TO FIRST AMENDED IMPACT MITIGATION AGREEMENT RELATED TO THE WHISPERING HILLS PROJECT AND COMMUNITY FACILITIES DISTRICT NO. 2005-1 AND DELEGATING AUTHORITY RELATED THERETO:**

DISCUSSION/  
ACTION

The Board of Trustees of the Capistrano Unified School District, acting as the legislative body of Community Facilities District No. 2005-1 (Whispering Hills) of the Capistrano Unified School District, is requested to approve and adopt Resolution No. 1314-21, which authorizes the execution of Amendment No. 1 to the First Amended Impact Mitigation Agreement related to the Whispering Hills Project and Community Facilities District No. 2005-1.

On June 13, 2011, the Board of Trustees of the Capistrano Unified School District, acting as the legislative body of Community Facilities District No. 2005-1, entered into the First Amended Impact Mitigation Agreement. The First Amended Impact Mitigation Agreement related to the Whispering Hills Project and Community Facilities District No. 2005-1 contained certain provisions regarding future bond issuance conditions, for example the underwriter selection process, whereby the underwriter shall be selected by Community Facilities District No. 2005-1, following consultation with the Capistrano Unified School District and Rancho San Juan Development. Supporting documentation for this item is located in Exhibit 2.

***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 Resolution No. 1314-21, Resolution of the Board of Trustees of the Capistrano Unified School District Approving Amendment No. 1 to First Amended Impact Mitigation Agreement Related to the Whispering Hills Project and Community Facilities District No. 2005-1 and Delegating Authority Related Thereto.

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

**4. RESOLUTION NO. 1314-22 - RESOLUTION OF THE BOARD OF TRUSTEES OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT ACTING AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 2005-1 OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT (WHISPERING HILLS) AUTHORIZING THE ISSUANCE OF THE FIRST SERIES OF SPECIAL TAX BONDS OF COMMUNITY FACILITIES DISTRICT NO. 2005-1, SERIES 2013 SPECIAL TAX BONDS, IN THE NOT-TO-EXCEED AMOUNT OF \$10 MILLION APPROVING A FISCAL AGENT AGREEMENT, APPROVING OTHER DOCUMENTS, AND TAKING CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH:**

DISCUSSION/  
ACTION  
Page 229  
EXHIBIT 4

At the May 22, 2013, Board meeting, Trustees received an update from Government Financial Strategies in connection with the District's trigger point for the first issuance of bonds for CFD No. 2005-1, "Whispering Hills," including estimated bond sizing, allocation of bond proceeds, and bond sale options for the bonds.

The Board will be asked to consider adoption of Resolution No. 1314-22, which will authorize the issuance of first series of Special Tax Bonds in the not-to-exceed amount of \$10 million and approve related documents and other actions.

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 Resolution No. 1314-22, Resolution of the Board of Trustees of the Capistrano Unified School District Acting as the Legislative Body of Community Facilities District No. 2005-1 of the Capistrano Unified School District (Whispering Hills) Authorizing the Issuance of the First Series of Special Tax Bonds of Community Facilities District No. 2005-1, Series 2013 Special Tax bonds, in the Not-to-Exceed Amount of \$10 million approving a Fiscal Agent Agreement, Approving Other Documents, and Taking Certain Other Actions in Connection Therewith.

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

5. **EXPENDITURE PLAN FOR ONE-TIME FUNDS FOR COMMON CORE STATE STANDARDS:**

The state budget allocated \$1.25 billion statewide in one-time funds for the implementation of the Common Core State Standards. The District will receive approximately \$10 million in one-time revenue to be spent in 2013-2014 and 2014-2015 on professional development, instructional materials, and technology. A public hearing was held on September 11, 2013, to seek public input on the District's Expenditure Plan for One-Time Funds for Common Core Standards. As a condition of receipt of the funds, each district must adopt a spending plan after considering public input on how the one-time funding should be allocated. On or before July 1, 2015, a report must be filed with the California Department of Education detailing the specific purchases made to support the spending plan.

***CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment***

***Contact: Julie Hatchel, Assistant Superintendent, Education Services, Elementary***

Staff Recommendation

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

Following discussion, it is recommended the Board of Trustees approve the Expenditure Plan for One-Time Funds for Common Core Standards.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

6. **FIRST READING – REVISIONS TO BOARD POLICY 6114.1, EMERGENCY DRILLS:**

Board Policy 6114.1, *Emergency Drills*, is the governing policy for ensuring student safety is a primary concern in the District. Practicing emergency drills is one way in which we prepare for emergency situations. The School Safety Task Force recommended that the number of school lockdown drills should be increased to two per school year.

***CUSD Strategic Plan Pillar 2: Safe and Healthy Schools***

***Contact: Michelle Le Patner, Assistant Superintendent, Education Services, Secondary***

Staff Recommendation

It is recommended the Board President recognize Michelle Le Patner, Assistant Superintendent, Education Services, Secondary, to present information on this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

**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**

7. **SCHOOL BOARD MINUTES:**

Approval of the minutes of the September 11, 2013, regular Board meeting.

***Contact: Jane Boos, Manager, Board Office Operations***

DISCUSSION/  
ACTION  
Page 421  
**EXHIBIT 5**

INFORMATION/  
DISCUSSION  
Page 425  
**EXHIBIT 6**

Page 427  
**EXHIBIT 7**

## CURRICULUM & INSTRUCTION

8. **STUDENT TEACHING AGREEMENT - CHAPMAN UNIVERSITY:**  
Approval of student teaching agreement with Chapman University. 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 is the fieldwork experience necessary to earn a teaching credential.  
*CUSD Strategic Plan Pillar 1: Community Relations*  
*Contact: Julie Hatchel, Assistant Superintendent, Education Service, Elementary*

Page 433  
**EXHIBIT 8**

## BUSINESS & SUPPORT SERVICES

9. **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 \$12,765,876.98 and the commercial warrants total \$807,898.46. 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*

Page 439  
**EXHIBIT 9**

10. **DONATION OF FUNDS AND EQUIPMENT:**  
Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$52,061.79 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*

Page 465  
**EXHIBIT 10**

11. **INDEPENDENT CONTRACTOR, PROFESSIONAL SERVICES, FIELD SERVICE, AND MASTER CONTRACT AGREEMENTS:**  
Approval of the District standardized Independent Contractor, Professional Services, Master Contract, and Field Service Agreements. 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 four new agreements totaling \$46,280, six ratifications for new agreements totaling \$125,614.80, two extensions to existing agreements totaling \$50,000, one ratified extension to an existing agreement totaling \$5,000, two amendments to existing agreements totaling \$41,123, and four ratified amendments to existing agreements totaling \$16,031.16.

Page 467  
**EXHIBIT 11**

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*

**12. SPECIAL EDUCATION SETTLEMENT AGREEMENTS:**

Approval of the ratification of special education Settlement Agreement Case #2013070053 and Informal Dispute Resolution Agreement Cases #080813 and #080913. 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*

**13. SPECIAL EDUCATION SETTLEMENT AGREEMENTS:**

Approval of special education Settlement Agreement Case #2013071052 and Informal Dispute Resolution Agreement Cases #070513 and #080613. 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*

**14. AMENDMENT TO CONSULTANT AGREEMENT, ATKINSON, ANDELSON, LOYA, RUUD & ROMO, LEGAL SERVICES, ADDITIONAL FUNDS:**

Approval of the Amendment to Consultant Agreement No. C1011052 with Atkinson, Andelson, Loya, Ruud & Romo. This agreement will provide legal services to Special Education Services, Fiscal Services, and Personnel Services increasing the not-to-exceed amount to \$300,000, as requested by the District. Expenditures will be funded from the various departments requesting services.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

Page 567  
**EXHIBIT 14**

**15. RATIFICATION OF CONDITION OF CERTIFICATE OF COMPLIANCE:**

Approval of the Ratification of the Condition of Certificate of Compliance form 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. 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*

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**EXHIBIT 15**

**16. EXTENSION OF AGREEMENT FOR CONSTRUCTION MANAGEMENT SERVICES – EDENCO, INCORPORATED:**

Approval of Extension of Agreement for Construction Management Services to be provided by Edenco, Incorporated for the period of September 29, 2013, through October 31, 2013, to complete the closeout of the Capistrano Valley High School Performing Arts Theater project. There is no financial impact related to this extension.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

Page 593  
**EXHIBIT 16**

17. **FINAL ACCEPTANCE AND FILING OF NOTICE OF COMPLETION FOR BID NO. 1011-11 CAPISTRANO VALLEY HIGH SCHOOL PERFORMING ARTS THEATER, SAFECO INSURANCE COMPANY OF AMERICA AND LIBERTY MUTUAL INSURANCE COMPANY:** Page 633  
**EXHIBIT 17**

Approval of the final acceptance and filing of the Notice of Completion for the performing arts theater at Capistrano Valley High School. All work has been inspected and completed to the satisfaction of staff. On August 16, 2013, the District received the formal recommendation to issue the notice of completion for the project from the construction management firm, Edenco, Incorporated.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

18. **EXTENSION OF MASTER CONTRACT BETWEEN T.E.R.I. INCORPORATED & THE COUNTRY SCHOOL, A NON-PUBLIC SCHOOL:** Page 635  
**EXHIBIT 18**

Approval of the Extension of Master Contract No. MCA 1213068 for special education services to be provided by T.E.R.I. Incorporated & The Country School, a non-public school. The contractor will provide services at the rates indicated in the agreement, paid by special education. Expenditures under this contract are limited to \$55,000.

*CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment*

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

19. **DECLARATION OF SURPLUS ITEMS:** Page 657  
**EXHIBIT 19**

Approval of the declaration of surplus items listed and described as surplus, and the approval of the public and private disposition of the surplus items in accordance with Education Code §§17545-17546 and Board Policy 3270. District schools and programs have accumulated various pieces of equipment, vehicles, materials, and other items that are beyond economical repair, obsolete, no longer required within the current curriculum, or necessary for any other school purpose. These items will be disposed of by public sale, or if no reasonable bids are received, by private sale for salvage. All items are subject to reallocation within the District prior to sale or disposal. Revenues from the sale are unknown. Sale proceeds may be deposited into the original fund from which the purchase was made.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

### PERSONNEL SERVICES

20. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES:** Page 659  
**EXHIBIT 20**

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*

21. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:** Page 665  
**EXHIBIT 21**

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*



**22. RECOMMENDATION OF SECOND AMENDMENT TO SUPERINTENDENT EMPLOYMENT AGREEMENT – JULY 1, 2013 – JUNE 30, 2014:**

Page 671  
**EXHIBIT 22**

Approval of a Second Amendment to the Employment Agreement between the District and the Superintendent. The total fiscal impact of this agreement is an estimated savings to the District of approximately \$7,793 for the 2013-2014 fiscal year. This agreement aligns with CUMA and provides targeted budget reductions.

*CUSD Strategic Plan Pillar 5: Effective Operations*

*Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services*

**23. RECOMMENDATION OF SECOND AMENDMENT TO DEPUTY SUPERINTENDENT, BUSINESS SERVICES EMPLOYMENT AGREEMENT JULY 1, 2013 – JUNE 30, 2014:**

Page 673  
**EXHIBIT 23**

Approval of a Second Amendment to the Employment Agreement between the District and the Deputy Superintendent, Business Services. The total fiscal impact of this agreement is an estimated savings to the District of approximately \$5,142 for the 2013-2014 fiscal year. This agreement aligns with CUMA and provides targeted budget reductions.

*CUSD Strategic Plan Pillar 5: Effective Operations*

*Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services*

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

ROLL CALL:

Student Advisor Leilah Rodriguez \_\_\_\_

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, OCTOBER 9, 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](http://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.*