

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

REVISED
8-26-13

BOARD OF TRUSTEES
Regular Meeting

August 28, 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. CONFERENCE WITH LABOR NEGOTIATORS

Dr. Joseph M. Farley/Jodee Brentlinger/Clark Hampton/Jon Pearl

Employee Organizations:

- 1) Capistrano School Employees Association (CSEA)
- 2) Teamsters
- 3) Unrepresented Employees (CUMA)

(Pursuant to Government Code §54957.6)

B. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT

EXHIBIT 3B

Middle School Assistant Principal

(Pursuant to Government Code §54957)

C. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

EXHIBIT 3C

(Pursuant to Government Code §54957)

D. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION EXHIBIT 3D

Number of Cases – One

Informal Dispute Resolution Case Number 065813

(Pursuant to Government Code §54956.9)

E. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

EXHIBIT 3E

Dr. Joseph M. Farley/Clark Hampton/John Forney/Attorney Wendy Wiles

Parcel on the west side of La Pata due east from San Juan Hills High School

(Pursuant to Government Code §54956.8)

PUBLIC HEARING:

Agenda Item #1 Instructional Materials Recommended for Adoption-HS High School World Language

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

Morgan Finelt and Kent Baker - Asian Elephant Project

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. INSTRUCTIONAL MATERIALS RECOMMENDED FOR ADOPTION: HIGH SCHOOL WORLD LANGUAGE – AP SPANISH LANGUAGE IV:** INFORMATION/
DISCUSSION

The Board will conduct a public hearing on instructional materials recommended for adoption: high school world language – AP Spanish Language IV.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

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. INSTRUCTIONAL MATERIALS RECOMMENDED FOR ADOPTION: HIGH SCHOOL WORLD LANGUAGE – AP SPANISH LANGUAGE IV:** DISCUSSION/
ACTION

San Clemente High School is requesting the adoption of *Temas: AP* Spanish Language & Culture* and *AP* Spanish Language & Culture Exam Preparation* published by Vista Higher Learning ©2014 for high school world language – AP Spanish Language IV. These titles would be adopted for a seven-year period. Purchase of the basic textbook (*Temas*) would be paid with Lottery funds at an estimated cost of \$38,000. Purchase of the supplemental title (*Exam Preparation*) would be paid with site funds.

CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment

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 this item.

Following discussion, it is recommended the Board of Trustees approve the adoption of *Temas: AP* Spanish Language & Culture* and *AP* Spanish Language & Culture Exam Preparation* published by Vista Higher Learning ©2014 for high school world language – AP Spanish Language IV.

Motion by _____ Seconded by _____

DISCUSSION/ACTION ITEMS

3. **UPDATE ON REFUNDING OF THE COMMUNITY FACILITIES DISTRICTS SPECIAL TAX BONDS:** INFORMATION/
DISCUSSION

The Board will receive an update on the District's refinancing with respect to outstanding bonds of two Community Facilities Districts (CFDs). Specifically, there were savings by refinancing bonds issued for CFD No. 90-2 Talega Improvement Area No. 2002-1 and CFD No. 92-1 Las Flores. The update will describe how the sale of bonds for these two CFDs utilized Government Finance Officers Association Recommended Best Practices.

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, who will provide information on this item and answer any questions Trustees may have. This is an information item and no Board action is necessary.

4. **AMENDED AND RESTATED RESOLUTION NO. 1314-03 AUTHORIZING THE LEVY OF SPECIAL TAXES IN COMMUNITY FACILITIES DISTRICT NO. 87-1:** DISCUSSION/
ACTION
Page 1
EXHIBIT 4

The Board will be provided with a revised report prepared by David Taussig & Associates (DTA) for Community Facilities District (CFD) No. 87-1. This updated resolution reflects the Board's direction to consider the option that the annual special tax rates previously contained in the original DTA 2013-2014 Administration Report submitted to the Board on August 14, 2013, be reduced for Fiscal Year 2013-2014. The Amended and Restated Resolution No. 1314-03 Authorizing the Levy of Special Taxes in Community Facilities District No. 87-1 authorizes the levy of special taxes in CFD No. 87-1 (Mission Viejo/Aliso Viejo) for fiscal year 2013-2014. In order to secure the tax roll for CFD No. 87-1 in fiscal year 2013-2014, the District must notify the County of Orange Auditor-Controller no later than August 30, 2013, or other duly authorized date, with a certified copy of the Amended and Restated Resolution No. 1314-03, along with a copy of the annual levy of special taxes for fiscal year 2013-2014. David Taussig & Associates will deliver the required documents on the District's behalf to the County of Orange.

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 consider the Amended and Restated Resolution No. 1314-03 Authorizing the Levy of Special Taxes in Community Facilities District No. 87-1.

Motion by _____	Seconded by _____
ROLL CALL:	
Trustee Addonizio _____	Trustee Hatton _____
Trustee Bryson _____	Trustee Pritchard _____
Trustee Hanacek _____	Trustee Reardon _____
	Trustee Alpay _____

5. RESOLUTION NO. 1314-14, CLASSIFIED LAYOFF NON-MANAGEMENT EMPLOYEES:

DISCUSSION/
ACTION

Page 7

EXHIBIT 5

On April 24, 2013, the Board approved classified layoff Resolution No. 1213-40. Since that time, three elementary schools have determined site funds will no longer support existing positions for the upcoming school year. As a result, positions in three service areas have been identified for elimination. In accordance with Education Code §45117, classified employees may be laid off due to a bona fide reduction, elimination of a service being performed, or lack of funds. The layoff process considers length of service (e.g. seniority) and any other higher classifications, with no skipping permitted for special expertise. This agenda item proposes the elimination of positions due to a lack of funds. Classified employees must be given a 60 day notice prior to the effective date of any layoff. Individuals laid off shall be eligible for reemployment for a period of 39 months pursuant to Education Code §45298.

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 Resolution No. 1314-14, Classified Layoff Non-Management Employees, in the designated classifications.

Motion by _____	Seconded by _____
ROLL CALL:	
Trustee Addonizio _____	Trustee Hatton _____
Trustee Bryson _____	Trustee Pritchard _____
Trustee Hanacek _____	Trustee Reardon _____
	Trustee Alpay _____

6. SECOND READING – REVISIONS TO BOARD BYLAW 9100, ANNUAL ORGANIZATIONAL MEETING:

DISCUSSION/
ACTION

Page 9

EXHIBIT 6

Board Bylaw 9100, *Annual Organizational Meeting*, is being revised to reflect the Board's current practices at its annual organizational meeting. At the first reading, President Alpay requested staff revise #7, Select Regional Occupational Program representatives by adding "to be effective January 1." Staff contacted ROP to confirm the date of their reorganization meeting and was informed it is always scheduled for their December meeting, which requires new District representatives to be present at the meeting. Therefore, the item is the same as presented at the first reading. Proposed additions to the Board policy are underlined; deletions are struck through.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Joseph M. Farley, Superintendent

Staff Recommendation

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

Following discussion, it is recommended the Board of Trustees approve the revisions to Board Bylaw 9100, *Annual Organizational Meeting*.

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

- 7. **SCHOOL BOARD MINUTES:** Page 11
EXHIBIT 7
Approval of the minutes of the August 14, 2013, regular Board meeting.
Contact: Jane Boos, Manager, Board Office Operations

- 8. **RESOLUTION NO. 1314-16 ACCEPTANCE OF 2013-2014 ASSISTANCE LEAGUE CONTRACT FOR OPERATION SCHOOL BELL; KIDS ON THE BLOCK; HANDS ON LITERACY; AND LINKS TO LEARNING:** Page 21
EXHIBIT 8
Approval of Resolution No. 1314-16, Acceptance of the 2013-2014 Assistance League Contract for Operation School Bell; Kids on the Block; Hands on Literacy; and Links to Learning. Each year, the District partners with the Assistance League of Capistrano Valley (ALCV) to provide programs for students in San Clemente, Aliso Viejo, San Juan Capistrano, Laguna Niguel, Capistrano Beach, and Dana Point schools. Operation School Bell provides appropriate new school clothing, free of charge, to District students, as referred by authorized school personnel. Kids on the Block encourages diversity and sensitivity to disabilities and various social issues through the use of life-size puppets in skits performed by the ALCV puppeteers; Hands on Literacy offers reading assistance for hearing and communication disabled students in Special Day Classes at appointed schools; and Links for Learning provides middle school teachers opportunities to enhance and develop new or different approaches to teaching that will stimulate creative thought and expand existing curriculum. There is no financial impact.
CUSD Strategic Plan Pillar 1: Community Relations
Contact: Marcus Walton, Chief Communications Officer

CURRICULUM & INSTRUCTION

- 9. **EXPULSION READMISSIONS:**
Approval to readmit students 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, Elementary
- 10. **EXPUNGING OF EXPULSION RECORD:**
Approval of expunging a student record. Due to the confidential nature of this item, the supporting information for this item is provided to Trustees under separate cover.
CUSD Strategic Plan Pillar 2: Safe and Healthy Schools
Contact: Julie Hatchel, Assistant Superintendent, Education Services

11. **PROPOSED SCHOOL START AND DISMISSAL TIMES FOR THE 2013-2014 SCHOOL YEAR:** Page 29
EXHIBIT 11

Approval of the start and dismissal times for the 2013-2014 school year. Per Board Policy 6111, this item seeks approval of the start and dismissal times for each school site for the 2013-2014 school year. There is no financial impact.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

12. **AMENDMENT NUMBER 1 TO MEMORANDUM OF UNDERSTANDING WITH OXFORD PREPARATORY ACADEMY:** Page 33
EXHIBIT 12

Approval of Amendment Number 1 to the Memorandum of Understanding (MOU) with the District and Oxford Preparatory Academy (OPA). As directed by the Board of Trustees at its meeting on August 14, 2013, this MOU stipulates the conditions of approval for OPA's material revision of its charter petition increasing enrollment of its independent study and seat-based programs. There is no financial impact.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

BUSINESS & SUPPORT SERVICES

13. **PURCHASE ORDERS, COMMERCIAL WARRANTS, AND PREVIOUSLY BOARD-APPROVED BIDS AND CONTRACTS:** Page 35
EXHIBIT 13

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 \$4,803,162.39 and the commercial warrants total \$7,253,844.03. 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

14. **DONATION OF FUNDS AND EQUIPMENT:** Page 57
EXHIBIT 14

A number of gifts have been donated to the District, including \$70,000 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

15. **INDEPENDENT CONTRACTOR, MASTER CONTRACT, AND PROFESSIONAL SERVICES AGREEMENTS:** Page 59
EXHIBIT 15

Approval of the District standardized Independent Contractor, Professional Services and Master Contract 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 one new agreement totaling \$20,380, and three extensions to existing agreements totaling \$132,952.94.

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

16. SPECIAL EDUCATION SETTLEMENT AGREEMENT:

Approval of special education Settlement Agreement Case #2013061056. 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

17. SPECIAL EDUCATION SETTLEMENT AGREEMENTS:

Approval of the ratification of special education Settlement Agreement Case #2013060844 and Informal Dispute Resolution Case #045113. 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

18. RESOLUTION NO. 1314-15 AUTHORIZING THIRD-PARTY ADMINISTRATOR TO CHANGE BANK ACCOUNTS FOR TRUST ACCOUNT FOR PAYMENTS RELATING TO PROPERTY AND LIABILITY CLAIMS:

Approval of Resolution No. 1314-15 Authorizing Third-Party Administrator to Change Bank Accounts for Trust Account for Payments Relating to Property and Liability Claims. CorVel Enterprise Comp, Incorporated (CorVel) is the third-party administrator for the District's Property and Liability Fund. This resolution permits CorVel to change bank accounts from Bank of America to Wells Fargo. This bank account will be used for the payment of claims on behalf of the District. There is no financial impact.

CUSD Strategic Plan Pillar 5: Effective Operations

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

Page 81
EXHIBIT 18

19. MEMORANDUM OF UNDERSTANDING WITH THE ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:

Approval of the Memorandum of Understanding with the Orange County Superintendent of Schools will allow Orange County Department of Education (OCDE) to conduct special education programs and services for eligible District students from July 1, 2013, through June, 30, 2014. The OCDE Division of Special Education Services operates a special schools program for pupils with exceptional needs who require intensive educational services. These students are referred by their Individualized Education Program (IEP) teams when it is jointly determined by the District and OCDE that the student's educational needs, as specified in the IEP, can be appropriately met by OCDE programs and services. Approximately 100 District students are currently enrolled in OCDE programs. There are three cost categories for OCDE programs: classroom cost, transportation cost, and special circumstance aide cost. The average classroom cost per student is \$43,633. Based on current enrollment, the estimated District cost for students attending OCDE classes for the 2013-2014 school year is approximately \$4,400,000. The estimated District cost for transportation provided by OCDE is approximately \$510,000. The estimated District cost for required special circumstance aides in classrooms or on buses is approximately \$970,000. Annual expenditures under this agreement are paid by special education funds.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

Page 85
EXHIBIT 19

20. **MEMORANDUM OF UNDERSTANDING WITH THE CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATION PROGRAM FOR TECHNICAL SERVICES:** Page 105
EXHIBIT 20
Approval of the Memorandum of Understanding (MOU) with the Capistrano-Laguna Beach Regional Occupation Program (ROP) for technical services. The District Technology Information Services Department provides technical support to the ROP computers located on District campuses. The purpose of this agenda item is to formalize a mutually agreed upon technical support plan as outlined in the exhibit. The MOU has been reviewed by legal counsel and was developed in close partnership with ROP Superintendent Kim Thomason.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
21. **AGREEMENT FOR PARTICIPATION INSIDE THE OUTDOORS FIELD PROGRAM - ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:** Page 109
EXHIBIT 21
Approval of the Agreement for Participation Inside the Outdoors Field Program No. 60045 with Orange County Superintendent of Schools to provide field trips for various schools, as requested by the District. Costs will be paid from site funds or locally generated revenue.
CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
22. **AGREEMENT FOR USE OF RESIDENT OUTDOOR SCIENCE SCHOOL FACILITIES, SUPPLIES, EQUIPMENT, AND SERVICES - ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:** Page 121
EXHIBIT 22
Approval of the Agreement for Use of Resident Outdoor Science School Facilities, Supplies, Equipment, and Services No. 60079 with Orange County Superintendent of Schools to provide the Outdoor Science School Program for various schools as requested by the District. Costs will be paid from site funds or locally generated revenue.
CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
23. **AGREEMENT FOR PARTICIPATION INSIDE THE OUTDOORS SCHOOL PROGRAM - ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:** Page 143
EXHIBIT 23
Approval of the Agreement for Participation Inside the Outdoors School Program No. 60085 with Orange County Superintendent of Schools to provide the Traveling Scientist Programs to various schools, as requested by the District. Costs will be paid from site funds or locally generated revenue.
CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
24. **ADVERTISE BID NO. 1314-09, CO-CURRICULAR BUS SERVICE:**
Approval to advertise for bids to provide contracted buses and drivers for co-curricular trips, and District sponsored trips when District buses are not available. The bid process allows the District to secure the lowest possible prices and enter into annual contracts with vendors that meet all of the legal requirements to enable the services to be available on an as-needed basis. The total annual expenditures under this contract are estimated to be \$400,000, funded by the general fund, ASB funds, and parent support groups.
- Due to the size of the documentation, the exhibit will be posted online on the District Board Agendas and Supporting Documentation page.
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 151
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 157
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. RECOMMENDATION OF EMPLOYMENT AGREEMENT WITH CAPISTRANO UNIFIED MANAGEMENT ASSOCIATION, JULY 1, 2013- JUNE 30, 2014:

Page 163
EXHIBIT 27

Approval of the Employment Agreement with the Capistrano Unified Management Association (CUMA). The purpose of this agenda item is to seek approval of the employment agreement between the District and CUMA. The total estimated fiscal impact of this agreement is an estimated savings to the District of approximately \$820,880 for the 2013-2014 fiscal year which represents CUMA’s portion of targeted budget reductions.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

Motion by _____ Seconded by _____

ROLL CALL:

Trustee Addonizio _____ Trustee Hatton _____

Trustee Bryson _____ Trustee Pritchard _____

Trustee Hanacek _____ 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, SEPTEMBER 11, 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.