

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

REVISED
10-8-13

BOARD OF TRUSTEES
Regular Meeting

October 9, 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 DISCIPLINE/DISMISSAL/RELEASE AND/OR CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION EXHIBIT 3 A1-A2

Number of Cases – Two

1) OAH Case No. 2012050145

2) OAH Case No. 2012050349

(Pursuant to Government Code §54956.)

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

Significant Exposure to Litigation - One Case

(Pursuant to Government Code §54956.9{b}{c})

C. CONFERENCE WITH LABOR NEGOTIATORS

Joseph M. Farley/Jodee Brentlinger/Clark Hampton

Employee Organization:

1) Capistrano Unified Education Association (CUEA)

2) California School Employees Association (CSEA)

3) Teamsters

4) Unrepresented Employees (CUMA)

(Pursuant to Government Code §54957.6)

PUBLIC HEARING: Agenda Item #1 – Resolution No. 1314-24, Statement of Assurance for Instructional Materials Realignment Fund, Fiscal Year 2013-2014

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

Joe Margraf – Contributions to San Clemente High School
Kitty Schmitt – Contributions to San Clemente High School
Student Body President's Report – Tesoro High School

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 HEARING

- I. PUBLIC HEARING: RESOLUTION NO. 1314-24, STATEMENT OF ASSURANCE FOR INSTRUCTIONAL MATERIALS REALIGNMENT FUND, FISCAL YEAR 2013-2014:** INFORMATION/
DISCUSSION

The Board will conduct a public hearing on Resolution No. 1314-24, Statement of Assurance for Instructional Materials Realignment Fund, Fiscal Year 2013-2014. Supporting information is located in Exhibit 2.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

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. RESOLUTION NO. 1314-24, STATEMENT OF ASSURANCE FOR INSTRUCTIONAL MATERIALS REALIGNMENT FUND, FISCAL YEAR 2013-2014:** DISCUSSION/
ACTION

Education Code §60119 specifies a public hearing shall be held in order to receive funding for the Pupil Textbook and/or Instructional Materials Realignment Program and encourages participation by parents, teachers, members of the community, and bargaining unit leaders. Education Code §60252 specifies all purchases of instructional materials made from the State Instructional Materials Fund shall conform to law and the applicable rules and regulations. The Board of Trustees shall make a determination through a resolution as to whether each pupil in each school in the District has sufficient textbooks and/or instructional materials in each of the following subject areas: English/Language Arts, History/Social Science, Health, Mathematics, Science, World Languages, and science laboratory equipment. There is no financial impact associated with this item.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

Page 1
EXHIBIT 2

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 adopt the Resolution No.1314-24, Statement of Assurance for Instructional Materials Realignment Fund, Fiscal Year 2013-2014.

Motion by _____ Seconded by _____

ROLL CALL:

Student Advisor Leilah Rodriguez ____

Trustee Addonizio _____

Trustee Bryson _____

Trustee Hanacek _____

Trustee Hatton _____

Trustee Pritchard _____

Trustee Reardon _____

Trustee Alpay _____

DISCUSSION/ACTION ITEMS

3. REPORT ON BREAKTHROUGH SAN JUAN CAPISTRANO:

Trustee Reardon asked that the Board of Trustees receive a report on Breakthrough San Juan Capistrano. The program offers high-potential, low-income middle school students the opportunity to participate in rigorous academic enrichment programs during the summer and throughout the school year. Students commit to participate in the program during middle and high school in exchange for support services for themselves and their families, which includes summer academic enrichment, one-on-one tutoring, and high school and college preparation. All Breakthrough classes are taught by talented, high-achieving high school and college students from around the country who are interested in the field of education. Through the teacher development program offered by Breakthrough, these educators become candidates for professional teaching and educational leadership positions after college. The Breakthrough Collaborative has served over 40,000 students and teachers in 25 American cities. Breakthrough San Juan Capistrano serves students at Marco Forster Middle School, San Juan Hills High School, Dana Hills High School, and Capistrano Valley High School. It was founded eight years ago by Marcus Hurlbut, former Headmaster of St. Margaret's Episcopal School. The program is primarily underwritten by St. Margaret's families, and receives external sponsorship and support from AmeriCorps VISTA, United Way, Farmers & Merchants Bank, Principal Carrie Bertini and staff at Marco Forster Middle School, and individuals and families in San Juan Capistrano.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

Contact: Joseph M. Farley, Superintendent

INFORMATION/
DISCUSSION
Page 29
EXHIBIT 3

Staff Recommendation

It is recommended the Board President recognize Trustee Reardon to present information on this item and introduce Ms. Lorena Martinez, Director of Breakthrough San Juan Capistrano who will present a brief report.

4. SOUTH ORANGE COUNTY OBESITY TASKFORCE UPDATE:

In partnership with Mission Hospital's South Orange County Obesity Taskforce, the District has worked with targeted schools to reduce childhood obesity in underserved children ages 3-11. This item presents an update on the background, goals, and accomplishments of the task force to date.

CUSD Strategic Plan Pillar 2: Safe and Healthy Schools

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

INFORMATION/
DISCUSSION
Page 45
EXHIBIT 4

Staff Recommendation

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

5. **REVISION TO THE 2013 – 2014 SCHOOL BOARD MEETING SCHEDULE:** DISCUSSION/
ACTION
Page 55
EXHIBIT 5
- The Board approved the Board meeting schedule for July 2013 through December 2013 at its meeting of December 12, 2012. It is suggested the November 13, 2013, meeting be rescheduled to November 6, 2013, because Board President Alpay has a conflicting professional obligation with the November 13 meeting. The November meeting will conclude his current term of service as Board president.
- CUSD Strategic Plan Pillar 5: Effective Operations*
Contact: Joseph M. Farley, Superintendent

Staff Recommendation

It is recommended the Board of Trustees reschedule the November 13, 2013, Board meeting to November 6, 2013, and approve the revision to the 2013 – 2014 School Board Meeting Schedule.

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

6. **SCHOOL BOARD MINUTES:** Page 57
Approval of the minutes of the September 25, 2013, regular Board meeting. **EXHIBIT 6**
Contact: Jane Boos, Manager, Board Office Operations
7. **SCHOOL BOARD MINUTES:** Page 63
Approval of the minutes of the October 1, 2013, special Board meeting. **EXHIBIT 7**
Contact: Jane Boos, Manager, Board Office Operations

CURRICULUM & INSTRUCTION

8. **EXPULSION READMISSIONS:**
Approval to readmit students from expulsion. 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, Elementary
9. **MASTER TEACHER PAYMENT:** Page 65
Approval of payment to District master teachers who supported a student teacher during the 2013 spring semester. Student teachers from various universities are placed in the District throughout the school year. Current university agreements specify institutions pay master teachers a nominal stipend for their supervision and support of student teachers. California State University, Fullerton has agreed to reimburse the District for all costs associated with compensating master teachers. The compensation amounts vary because of different statutory costs. **EXHIBIT 9**
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Julie Hatchel, Assistant Superintendent, Education Services, Elementary

BUSINESS & SUPPORT SERVICES

10. **PURCHASE ORDERS, COMMERCIAL WARRANTS, AND PREVIOUSLY BOARD-APPROVED BIDS AND CONTRACTS:** Page 67
EXHIBIT 10
Approval of purchase orders (Attachment 1) and commercial warrants (Attachment 2). The expenditures related to the listed purchase orders and commercial warrants included in this item were previously authorized as part of the District's budget approval process. The purchase orders total \$2,203,334.19 and the commercial warrants total \$7,484,326.31. 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
11. **DONATION OF FUNDS AND EQUIPMENT:** Page 97
EXHIBIT 11
Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$116,272.11 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
12. **INDEPENDENT CONTRACTOR, PROFESSIONAL SERVICES, FIELD SERVICE, AND MASTER CONTRACT AGREEMENTS:** Page 99
EXHIBIT 12
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 five new ratified agreements totaling \$61,732.11, one amendment of an existing agreement totaling \$800, and one amendment ratification to an existing agreement totaling \$26,460.

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
13. **SPECIAL EDUCATION INFORMAL DISPUTE RESOLUTION AGREEMENTS:**
Approval of the ratification of special education Informal Dispute Resolution Agreement Case #065913, Case #070313, Case #080713, Case #081113, Case #091313, and Case #091413. 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. **SPECIAL EDUCATION SETTLEMENT AGREEMENTS:**
Approval of special education Settlement Agreement Case #2013061122 and Informal Dispute Resolution Agreement Case #060713. 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

15. GENERAL RELEASE AGREEMENT – NETWORK HARDWARE RESALE, LLC:

Approval of the ratification of a General Release Agreement with Network Hardware Resale, LLC as required by the Orange County Department of Education (OCDE) Legal Services. This agreement authorizes release of payment for Cisco network switches purchased using the United States General Services Administration (GSA) contract awarded to Network Hardware Resale, GSA Contract No. GS-35F-0717R, effective July 1, 2005. The total cost for the switches is \$257,826. The price includes tax and shipping. Network Hardware Resale supplied the District with the equipment pursuant to Purchase Order No. 324894. All equipment has been confirmed and received by the District, and the majority of the equipment has been installed. Network Hardware Resale has submitted the invoice for payment. OCDE requested additional documentation related to the contract prior to releasing payment to the vendor. The contract was awarded to Network Hardware Resale in July 2005 and renewed in 2010 for an additional five-year term with a contract end date of 2015. GSA discontinued the contract prior to the published end date. The purchase was made with the understanding the contract was still in effect. The District desires to release payment to Network Hardware Resale through this General Release Agreement, required by OCDE Legal Services, to avoid the cost of litigation and to resolve this matter in a timely manner without undue expense.

CUSD Strategic Plan Pillar 5: Effective Operations

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

16. ENROLLMENT SERVICES AGREEMENT – AMERICAN FIDELITY ASSURANCE COMPANY:

Approval of an Enrollment Services Agreement with American Fidelity Assurance Company to provide an online enrollment program at no charge for benefits-eligible employees. American Fidelity representatives will meet with eligible employees to enroll them in medical, dental, and vision benefits. As American Fidelity representatives meet with employees, they will also offer enrollment in other programs provided by American Fidelity. The term of this Enrollment Services Agreement is for one year effective October 15, 2013. The contract renews annually unless terminated by either party, for a total contract period not-to-exceed three years.

CUSD Strategic Plan Pillar 5: Effective Operations

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

17. FINAL ACCEPTANCE AND FILING OF NOTICE OF COMPLETION FOR MOVEMENT OF THREE RELOCATABLE CLASSROOM BUILDINGS AT CAPISTRANO VALLEY HIGH SCHOOL, GILBERT & STEARNS, INCORPORATED; PACIFIC MH CONSTRUCTION, INCORPORATED; PACIFIC PLUMBING; AND PACIFIC ROOFING SYSTEMS:

Approval of the final acceptance and filing of the Notice of Completion for the movement of three relocatable classroom buildings at Capistrano Valley High School. Gilbert & Stearns, Incorporated; Pacific MH Construction, Incorporated; Pacific Plumbing; and Pacific Roofing Systems provided services related to this project. In order to obtain Division of the State Architect closeout with certification, a Notice of Completion is required.

CUSD Strategic Plan Pillar 5: Effective Operations

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

18. FINAL ACCEPTANCE AND FILING OF NOTICE OF COMPLETION FOR BID NO. 1314-08, EXTERIOR PAINT AT CONCORDIA ELEMENTARY SCHOOL, PRIME PAINTING CONTRACTORS, INCORPORATED:

Approval of the final acceptance and filing of the Notice of Completion for exterior painting at Concordia Elementary School. All work has been inspected and completed to the satisfaction of staff, and the District has given the contractor notice of beneficial occupancy.

CUSD Strategic Plan Pillar 5: Effective Operations

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

19. EXTENSION AGREEMENT FOR BID NO. 1112-11, CONCRETE MAINTENANCE AND REPAIR – ABOVE ALL NAMES CONSTRUCTION SERVICES, INCORPORATED: Page 149
EXHIBIT 19

Approval of the Extension of Agreement Bid. No. 1112-11 with Above All Names Construction Services, Incorporated to provide concrete maintenance and repair for all sites within the District. The vendor agreed to maintain their pricing for the renewal period of October 27, 2013, through October 26, 2014. Annual expenditures under this contract are limited to \$80,000, funded by deferred maintenance and routine restricted maintenance accounts.

CUSD Strategic Plan Pillar 5: Effective Operations

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

20. EXTENSION OF BID NO. 1112-15, REFURBISHED COMPUTER EQUIPMENT – INSIGHT SYSTEMS EXCHANGE: Page 179
EXHIBIT 20

Approval of the Extension of Bid No. 1112-15 for the purchase of refurbished computer equipment from Insight Systems Exchange. The current contract provides set pricing for refurbished computer equipment most commonly purchased by the District. The contract also provides that in the event an item within the bid is discontinued or no longer available, it may be replaced by an item that performs the same task. It shall be deemed an acceptable replacement only if it meets or exceeds original specifications, is provided at the same or lesser price of the original item, and is approved by the District. If the upgrade provides additional or enhanced functionality, the increased functionality must be supported by documentation and the price of the new item must be accepted by the District. As products depreciate in value, the District negotiates with the vendor quarterly, or as needed, to ensure the most cost effective price. The contract extension is valid from October 25, 2013, through October 24, 2014. Annual expenditures under this contract are estimated at \$500,000 funded by site funds, gift funds, grants, and the general fund.

CUSD Strategic Plan Pillar 5: Effective Operations

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

21. AWARD REQUEST FOR PROPOSALS NO. 5-1314, DEVELOPER FEE CONSULTANT SERVICES, DOLINKA GROUP: Page 191
EXHIBIT 21

Approval of the award of Request for Proposals No. 5-1314, Developer Fee Consultant Services to Dolinka Group. Eight companies registered and downloaded documents. The Dolinka Group submitted the only proposal. A summary of the services provided and pricing is shown in the attached exhibit. This contract represents an 8.5 percent cost reduction from the previous year's contract. The District requires services related to developer fee justification studies, school facilities needs analysis, and annual and five-year reports. This contract provides services at a not-to-exceed amount of \$10,800 annually. The contract term is October 10, 2013, through October 9, 2014, with four one-year renewal periods at the option of the Board of Trustees.

The proposal, evaluation criteria, and rating sheets are available in the Purchasing Department for review. For more information, please contact Terry Fluent, Director, Purchasing, at (949) 234-9436.

CUSD Strategic Plan Pillar 5: Effective Operations

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

22. ADVERTISE BID NO. 1314-13, ELECTRICAL SERVICE:

Approval to advertise for bids to provide electrical service as requested by the District. This bid will allow the District to purchase from approved vendors to using contract prices for a 12-month period. The formal bid process allows the District to secure the lowest prices and enter into annual contracts with vendors meeting all of the legal requirements, enabling the services to be completed in a timely manner. Annual expenditures utilizing this contract are not-to-exceed \$75,000, funded by deferred maintenance, routine restricted maintenance, modernization, and site funds.

Due to the size, the bid documents 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

23. ADVERTISE BID NO. 1314-14, MOVEMENT AND RECONFIGURATION OF RELOCATABLE BUILDINGS:

Approval to advertise for bids to move and reconfigure relocatable buildings as requested by the District. This bid will allow the District to establish contracts with approved vendors for services using set prices for a 12-month period. The formal bid process allows the District to secure the lowest prices and enter into annual contracts with vendors meeting all of the legal requirements, enabling the services to be completed in a timely manner. Annual expenditures utilizing this contract are not-to-exceed \$150,000, funded by deferred maintenance, routine restricted maintenance, modernization, and site funds.

Due to the size, the bid documents 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

24. GLENDALE UNIFIED SCHOOL DISTRICT BID NO. P-16 09/10, FOR SCHOOL FURNISHINGS, OFFICE FURNISHINGS, AND ACCESSORIES – JONES-CAMPBELL COMPANY:

Approval to utilize the Glendale Unified School District Bid No. P-16 09/10 for the purchase of school and office furniture and accessories from Jones-Campbell Company, under the same terms and conditions of the public agency's contract. This contract provides competitive set pricing for school and office furniture, as needed, throughout the District. Anticipated annual expenditures utilizing this contract are approximately \$300,000, funded by the various departments and sites requesting furniture. School boards have the authority to "piggyback" on another public agency's bid, per Public Contract Code §20118, when it is in the best interest of a district. It is often advantageous to utilize piggyback bids when contract items are identical to the District's specifications. Using piggyback contracts saves time and often provides lower prices than a single jurisdiction would be able to obtain.

Due to the size of the contract and award, the documentation 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:

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:**

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 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 23, 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.