

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

REVISED
2-20-19

BOARD OF TRUSTEES
Regular Meeting

February 25, 2015

Closed Session 5:30 p.m.
Open Session 7:00 p.m.

AGENDA

CLOSED SESSION AT 5:30 P.M.

1. **CALL TO ORDER**
2. **CLOSED SESSION COMMENTS**
3. **CLOSED SESSION** (as authorized by law)

A. STUDENT EXPULSIONS

Deliberations of Findings of Fact and Recommendations
(Pursuant to Education Code §48918{c} and §35145)

EXHIBIT A

B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

(Pursuant to Government Code §54957)

EXHIBIT B1-B5

C. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION EXHIBIT C

Kirsten Vital/Clark Hampton/Julie Hatchel
Significant Exposure to Litigation – One Case
(Pursuant to Government Code §54956.9)

D. CONFERENCE WITH LABOR NEGOTIATORS

Kirsten Vital/Jodee Brentlinger/Clark Hampton/Attorney Jon Pearl
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)

E. PUBLIC EMPLOYEE EMPLOYMENT/APPOINTMENT

Assistant Superintendent, Education Services
Executive Director, CTE & Visual and Performing Arts
(Pursuant to Government Code §54957)

EXHIBIT E1-E2

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

*Paola PazSoldan – STEM Education Contributions at Las Palmas Elementary School
Student Body President's Report – Junipero Serra 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.

DISCUSSION/ACTION ITEMS

1. CITIZEN'S REQUEST:

Board Policy 9322, *Agenda/Meeting Materials*, states any member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. Dawn Urbanek requested the placement of an agenda item to address the Board regarding revising Board Policy 3260 to reflect the intent of AB 1575, Removal of Illegal Parking Fees. Staff has researched the legality of the fees with both District legal counsel and the Orange County Department of Education and both providers confirm the fees are legal. Education Code §35160 and Vehicle Code §21113 state school districts or Associated School Body are authorized to charge a parking fee to students who wish to park their vehicle in a student parking lot on school property. In the District, permissible student fees are governed by Board Policy 3260, *Student Fees*; and on-campus parking is governed by Board Policy 3513.2, *High School Campus Traffic and Parking Regulations*. This is an information item only and no Board action is necessary.

Contact: Kirsten M. Vital, Superintendent

Staff Recommendation

It is recommended the Board President recognize Dawn Urbanek to present this item.

2. DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE UPDATE:

Each California public school district, grades kindergarten through 12, with 51 or more English learners, must form a District-level English Learner Advisory Committee (DELAC). This committee is responsible for advising the district's local governing board on issues relating to the services and programs provided to the English Learner. This year the DELAC has met to review and revise the Master Plan for English Learners, review data regarding English Learners academic achievement, and review revision of services and programs related to English Learners.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

INFORMATION/
DISCUSSION

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EXHIBIT 1

INFORMATION/
DISCUSSION

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EXHIBIT 2

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.

3. IMMUNIZATION AND DISTRICT HEALTH SERVICES:

This item will address the immunization requirements for California students, the role of the Orange County Health Care Agency, and related services provided by health service staff. Data on immunizations, storage of student health information, and the waiver and registration process will be shared.

CUSD Strategic Plan Pillar 2: Safe and Healthy Schools

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

INFORMATION/
DISCUSSION
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EXHIBIT 3

Staff Recommendation

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

4. SOUTH COAST REGIONAL OCCUPATIONAL PROGRAM JOINT POWERS AGREEMENT AND RESTRUCTURE:

The District would like to maintain and amend the Regional Occupational Program (ROP) Joint Powers Agreement (JPA) to ensure an integrated high school program so all students are ready for college and career through better articulation with ROP and Career Technical Education programs and services. The amended JPA will address the duplicative infrastructure of ROP; reduce the \$2.9 million funding allocated to ROP in order to develop additional pathways and courses for students; and will provide additional counselors and academic advisors (guidance support). This item will focus on a review of the amended ROP JPA and will provide an update of plans for 2015-2016.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

INFORMATION/
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EXHIBIT 4

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.

5. CALIFORNIA SCHOOL BOARDS ASSOCIATION DELEGATE ASSEMBLY ELECTION, REGION 15:

The Board of Trustees, as a member of the California School Boards Association (CSBA), has an opportunity to vote for candidates running for CSBA's Delegate Assembly in Region 15. This agenda item pertains to the election of school board members to serve on CSBA's Delegate Assembly. The Delegate Assembly Ballot and biographical information for each Region 15 candidate is included in the exhibit. The Board may vote for any number up to nine from among the candidates in Region 15 to serve on CSBA's Delegate Assembly. There is no financial impact.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Kirsten M. Vital, Superintendent

DISCUSSION/
ACTION
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EXHIBIT 5

Staff Recommendation

It is recommended the Board President recognize Superintendent Kirsten Vital to present this item.

Following discussion, it is recommended the Board of Trustees approve up to nine delegates to serve on the CSBA Delegate Assembly.

Motion by _____ Seconded by _____

6. RESOLUTION NO. 1415-35, NON-REELECTION OF TEMPORARY CERTIFICATED EMPLOYEES:

The Education Code permits school districts to hire certificated employees on temporary contracts only for specific reason per §44909, §44918, and §44920. The District has appropriately classified 172 certificated employees as temporary for the 2014-2015 school year. These employees are replacing other employees on leave, are serving in programs with expiring categorical funding sources, or are placeholders for regular employees who are released from their normal assignments to work in a categorical program. Education Code §44954 requires the Board to notify temporary employees in a position requiring certification qualification of the District’s decision to release the employees from such positions prior to the next school year. The District is not recommending laying off permanent and probationary teachers, nor releasing teachers employed on temporary contracts for budget reduction purposes. The temporary release of employees, as presented in this item, is an annual process the District must utilize to ensure permanent teachers funded through categorical resources and permanent teachers on leaves of absence have a position for the succeeding school year. As the District begins staffing for the 2015-2016 school year, decisions will be made regarding how many permanent teachers will be funded through categorical resources, as well as how many permanent teachers will request a leave of absence, part-time contracts, and partnership assignments. As permanent teachers “temporarily” vacate their positions, temporary teachers will be rehired. The District intends to have 90 percent of staffing completed before June 22, 2015, including the rehiring of existing temporary teachers and potential new hires.

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 that the Board of Trustees adopt Resolution No. 1415-35, Non-REElection of Temporary Certificated Employees and authorize the District to issue notices.

Motion by _____ Seconded by _____

ROLL CALL:

Student Advisor Akhil Patel	_____		
Trustee Alpay	_____	Trustee McNicholas	_____
Trustee Hanacek	_____	Trustee Pritchard	_____
Trustee Jones	_____	Trustee Reardon	_____
		Trustee Hatton-Hodson	_____

7. SECOND READING – BOARD POLICY 5119, SCHOOL OF CHOICE:

Board Policy 5119, *School of Choice*, is the governing policy outlining the purpose, intent, priority criteria, and process used for School of Choice. This policy is being brought to the Board to align with current law, and address facility, specialized program, and enrollment considerations. Additional revisions requested by the Trustee’s during the first reading of this item have been made. Changes are underlined; deletions are struck through.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

DISCUSSION/
ACTION

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EXHIBIT 6

DISCUSSION/
ACTION

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EXHIBIT 7

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 Board Policy 5119, *School of Choice*.

Motion by _____ Seconded by _____

8. SECOND READING – BOARD POLICY 5116, SCHOOL ATTENDANCE BOUNDARIES:

Board Policy 5116, *School Attendance Boundaries*, is the governing policy for the guidelines for developing attendance boundary options and recommendations. This policy is being brought to the Board to align with current law and recommendations in Board Policy 5119, *School of Choice*. No school attendance boundaries are recommended for change or being considered for any changes. Changes are underlined; deletions are struck through.

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 recognize Michelle Le Patner, Assistant Superintendent, Education Services, Secondary, to present this item.

Following Discussion, it is recommended the Board of Trustees approve Board Policy 5116, *School Attendance Boundaries*.

Motion by _____ Seconded by _____

DISCUSSION/
ACTION
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EXHIBIT 8

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

9. SCHOOL BOARD MINUTES:

Approval of the minutes of the February 11, 2015, regular Board meeting.

Contact: Jane Boos, Manager, Board Office Operations

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EXHIBIT 9

10. RESOLUTION NO. 1415-34, RECOGNITION OF WEEK OF THE SCHOOL ADMINISTRATOR:

Approval of Resolution No. 1415-34, Recognition of Week of the School Administrator. Certificated and classified administrators provide leadership and support for the educational program by developing and implementing curriculum; selecting textbooks and instructional materials; recruiting, training, and evaluating staff; managing budgets; monitoring cost controls; implementing Board policies; complying with federal, state, and local regulations and laws; planning and maintaining school facilities; and providing transportation, nutrition and social service programs to pupils and their families. This resolution will serve as official notice to citizens of the Capistrano Unified School District of the Board's support for Week of the School Administrator. There is no financial impact.

CUSD Strategic Plan Pillar 1: Community Relations

Contact: Kirsten M. Vital, Superintendent

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EXHIBIT 10

11. RESOLUTION NO. 1415-14, ACCEPTANCE OF 2014-2015 ASSISTANCE LEAGUE CONTRACT AMENDMENT NO. 1 FOR OPERATION SCHOOL BELL; KIDS ON THE BLOCK; HANDS ON LITERACY; AND LINKS TO LEARNING:

Approval of Resolution No. 1415-14, Acceptance of the 2014-2015 Assistance League Contract Amendment No. 1 for Operation School Bell; Kids on the Block; Hands on Literacy; and Links To Learning. The Board approved Resolution 1415-14 at the August 27, 2014, Board meeting. The amendment to this Agreement would extend Operation School Bell, which provides new school clothing, free of charge, to District students, as referred by authorized school personnel, to include students in grades K-12. Previously only students in grades K-8 were eligible to participate. 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. There is no change to the other programs provided by ALCV. There is no financial impact.

CUSD Strategic Plan Pillar 1: Community Relations

Contact: Kirsten M. Vital, Superintendent

CURRICULUM & INSTRUCTION

12. 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: Michelle Le Patner, Assistant Superintendent, Education Services, Secondary

13. PETITION TO WAIVE CALIFORNIA HIGH SCHOOL EXIT EXAM:

Approval to waive California Education Code §60851(c) and Board Policy 6162.52 for ten 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 1415-004 to 1415-013. 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 is provided to Trustees under separate cover to protect the student's rights under the Family Educational Rights and Privacy Act. There is no financial impact.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

14. JOURNEY CHARTER SCHOOL PETITION RENEWAL:

Approval of the acceptance of receipt of the Journey Charter Petition Renewal. The District approved the initial Journey Charter Petition on February 14, 2000. Journey submitted a request to renew its charter petition on February 17, 2015. Approval of this item will formally accept receipt the charter petition. In accordance with Education Code §47605(b), the District will hold a public hearing on the provisions of the charter to consider the level of support for the petition by parents, teachers, and employees of the District no later than 30 days after receiving the petition and will bring to the Board a recommendation for consideration of approval of the petition within 60 days of receipt of the petition. Due to the size of the documents, they will be posted online on the District Board Agendas and Supporting Documentation page.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

15. **CLINICAL AFFILIATION AGREEMENT – ORANGE COAST COMMUNITY COLLEGE:** Page 71
EXHIBIT 15
 Approval of clinical affiliation Agreement with Orange Coast Community College. During the school year, District speech pathologists are selected to work with speech-language pathology assistants in an internship capacity to fulfill their clinical experience requirements for certification.
CUSD Strategic Plan Pillar 1: Community Relations
Contact: Julie Hatchel, Assistant Superintendent, Education Service, Elementary
- BUSINESS & SUPPORT SERVICES**
16. **PURCHASE ORDERS, COMMERCIAL WARRANTS, AND PREVIOUSLY BOARD-APPROVED BIDS AND CONTRACTS:** Page 83
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 \$777,333.68 and the commercial warrants total \$4,653,329.56. 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:** Page 119
EXHIBIT 17
 Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$346,133.25 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, PROFESSIONAL SERVICES, FIELD SERVICE, AND MASTER CONTRACT AGREEMENTS:** Page 121
EXHIBIT 18
 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 one new agreement totaling \$70,000, one amendment ratification to an existing agreement with no financial impact, and one new agreement ratification totaling \$9,980. 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 and 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
19. **SPECIAL EDUCATION INFORMAL DISPUTE RESOLUTION AGREEMENT:**
 Approval of the ratification of special education Informal Dispute Resolution Case #013315 and Case #067414. Due to the confidential nature of the Agreements, supporting information is provided to Trustees under separate cover. Expenditures under these Agreements are limited to \$520, funded by special education funds.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations

- 20. SPECIAL EDUCATION SETTLEMENT AGREEMENT:**
Approval of the ratification of special education Settlement Agreement Case #2014120332. Due to the confidential nature of the Agreement, supporting information is provided to Trustees under separate cover. Expenditures under this Agreement are limited to \$5,620, funded by special education funds.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations

- 21. EXTENSION OF AGREEMENT WITH HOLLANDIA DAIRY, INCORPORATED:**
Approval of the Extension of Agreement with Hollandia Dairy, Incorporated, (Hollandia) to provide milk and other dairy products, as needed by the District. The Board of Trustees awarded the Bid Form and Agreement to Hollandia as a result of the Milk and Dairy Products Bid No. 1314-17 for a one-year term (ending March 9, 2015) (2014 Agreement). For the upcoming renewal period, Hollandia will provide milk and other dairy products at reduced prices on eight items and no price increase on two remaining items listed in the 2014 Agreement, at prices shown on the proposed 2015-2016 Bid Unit Pricing fee schedule. Annual expenditures under this contract are estimated at \$700,000 annually, to be funded by Food and Nutrition Services.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services

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EXHIBIT 21

- 22. AMENDMENT NO. 2 TO AGREEMENT BID NO. 1314-20, FENCE REPAIRS AND MAINTENANCE WITH HARRIS STEEL FENCE COMPANY, INCORPORATED:**
Approval of Amendment No. 2 to Agreement Bid No. 1314-20 for fence repairs and maintenance provided by Harris Steel Fence Company, Incorporated. This contract is amended to increase the annual not-to-exceed amount to \$450,000 for additional services, as needed by the District. All other terms and conditions of the contract remain the same. Services provided under this contract are 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

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EXHIBIT 22

- 23. ADVERTISE BID NO. 1415-18, EXTERIOR PAINT AT PALISADES ELEMENTARY SCHOOL:**
Approval to advertise for bids for exterior painting of Palisades Elementary School. The project will be completed over the summer break. The estimated cost for the project is approximately \$100,000, funded by deferred maintenance. Due to the size of the bid packet, the 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

PERSONNEL SERVICES

- 24. 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

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EXHIBIT 24

25. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:

Page 165
EXHIBIT 25

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

26. CERTIFICATION OF TEMPORARY ATHLETIC TEAM COACH QUALIFICATIONS AND COMPETENCIES:

Page 171
EXHIBIT 26

Approval of the certification that all temporary athletic coaches have met the qualifications and competencies required in Title V §5593, of the California Code of Regulations. The California Code of Regulations requires the Board of Trustees to certify temporary athletic team coaches have met the provisions of Title V §5593, which applies to any person serving as a temporary athletic team coach. The District must determine each individual has met all required coaching qualifications and competencies set forth in the statute. Requirements include training in the care and prevention of athletic injuries, possession of valid CPR and first aid certificates, practical experience in team athletic conditioning, knowledge of the rules and regulations in the sport or game being coached, understanding of adolescent psychology as it relates to the sport, and training in substance abuse prevention including, but not limited to, tobacco, alcohol, steroids, and human growth hormones. All current coaches have met these requirements as verified by athletic directors and principals at each site. There is no financial impact.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

Motion by _____ Seconded by _____

ROLL CALL:

Student Advisor Akhil Patel	_____		
Trustee Alpay	_____	Trustee McNicholas	_____
Trustee Hanacek	_____	Trustee Pritchard	_____
Trustee Jones	_____	Trustee Reardon	_____
		Trustee Hatton-Hodson	_____

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, MARCH 11, 2015, 7:00 P.M. AT THE CAPISTRANO UNIFIED SCHOOL DISTRICT OFFICE BOARD ROOM, 33122 VALLE ROAD, SAN JUAN CAPISTRANO, CALIFORNIA

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.