

REVISED
7-18-14

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

BOARD OF TRUSTEES
Regular Meeting

July 23, 2014

Closed Session 6:30 p.m.
Open Session 7:00 p.m.

AGENDA

CLOSED SESSION AT 6:30 P.M.

1. **CALL TO ORDER**
2. **CLOSED SESSION COMMENTS**
3. **CLOSED SESSION** (as authorized by law)
 - A. **STUDENT EXPULSIONS** **EXHIBIT 3A1-A2**
Deliberations of Findings of Fact and Recommendations
(Pursuant to Education Code §48918{c} and §35145)
 - B. **PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT** **EXHIBIT 3B1-B2**
 1. K-8 Principal
 2. High School Activity Director
(Pursuant to Government Code §54957)
 - C. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION** **EXHIBIT 3C**
Number of Cases – One
Office of Administrative Hearings
Case Number 2014010858
(Pursuant to Government Code §54956)
 - D. **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
(Pursuant to Government Code §54957)

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. RESOLUTION NO. 1415-01, AUTHORIZATION OF TEMPORARY INTERFUND TRANSFERS:

Education Code §42603 authorizes the Board of Trustees to temporarily transfer money held in any fund to another fund for payment of obligations by the District. Amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. Due to the nature of the current budget situation, it is necessary to secure flexibility to balance cash flow during the 2014-2015 school year. This agenda item requests Board approval to authorize interfund loans between funds. These loans (cash transfers) will be made to and between the general fund, and various other District funds.

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. 1415-01, Authorization of Temporary Interfund Transfers.

Motion by _____ Seconded by _____

ROLL CALL:

Trustee Addonizio _____ Trustee Hatton-Hodson _____

Trustee Bryson _____ Trustee Pritchard _____

Trustee Hanacek _____ Trustee Reardon _____

Trustee Alpay _____

DISCUSSION/
ACTION

Page 1

EXHIBIT 1

2. FACILITIES UPDATE:

The Board of Trustees will be provided with a report on the needs assessment of District school sites eligible for funding from established Community Facilities District (CFD) funds. The report will provide the estimated cost breakdown by school site within each CFD.

CUSD Strategic Plan Pillar 5: Effective Operations

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

INFORMATION/
DISCUSSION

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EXHIBIT 2

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 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

3. SCHOOL BOARD MINUTES:

Approval of the minutes of the July 9, 2014, regular Board meeting.
Contact: Jane Boos, Manager, Board Office Operations

Page 39
EXHIBIT 3

CURRICULUM & INSTRUCTION

4. 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

5. EXPUNGING OF EXPULSION RECORD:

Approval to expunge a student's expulsion 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: Michelle Le Patner, Assistant Superintendent, Education Services, Secondary

BUSINESS & SUPPORT SERVICES

6. 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 \$38,213,995.80 and the commercial warrants total \$2,399,388.93. 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

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EXHIBIT 6

7. DONATION OF FUNDS AND EQUIPMENT:

Approval of donations of funds and equipment. A number of gifts have been donated to the District, \$286,352.42 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 81

EXHIBIT 7

8. 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 one new agreement totaling \$8,000, nine new agreement ratifications totaling \$187,000, three extensions to existing agreements totaling \$181,928.75, two extension ratifications to an existing agreements totaling \$10,000, two amendments to existing agreements totaling \$11,900, and two amendment ratifications to existing agreements totaling \$8,500. 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

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EXHIBIT 8

9. SPECIAL EDUCATION INFORMAL DISPUTE RESOLUTION AGREEMENT:

Approval of the ratification of special education Informal Dispute Resolution Agreement Case #067414. Due to the confidential nature of the Agreement, supporting information is provided to Trustees under separate cover. Expenditures under this agreement are limited to \$11,000, funded by special education funds.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

10. SPECIAL EDUCATION INFORMAL DISPUTE RESOLUTION AGREEMENT:

Approval of the special education Informal Dispute Resolution Agreement Case #066614. Due to the confidential nature of the Agreement, supporting information is provided to Trustees under separate cover. Expenditures under this agreement are limited to \$26,400, funded by special education funds.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

11. MEDI-CAL ADMINISTRATIVE ACTIVITIES PARTICIPATION AGREEMENT – ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:

Ratification of a Medi-Cal Administrative Activities Participation Agreement No. 40665 with the Orange County Superintendent of Schools to provide administrative services related to Medi-Cal reimbursement. The term of the agreement is July 1, 2014, through June 30, 2015. The Orange County Superintendent of Schools receives 4.5 percent of the quarterly claim received by the District from the state for Medi-Cal Administrative Activities administration support.

CUSD Strategic Plan Pillar 5: Effective Operations

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

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EXHIBIT 11

12. **SUBMISSION OF LABOR COMPLIANCE PROGRAM ANNUAL REPORT:** Page 257
EXHIBIT 12
Approval of the submission of the Labor Compliance Program Annual Report for the period of July 1, 2013, through June 30, 2014, to the Department of Industrial Relations (DIR) in accordance with the laws of the Labor Compliance Program. To comply with state statutes, the District must submit an annual report to the DIR and share this report with the Board of Trustees. The District has a case pending for the Capistrano Valley High School Performing Arts Theater in the amount of \$52,781.53 with Sunland Fire Protection for underpayment of proper prevailing wages. The District is withholding the appropriate funds to cover the wages and penalties as required by the program.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
13. **AWARD BID NO. 1415-10, FROZEN FOOD PRODUCTS, A&R WHOLESALE DISTRIBUTORS, INCORPORATED:** Page 261
EXHIBIT 13
Approval of the award of Bid No. 1415-10, Frozen Food Products to A&R Wholesale Distributors, Incorporated. Four bids were received and opened on June 19, 2014. This bid is awarded on an all-or-nothing basis to the single lowest bidder meeting all the terms and specifications. A&R Wholesale Distributors is the lowest responsive bidder. The term of the base contract is August 1, 2014, through July 31, 2015, with two one-year renewal terms at the option of the Board of Trustees. Annual expenditures utilizing this contract are not-to-exceed \$2,500,000, funded by Food and Nutrition Services.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
14. **AWARD BID NO. 1415-12, CHROMEBOOKS TO CDW GOVERNMENT, LLC; AND HOWARD TECHNOLOGY SOLUTIONS, A DIVISION OF HOWARD INDUSTRIES, INCORPORATED:** Page 281
EXHIBIT 14
Approval of the award of Bid No. 1415-12, Chromebooks to CDW Government, LLC; and Howard Technology Solutions. This bid provides set pricing for Chromebooks, software, licensing, and parts. Troxell Communications, Incorporated, submitted the lowest bid for the 2GB Non-Touch Chromebook and has requested relief of bid due to a clerical error that resulted in a materially lower-than-intended bid. Per Public Contract Code, the District may relieve a bidder due to a mistake in bid submission, causing the bid to be materially different than intended, and award the item to the second lowest bidder, if it is in the best interest of the District to do so. Staff is recommending the relief of Troxell Communications, Incorporated, from the bid for the 2GB Non-Touch Chromebook due to a mistake in bid submission, and award the item to the second lowest bidder, CDW Government, LLC. The term of the base contract is July 24, 2014, through July 23, 2015, with two one-year renewal terms at the option of the Board of Trustees. Annual expenditures under this contract are estimated to be \$3,500,000, depending upon the availability of funds. Chromebooks may be funded through many sources, such as Common Core, gift, site funds, and grants. Due to the size of the contracts, 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

15. AWARD REQUEST FOR PROPOSAL NO. 1-1415, GLOBAL POSITIONING SYSTEM TO ZONAR SYSTEMS, INCORPORATED:

Approval of the award of Request for Proposal No. 1-1415, Global Positioning System to Zonar Systems, Incorporated. Zonar Systems, Incorporated, submitted a proposal for a global positioning system (GPS) that will meet the District's needs. Zonar has been active in providing technology solutions to the pupil-transportation market for more than 12 years. The Electronic Vehicle Inspection Report System is used to capture, transmit, and record: vehicle inspection, compliance, and maintenance data. Required pre- and post-trip inspections are automated and verified using Zonar's technology, eliminating errors, inefficiencies, and risk. The terms and conditions of the contract are still being negotiated. Once the contract has been finalized, it will be brought forward for legal review and submitted to the Board for approval. The estimated fiscal impact for the first year is \$96,565.95, which includes all hardware, software, installation, training, implementation, and Radio Frequency Identification cards. Zonar has offered a \$50,000 hardware grant to help offset the initial cost of equipment. Ongoing annual software renewal fees are \$37,787.40. At the May 28, 2014, Board meeting, Trustees approved the ASCIP Risk Control Grant Award for the GPS Pilot Program. The grant award is \$60,000, to be used for the purpose of assisting with purchasing and implementing a GPS Pilot Project. This grant will be used to offset implementation costs in the first year. The proposals, evaluation criteria, and rating sheets are available in the Purchasing Department for review. For more information, please contact Purchasing Director Terry Fluent at (949) 234-9436.

CUSD Strategic Plan Pillar 5: Effective Operations

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

16. RATIFICATION OF THE AMENDMENT TO THE USE OF FACILITIES AGREEMENT FOR 2014, OXFORD PREPARATORY ACADEMY, SOUTH ORANGE COUNTY:

Page 289

EXHIBIT 16

Ratification of the Amendment to the Use of Facilities Agreement for 2014 with Oxford Preparatory Academy, South Orange County at the Barcelona Campus. The amendment to this Agreement allows the term of the Agreement to be extended for two months to August 31, 2014. The rental payment for each month shall be 1/12 of the annual rental fee for the period July 1, 2013, to June 30, 2014, set forth in Section 9 of the Agreement. Thus, the rental payment for July shall be \$9,890.02 (118,680.25/12=\$9,890.02) and the rental payment for August shall be \$9,890.02 (118,680.25/12=\$9,890.02). The proposed Agreement has been previously reviewed and approved by the District's legal counsel.

CUSD Strategic Plan Pillar 5: Effective Operations

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

17. AMENDMENT TO AGREEMENT BID NO. 1314-18, ELECTRICAL SERVICES TO GILBERT & STEARNS, INCORPORATED:

Page 309

EXHIBIT 17

Approval of the Amendment to Agreement Bid No. 1314-18 for electrical services to Gilbert & Stearns, Incorporated. This contract shall be amended to increase the not-to-exceed amount to \$600,000 annually for additional services as requested by the District. 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

18. **AMENDMENT TO AGREEMENT BID NO. 1415-02, OUTSOURCE TRANSPORTATION SERVICES TO AMERICAN LOGISTICS COMPANY, LLC:** Page 317
EXHIBIT 18

Approval of the Amendment to Agreement Bid No. 1415-02 to outsource transportation services to American Logistics Company, LLC. This contract shall be amended to include Special Conditions related to the terms and conditions of the Agreement. Total annual expenditures utilizing this contract are not-to-exceed \$200,000, funded by special education transportation and general funds.

CUSD Strategic Plan Pillar 5: Effective Operations

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

19. **DECLARATION OF SURPLUS ITEMS:** Page 327
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

20. **GOVERNMENT CLAIM NO. 14-16954 MH:**

Rejection of Government Claim No. 14-16954 MH. This item pertains to a claim filed against the District by Attorney Eric V. Traut, ESQ., on behalf of a minor student. This claim is based upon facial and teeth injuries sustained to the student, due to an incident involving a gate on the Bergeson Elementary School premises on May 22, 2014, at 5 p.m. Denial of this claim does not have any financial implications on the general fund and establishes procedural timelines.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

PERSONNEL SERVICES

21. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES:** Page 331
EXHIBIT 21

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

22. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:** Page 339
EXHIBIT 22

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

23. QUARTERLY REPORT – WILLIAMS SETTLEMENT UNIFORM COMPLAINT:

Page 347
EXHIBIT 23

Acceptance of Williams Settlement Fourth Quarter Report. As a result of the Williams Settlement, Education Code §35186 mandates school districts establish policies and procedures to resolve deficiencies related to textbooks and instructional materials, teacher vacancies or misassignments, facility conditions posing a threat to student/staff health or safety, and instruction and services for the California High School Exit Examination. Furthermore, the law requires any deficiencies or complaints be reported to the Board of Trustees at a regularly scheduled public meeting each quarter. During the fourth quarter, one complaint was filed and resolved.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

24. DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS:

Page 349
EXHIBIT 24

Approval of the Declaration of Need for Fully Qualified Educators. Education Code §80026 requires that a Declaration of Need for Fully Qualified Educators be on file with the appropriate County Office of Education before the beginning of a new school year and shall remain in force until the end of that academic year. (A Declaration of Need is necessary if there is an insufficient number of qualified applicants.) Submission of this declaration does not commit the District to issuing short-term staff permits or emergency credentials, but rather is submitted as a matter of routine in the event it becomes necessary to employ such individuals. Based on past and current trends, the 2014-2015 Declaration of Need for Fully Qualified Educators enables the District to request special teaching permits in hard-to-fill areas such as Special Education (Deaf and Hard of Hearing, Moderate/Severe, Pre-School), and single subjects (Spanish, Physics, Chemistry, Mathematics). This year, there continues to be a limited need for Cross Cultural, Language, and Academic Development/English Learner Authorizations. A Declaration of Need for Fully Qualified Educators must be filed prior to the beginning of the school year, even though there is no way to determine if there will be a need to employ teachers. However, if the Board of Trustees has not approved the appropriate declaration for the upcoming year, the District is precluded from hiring such individuals should the need arise. There is no financial impact to the general fund in the Board's acceptance of this declaration.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

Motion by _____ Seconded by _____

ROLL CALL:

Trustee Addonizio _____ Trustee Hatton-Hodson _____

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, AUGUST 13, 2014, 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.