

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

BOARD OF TRUSTEES
Regular Meeting

January 28, 2015

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

AGENDA

CLOSED SESSION AT 5:00 P.M.

1. CALL TO ORDER

2. CLOSED SESSION COMMENTS

3. CLOSED SESSION (as authorized by law)

A. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT

Chief Communications Officer
(Pursuant to Government Code §54957)

EXHIBIT A

B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

(Pursuant to Government Code §54957)

EXHIBIT B

C. STUDENT EXPULSIONS

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

EXHIBITS C1-C2

D. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Kirsten Vital/Clark Hampton/Jodee Brentlinger/Michelle Le Patner/
Attorney Dan Shinoff
Significant Exposure to Litigation – Four Cases
(Pursuant to Government Code §54956.9)

EXHIBITS D1-D4

E. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Kirsten Vital/Clark Hampton/John Forney/Attorney Jeff Hoskinson
Property: 2.4-acre parcel of real property, currently identified as Orange County
Assessor Parcel No. ("APN") 637-412-02 and a portion of APN 637-181-01,
located east of the District's Niguel Hills Middle School and northwest of the
intersection of Paseo de Colinas and Del Cerro in the City of Laguna Niguel
Negotiating Parties: TBD
Under Negotiation: Price and Terms of Payment
(Pursuant to Education Code §54956.8)

EXHIBIT E

F. CONFERENCE WITH LABOR NEGOTIATORS

Kirsten M. Vital/Jodee Brentlinger/Clark Hampton/Attorney Jon Pearl
Employee Organization:
1) Capistrano Unified Education Association (CUEA)
2) California School Employees Association (CSEA)
3) Unrepresented Employees (CUMA)
(Pursuant to Government Code §54957.6)

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

Aileen Wang – Cancer Research Project
Peter Butler and Doug Fleming –Saving a Student’s Life
Student Body President’s Report – San Juan Hills 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

- 1. PUBLIC HEARING: RESOLUTION NO. 1415-32, AUTHORIZING THE DEDICATION OF AN EASEMENT (RIGHT OF WAY) TO THE CITY OF SAN JUAN CAPISTRANO:** INFORMATION/
DISCUSSION

The Board will conduct a public hearing on Resolution No. 1415-32, Authorizing the Dedication of an Easement (Right of Way) to the City of San Juan Capistrano and taking actions related thereto. Supporting information is located in Exhibit 2.

CUSD Strategic Plan Pillar 5: Effective Operations

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

Staff Recommendation

It is recommended the Board President 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. 1415-32, AUTHORIZING THE DEDICATION OF AN EASEMENT (RIGHT OF WAY) TO THE CITY OF SAN JUAN CAPISTRANO:** DISCUSSION/
ACTION

The Board of Trustees is being asked to grant an easement (right of way) to the City of San Juan Capistrano (City) on a portion of property owned by the District located at 31422 Camino Capistrano pursuant to Education Code §17556 *et seq.* in order for the City to construct, maintain, adjust, repair, replace, and use, as applicable, roadway surfaces and foundations, curbs, gutters, sidewalks, landscaping, irrigation, utilities, and drainage facilities, and any improvements or facilities appurtenant thereto, and for other similar uses and improvements, including the right of ingress and egress, over, across, along, and under a certain portion of the District property.

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.

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EXHIBIT 2

Following discussion, it is recommended the Board of Trustees adopt Resolution No. 1415-32, Authorizing the Dedication of an Easement (Right of Way) to the City of San Juan Capistrano.

Motion by _____ Seconded by _____

ROLL CALL:

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

DISCUSSION/ACTION ITEMS

3. GOVERNOR’S JANUARY BUDGET PROPOSAL FOR FISCAL YEAR 2015-2016:

INFORMATION/
DISCUSSION
Page 11
EXHIBIT 3

On January 14, 2015, staff attended the School Services of California Governor’s Budget Workshop. Trustees will be provided with a brief presentation due to the short time between the School Services workshop on January 14 and the Board meeting on January 28.

CUSD Strategic Plan Pillar 5: Effective Operations

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

Staff Recommendation

It is recommended the Board President recognize Clark Hampton, Deputy Superintendent, Business and Support Services, to present information on this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

4. LOCAL EDUCATIONAL AGENCY PLAN FOR 2014-2015:

DISCUSSION/
ACTION

The approval of a Local Educational Agency (LEA) Plan by the local school board is a requirement for receiving federal funding sub-grants for No Child Left Behind (NCLB) programs. The LEA Plan includes specific descriptions and assurances as outlined in the provisions included in NCLB. In essence, LEA Plans describe the actions that LEAs will take to ensure they meet certain programmatic requirements, including student academic services designed to increase student performance, coordination of services, needs assessments, consultations, services to homeless students, school choice, supplemental services, and others as required. Due to the size of the LEA Plan, documents are posted online on the Board Agendas and Supporting Documentation page.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

Michelle Le Patner, Assistant Superintendent, Education Services, Secondary

Staff Recommendation

It is recommended the Board President recognize Julie Hatchel, Assistant Superintendent, Education Services, Elementary, and Michelle Le Patner, Assistant Superintendent, Education Services, Secondary, to present information on this item and answer any questions Trustees may have.

Following discussion, it is recommended the Board of Trustees approve the Local Educational Agency Plan for 2014-2015.

Motion by _____ Seconded by _____

5. **HIGH SCHOOL GRADUATION REQUIREMENTS:** INFORMATION/
DISCUSSION
Page 13
EXHIBIT 5
- This presentation will review the current District graduation requirements, the State of California Education Code requirements (Education Code 51125.3), California State University and University of California graduation requirements. Staff will provide a recommendation and timeline regarding course sequences and requirements that are appropriate for a District high school graduate.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contacts: Michelle Le Patner, Assistant Superintendent, Education Services, Secondary
- Staff Recommendation
It is recommended the Board President recognize Michelle Le Patner, Assistant Superintendent, Education Services, Secondary, to present information on this item. This is an information item only and no Board action is necessary.
6. **EARLY CHILDHOOD PROGRAMS UPDATE:** INFORMATION/
DISCUSSION
Page 15
EXHIBIT 6
- The connection between preschool services and school readiness for school success is important in preparing the 21st century student for kindergarten programs and beyond. This report will review data regarding the impact of Early Childhood Programs (ECP) on student success in compulsory education programs, demographic trends that have impacted ECP within the District, and proposed changes within ECP to maximize operational efficiency. There is no financial impact.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Julie Hatchel, Assistant Superintendent, Education Services, Elementary
- Staff Recommendation
It is recommended the Board President recognize Julie Hatchel, Assistant Superintendent, Education Services, Elementary, to present information on this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.
7. **SMARTER BALANCED ASSESSMENT CONSORTIUM TEST UPDATE:** INFORMATION/
DISCUSSION
Page 17
EXHIBIT 7
- During Spring 2015, District students in grades three through eight and eleven will take the Smarter Balanced Assessment Consortium (SBAC) computerized test as part of the California Assessment of Student Performance and Progress (CAASPP). Assessments test students' mastery of the Common Core State Standards in mathematics and English-Language Arts. This item presents a summary of the CAASPP and preparations for spring SBAC testing.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contacts: Julie Hatchel, Assistant Superintendent, Education Services, Elementary
- Staff Recommendation
It is recommended the Board President recognize Julie Hatchel, Assistant Superintendent, Education Services, Elementary, to present information on this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.
8. **SECOND READING – REVISIONS TO BOARD POLICY 6151, CLASS SIZE:** DISCUSSION/
ACTION
Page 25
EXHIBIT 8
- Board Policy 6151, *Class Size*, is the governing policy for establishment of class sizes within the District. Due to the elimination of the Class Size Reduction Program in grades K-3, this policy is being brought to the Board to align with current practice. Changes were made as requested by the Trustee's during the first reading of this item. Changes are underlined; deletions are struck through.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Julie Hatchel, Assistant Superintendent, Education Services, Elementary

Staff Recommendation

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

Following Discussion, it is recommended the Board of Trustees approve Board Policy 6151, *Class Size*.

Motion by _____ Seconded by _____

- 9. **FIRST READING - BOARD POLICY 5180, NON-DISCRIMINATION:**
 Board Policy 5180, *Non-Discrimination*, is the governing policy, which prohibits discrimination, intimidation, or harassment of any student by any employee, student, or other person in the District. This policy is being brought to the Board to align with current legislation. Changes are underlined; deletions are struck through. This is an information item only and no Board action is necessary.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Michelle Le Patner, Assistant Superintendent, Education Services, Secondary

INFORMATION/
DISCUSSION
Page 27
EXHIBIT 9

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.

- 10. **FIRST READING – BOARD BYLAW 9000, POWERS & RESPONSIBILITIES:**
 Board Bylaw 9000, *Powers & Responsibilities*, has been revised to include the Protocols: Board and Superintendent Operating Procedures developed in the two Board/Superintendent Workshops. Changes are underlined; deletions are struck through. This is an information item only and no Board action is necessary.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Kirsten M. Vital, Superintendent

INFORMATION/
DISCUSSION
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EXHIBIT 10

Staff Recommendation

It is recommended the Board President recognize Superintendent Kirsten Vital 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

- 11. **SCHOOL BOARD MINUTES:**
 Approval of the minutes of the January 14, 2015, regular Board meeting.
Contact: Jane Boos, Manager, Board Office Operations

Page 35
EXHIBIT 11

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

Approval of the Adjusted Expenditure Plan for One-Time Funds for Common Core State Standards. In 2013, the state budget allocated \$1.25 billion statewide in one-time funds for the implementation of the Common Core State Standards (CCSS). In September 2013, the Board of Trustees adopted a conservative expenditure plan reflecting the estimated allocation of \$10 million, which outlined the distribution of funding for professional development, instructional materials, and technology expenditures related to CCSS implementation. The actual amount the District has been allocated for this purpose is \$10,148,614. This item seeks approval for the modified amount and adjusted spending plan.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

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EXHIBIT 13

14. SCHOOL COUNSELING FIELDWORK AGREEMENT – CHAPMAN UNIVERSITY:

Approval of unpaid fieldwork agreement with Chapman University for placement of counseling candidates. During the school year, master educators are selected to work with counseling candidates to fulfill the fieldwork requirements at various institutes of higher education. Fieldwork experience is necessary to earn a counseling credential.

CUSD Strategic Plan Pillar 1: Community Relations

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

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EXHIBIT 14

BUSINESS & SUPPORT SERVICES

15. 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 \$998,281.63 and the commercial warrants total \$6,641,544.05. 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 15

16. DONATION OF FUNDS AND EQUIPMENT:

Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$119,007.84 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

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EXHIBIT 16

17. 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 three new agreements totaling \$43,730; six ratifications to new agreements totaling \$51,276; one extension to an existing agreement totaling \$56,000; two extension ratifications to an existing agreements totaling \$10,000; and one amendment ratification to an existing agreement totaling \$75,000. 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

18. SPECIAL EDUCATION INFORMAL DISPUTE RESOLUTION AGREEMENTS:

Approval of the ratification of special education Informal Dispute Resolution Case #091714 and Case #123014. Due to the confidential nature of the Agreements, supporting information is provided to Trustees under separate cover. Expenditures under these Agreements are limited to \$10,500, funded by special education funds.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

19. SPECIAL EDUCATION INFORMAL DISPUTE RESOLUTION AGREEMENT:

Approval of special education Informal Dispute Resolution Case #123114. Due to the confidential nature of the Agreement, supporting information is provided to Trustees under separate cover. Expenditures under this Agreement are limited to \$37,368, funded by special education funds.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

20. MEMORANDUM OF UNDERSTANDING BETWEEN THE DISTRICT AND SANTA ANA UNIFIED SCHOOL DISTRICT:

Approval of the Memorandum of Understanding (MOU) between the District and Santa Ana Unified School District (SAUSD) to provide special education Deaf and Hard of Hearing programs and services for District students referred by their Individualized Education Program (IEP) team. SAUSD provides specialized programs for Deaf or Hard of Hearing students in grades K – 6 who require a more intensive special education placement. Currently, the District has no students in the SAUSD program, but the approval of the MOU allows the District to place students as determined by the IEP team or through a settlement agreement. Estimated cost per student is \$37,000. Annual expenditures under this MOU are limited to \$50,000, paid by special education funds.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

21. INCOME AGREEMENT WITH ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:

Page 159
EXHIBIT 21

Ratification of the Income Agreement No. 41375 with the Orange County Superintendent of Schools to provide translation services for the District. The contractor will provide services at the rates indicated in the Agreement. The term of this Agreement is December 15, 2014, through June 30, 2015. Annual expenditures under this contract are limited to \$10,000, paid by the general fund.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

22. AMENDMENT TO INDEPENDENT CONTRACTOR AGREEMENT – PARADIGM HEALTH CARE SERVICES:

Page 165
EXHIBIT 22

Approval of Amendment to Independent Contractor Agreement to Paradigm Health Care Services for Medi-Cal billing services, specifically related to the Medi-Cal Administrative Activities (MAA) Program. The original Agreement was awarded to Paradigm Healthcare Services in 2010, as a result of RFP No. 6-0910 and was subsequently extended in June 2011 for four years (ending on June 30, 2015) to take advantage of a proposed 28 percent cost savings. Due to the California Department of Health Care Services' newly implemented Random Moment Time Survey (RMTS) methodology in July 2014, all units submitting claims are required to utilize the new methodology. This amendment incorporates the new RMTS methodology and provides a reduction in the fees currently paid by the District for such Medi-Cal billing services.

CUSD Strategic Plan Pillar 5: Effective Operations

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

23. AMENDMENT NO. 1 TO COMMERCIAL SERVICE AGREEMENT RELATING TO RFP NO. 10-1314 FOR WIDE-AREA NETWORK SERVICES WITH COX COMMUNICATIONS RANCHO SANTA MARGARITA, LLC DBA COX BUSINESS; COX CALIFORNIA TELCOM, LLC:

Page 187
EXHIBIT 23

Approval of Amendment No. 1 to Commercial Service Agreement relating to RFP No. 10-1314 for wide- area network services provided by Cox Communications Rancho Santa Margarita, LLC. This contract is amended to increase the District's total Internet bandwidth to a 3-gigabyte circuit at the price of \$975 each to accommodate additional services, as needed by the District. All other terms and conditions of the contract remain the same. Expenditures related only to this amendment of adding the 2 additional gigabytes are estimated to be \$1,300, paid from the general fund.

CUSD Strategic Plan Pillar 5: Effective Operations

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

PERSONNEL SERVICES

24. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES:

Page 195
EXHIBIT 24

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

25. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:

Page 213
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. MEMORANDUM OF UNDERSTANDING WITH CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 224 FOR NOVEMBER 1, 2014 – JUNE 30, 2015:

Page 221
EXHIBIT 26

Acceptance of the Memorandum of Understanding (MOU) with the California School Employees Association (CSEA), Chapter 224 for November 1, 2014 - June 30, 2015, regarding the use of GPS on District Vehicles. There is no financial impact.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

27. QUARTERLY REPORT – WILLIAMS SETTLEMENT UNIFORM COMPLAINT:

Page 223
EXHIBIT 27

Acceptance of Williams Settlement Second 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 first quarter, no complaints were filed.

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 McNicholas	_____
Trustee Alpay	_____	Trustee Pritchard	_____
Trustee Hanacek	_____	Trustee Reardon	_____
Trustee Jones	_____	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, FEBRUARY 11, 2015, 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.