

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

BOARD OF TRUSTEES
Regular Meeting

May 27, 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. CONFERENCE WITH LEGAL COUNSEL–EXISTING LITIGATION EXHIBIT A

Sara Young
Number of Cases – One
OAH Case Number 2014100989/2014120052
(Pursuant to Government Code §54956.9)

B. CONFERENCE WITH LEGAL COUNSEL–EXISTING LITIGATION

Attorney Dan Spradlin
Number of Cases – One
Case Number 30-2013-00690413
(Pursuant to Government Code §54956.9)

C. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION EXHIBIT C

Significant Exposure to Litigation – One Case
(Pursuant to Government Code §54956.9)

D. PUBLIC EMPLOYEE EMPLOYMENT/APPOINTMENT EXHIBIT D

Coordinator, Student Study Team/504
(Pursuant to Government Code §54957)

E. STUDENT EXPULSIONS EXHIBIT E1-E5

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

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.

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA

REPORT ON CLOSED SESSION ACTION

SPECIAL RECOGNITIONS

Melissa Washington, Jennifer Jacobson, and Wendy Washington – CUSD Teachers of the Year
Paola PazSoldan – STEM Education
Vincent McFadden, John Renard, Connor Suggs, Kaitlyn Cook, Jean-Michael Depew, Jackson Zoch –
Accepted at Military Academies
Ed Molina, Patrick Landeros, Eddie Molina, Donovan Shreve, and Sahand Zargari – GRIP Program
Student Body President’s Report – Adult Transition

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. Jennifer Miramontes requested the placement of an agenda item to address the Board regarding residency verification for impacted schools. 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 Jennifer Miramontes to present this item.

INFORMATION
DISCUSSION
Page 1
EXHIBIT 1

2. JOURNEY SCHOOL’S REQUEST FOR CHARTER PETITION RENEWAL:

The District approved the initial Journey School Charter Petition on February 14, 2000. The District formally accepted Journey School’s request to renew its Petition on February 25, 2015. In accordance with Education Code §47605(b), the District held 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 on March 11, 2015. This item presents staff’s recommendation to approve Journey School’s request for a five-year renewal of its charter petition. Due to the size of the Petition, a copy is posted online on the District Board Agendas and Supporting Documentation page.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

Contact: *Julie Hatchel, Assistant Superintendent, Communications and Public Relations*

DISCUSSION/
ACTION

Staff Recommendation

It is recommended the Board President recognize Julie Hatchel, Assistant Superintendent, Communications and Community Relations, to present this item.

Following discussion, it is recommended the Board of Trustees approve Journey School's request for a five-year renewal of its charter petition.

Motion by _____ Seconded by _____

3. DISTRICT VISION/MISSION/GOALS:

At the March 18 and April 29 Board and Superintendent Workshops, the Board has been working on developing a District Vision, Mission, and three Wildly Important Goals (WIGs). Trustees have selected Teaching and Learning, Communication, and Facilities as the three WIG areas for 2015-2016. This item provides the opportunity for Trustees to discuss the draft District Vision, Mission, and WIGs in open session, and provide further direction to staff for defining the WIGs. The District's Vision, Mission, and WIGs will be presented for Discussion/Action at the June 10 Board meeting.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Kirsten M. Vital, Superintendent

INFORMATION/
DISCUSSION
Page 9
EXHIBIT 3

Staff Recommendation

It is recommended the Board President recognize Kirsten Vital, Superintendent, 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. FINANCIAL REPORT – GOVERNOR'S 2015-2016 PROPOSED BUDGET AND MAY REVISION UPDATE:

The Board of Trustees will be provided with a report on the May Revision workshop held May 20, 2015, in Ontario. The report will provide the estimated fiscal impact of the May Revision, as compared to the Governor's January Budget Proposal.

CUSD Strategic Plan Pillar 5: Effective Operations

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

INFORMATION/
DISCUSSION
Page 11
EXHIBIT 4

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.

5. LOCAL CONTROL ACCOUNTABILITY PLAN UPDATE:

As part of the new funding system for schools in California, Local Control Funding Formula (LCFF), the Legislature included an accountability component known as the Local Control and Accountability Plan (LCAP). In developing its LCAP, the District must solicit input and consult with stakeholders. Staff will share the draft LCAP, next steps, and our communication with stakeholders, as well as the Orange County Department of Education's (OCDE) initial feedback on the document. The revised LCAP will be submitted to OCDE for final approval in June with the newly developed Wildly Important Goals.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

Contacts: Michelle Le Patner, Assistant Superintendent, Education Services

INFORMATION/
DISCUSSION
Page 13
EXHIBIT 5

Staff Recommendation

It is recommended the Board President recognize Kirsten Vital, Superintendent, 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.

6. TEAMSTERS LOCAL 952 CONTRACT REOPENER PROPOSAL FOR THE 2015-2016 SCHOOL YEAR:

DISCUSSION/
ACTION
Page 15
EXHIBIT 6

The current Collective Bargaining Agreement between the District and Teamsters Local 952 expires on June 30, 2015. On May 8, 2015, Teamsters presented the District with the Association's reopener proposal. Board Policy 4143.1, *Public Notice – Issues of Meeting and Negotiations*, describes the steps to be taken by the Board and its authorized representatives in order to enter into a new Agreement with an exclusive bargaining unit.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

Staff Recommendation

It is recommended the Board President recognize Jodee Brentlinger, Assistant Superintendent, Personnel Services, to present this item.

Following discussion, it is recommended the Board of Trustees accept receipt of the Teamsters Local 952 contract reopener proposal.

Motion by _____ Seconded by _____

7. DISTRICT CONTRACT REOPENER PROPOSAL TO TEAMSTERS LOCAL 952 FOR THE 2015-2016 SCHOOL YEAR:

DISCUSSION/
ACTION
Page 17
EXHIBIT 7

Board Policy 4143.1, *Public Notice – Issues of Meeting and Negotiations*, describes the steps to be taken by the Board and its authorized representatives in order to enter into a new Agreement with an exclusive bargaining unit. As the District continues to develop and implement recovery measures, it remains cautiously optimistic for the future. The District is submitting its proposal so 2015-2016 negotiations may be addressed within the context of the District's Road to Recovery.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

Staff Recommendation:

It is recommended the Board President recognize Jodee Brentlinger, Assistant Superintendent, Personnel Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve the District's contract reopener proposal to Teamsters Local 952.

Motion by _____ Seconded by _____

8. PROCESS FOR COMMUNITY ENGAGEMENT ON SAFE, COOL, WARM, AND DRY FACILITIES:

INFORMATION/
DISCUSSION
Page 19
EXHIBIT 8

A committee process for engaging the community is being developed to look at the District's need for safe, cool, warm, and dry facilities. An information presentation by staff and the District's financial advisor, Government Financial Strategies, will discuss key features of the suggested committee process, the syllabus of topics to be discussed, a schedule of events, and the goals for the committee process.

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.

9. FACILITIES PROJECTS AND FUNDING:

At the Board meeting on April 22, 2015, staff provided Trustees with an overview of the District’s facilities needs and potential solutions relating to high school capacity, as well as other important facility upgrades contemplated for the next several years. Staff will continue the discussion and request Trustees to approve the proposal as presented.

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 the presented proposal.

Motion by _____ Seconded by _____

DISCUSSION/
ACTION
Page 29
EXHIBIT 9

10. FIRST READING – REVISIONS TO BOARD POLICY 1330, USE OF FACILITIES:

As changes occur in Education Code or precedent-setting lawsuits, it becomes necessary to update policies. Revised Board Policy 1330, *Use of School Facilities*, is to provide the District, the Board, and employees with up-to-date information to ensure the District meet legal provisions surrounding the use of District facilities. There is no financial impact. Changes are underlined; deletions are struck through.

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.

INFORMATION/
DISCUSSION
Page 43
EXHIBIT 10

10A TRUSTEE REQUEST FOR DISCUSSION REGARDING WHETHER TO HIRE AN INDEPENDENT INVESTIGATOR:

At the May 13 Board meeting, Trustee Alpay formally requested staff agendize an item on the next Board meeting agenda for Trustee discussion regarding the authorization of an independent investigation of the facts and circumstances surrounding Michael Halt’s personnel matter.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Kirsten M. Vital, Superintendent

Staff Recommendation

It is recommended the Board President recognize Trustee John Alpay, to present this item.

Following discussion, Trustee Alpay is recommending the Board of Trustees approve the authorization for staff to hire an independent investigation of the facts and circumstance surrounding Michael Halt’s personnel matter.

Motion by _____ Seconded by _____

DISCUSSION/
ACTION

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 May 13, 2015, regular Board meeting.
Contact: Jane Boos, Manager, Board Office Operations

Page 55
EXHIBIT 11

CURRICULUM & INSTRUCTION

12. CONSIDERATION TO ALLOW A MULTI-SCHOOL AGREEMENT DANA HILLS HIGH SCHOOL AND CAPISTRANO CONNECTIONS ACADEMY CHARTER SCHOOL:

Approval of the Multi-School Agreement between Dana Hills High School and Capistrano Connections Academy Charter School. This agreement would enable students enrolled at Capistrano Connections Academy Charter School to participate in athletic programs and competitions for Dana Hills High School that live within the Dana Hills High School attendance boundary. District Board approval would send this item to the Coast View Athletic Association for consideration.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Michelle Le Patner, Assistant Superintendent, Education Services

Page 63
EXHIBIT 12

13. ORDER CONFIRMATION AND RELATED GENERAL TERMS AND CONDITIONS WITH MELTWATER NEWS US INCORPORATED:

Approval of Order Confirmation and related General Terms and Conditions with Meltwater News US, Incorporated. This contract provides daily analysis of specific print, broadcast, and social media coverage of the District and relevant educational topics. The vendor has agreed to maintain the same pricing for fiscal year 2015-2016, as previously negotiated.
CUSD Strategic Plan Pillar 1: Community Relations
Contact: Julie Hatchel, Assistant Superintendent, Communications and Community Relations

Page 69
EXHIBIT 13

BUSINESS & SUPPORT SERVICES

14. 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 \$1,505,982.52 and the commercial warrants total \$5,432,151. 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

Page 71
EXHIBIT 14

15. **DONATION OF FUNDS AND EQUIPMENT:** Page 101
EXHIBIT 15
 Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$75,291.28 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
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
16. **INDEPENDENT CONTRACTOR, PROFESSIONAL SERVICES, FIELD SERVICE, AND MASTER CONTRACT AGREEMENTS:** Page 103
EXHIBIT 16
 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 \$50,000, four ratifications of new agreements totaling \$29,150, six extensions to existing agreements totaling \$154,000, and three amendment ratifications to existing agreements totaling \$47,080. 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.
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
17. **AWARD BID NO. 1415-16, SHORECLIFFS MIDDLE SCHOOL ROOF REPLACEMENT AND REPAINTING:** Page 219
EXHIBIT 17
 Approval of Award of Bid No. 1415-16, Shorecliffs Middle School Roof Replacement and Repainting. On December 10, 2015, the Board of Trustees authorized staff to commence bidding the Shorecliffs Middle School project. Bids were received and opened on May 5, 2015; the three received bids are included in Exhibit A. The order of preference for determining the lowest responsive bidder is the lowest total price of the base bid plus Alternate 2, as described in the bid documents and Section 1.8(G) of the Scope of Work, which is included in Exhibit B. Letner Roofing Company was the lowest responsive bidder at \$2,052,531, funded by Fund 23 (SFID Bond Funds).
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
18. **AWARD BID NO. 1415-19, LAS FLORES ELEMENTARY SCHOOL NEW PORTABLE RESTROOM BUILDING AND ASSOCIATED SITE WORK:** Page 231
EXHIBIT 18
 Approval of Award of Bid No. 1415-19, Las Flores Elementary School New Portable Restroom Building and Associated Site Work. On March 25, 2015, the Board of Trustees authorized staff to commence bidding the Las Flores Elementary School project. Bids were received and opened on May 1, 2015; the four bids received are included in Exhibit A. The lowest base bid was used to determine the lowest responsive bidder. George A. Dominguez dba G.A. Dominguez was the lowest responsive bidder at \$138,400, funded by Community Facilities District (CFD) 92-1 Las Flores.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services

19. AWARD BID NO. 1415-20, DANA HILLS HIGH SCHOOL NEW PORTABLE WRESTLING ROOM BUILDING, NEW PORTABLE RESTROOM BUILDING, AND ASSOCIATED SITE WORK:

Page 239
EXHIBIT 19

Approval of Award of Bid No. 1415-20, Dana Hills High School New Portable Wrestling Room Building, New Portable Restroom Building, and Associated Site Work. On March 25, 2015, the Board of Trustees authorized staff to commence bidding the Dana Hills High School Portable Building project. Bids were received and opened on May 1, 2015; the seven bids received are included in Exhibit A. The lowest base bid was used to determine the lowest responsive bidder. GDL Best Contractors, Incorporated, was the lowest responsive bidder at \$275,000 and has requested relief of bid due to a clerical error that resulted in a materially lower-than-intended bid. Per Public Contract Code §§5100-5110, Relief of Bidders; 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 contract to the second lowest bidder, if it is in the best interest of the District to do so. Staff is recommending the relief of GDL Best Contractors, Incorporated, from the bid for the Dana Hills High School Portable Building project due to a mistake in bid submission, and award the second lowest bid to R. Jensen Company, Incorporated, at the price of \$308,000, funded by Fund 25, Developer Fees and School Facility Improved (SFID) funds.

CUSD Strategic Plan Pillar 5: Effective Operations

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

20. AWARD BID NO. 1415-21, OXFORD PREPARATORY ACADEMY NEW PORTABLE RESTROOM BUILDING AND ASSOCIATED SITE WORK (LOCATED AT BARCELONA HILLS CAMPUS):

Page 247
EXHIBIT 20

Approval of Award of Bid No. 1415-21, Oxford Preparatory New Portable Restroom Building and Associated Site Work. On March 25, 2015, the Board of Trustees authorized staff to commence bidding the Oxford Preparatory Academy project located on the Barcelona Hills campus. Bids were received and opened on April 30, 2015; the five bids received are included in Exhibit A. The lowest base bid was used to determine the lowest responsive bidder. George A. Dominguez dba G.A. Dominguez was the lowest responsive bidder at \$148,000, funded by Fund 25, Developer Fees.

CUSD Strategic Plan Pillar 5: Effective Operations

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

21. RETAINER AGREEMENT WITH BURKE, WILLIAMS & SORENSEN, LLP:

Page 255
EXHIBIT 21

Approval of Retainer Agreement with Burke, Williams & Sorensen, LLP to provide legal counsel relating to the District's Community Facilities Districts (CFDs). The term of this Agreement is May 5, 2015, through June 30, 2015. There are no financial implications on the general fund, as the work commissioned will be paid by administrative expense funds of the respective CFD.

CUSD Strategic Plan Pillar 5: Effective Operations

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

22. END-USER LICENSE AGREEMENT FOR EXPERIAN QAS SOFTWARE AND SERVICES AND PROPRIETARY INFORMATION AGREEMENT:

Page 257
EXHIBIT 22

Approval of End-User License Agreement for Experian QAS Software and Services Agreement and Proprietary Information Agreement to provide address verification and other student attendance monitoring services. The term of this Agreement is May 28, 2015, through May 27, 2017. The costs of these services are \$500 per year funded by the general fund.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Michelle Le Patner, Assistant Superintendent, Education Services

PERSONNEL SERVICES

23. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES:

Page 275
EXHIBIT 23

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

24. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:

Page 277
EXHIBIT 24

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 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, JUNE 10, 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.