

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

BOARD OF TRUSTEES
Regular Meeting

March 9, 2016

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 PERFORMANCE EVALUATION**
Superintendent
(Pursuant to Government Code §54957)
 - B. PUBLIC EMPLOYEE EMPLOYEEMENT/APPOINTMENT** **EXHIBIT B**
Middle School Principal
(Pursuant to Government Code §54957)
 - C. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
(Pursuant to Government Code §54957)
 - D. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION**
Significant Exposure to Litigation – One Case
(Pursuant to Government Code §54956.9)
 - E. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION** **EXHIBIT E**
Mark Miller and Sara Young
Attorney: Ernest Bell
Significant Exposure to Litigation–Multiple Cases
(Pursuant to Government Code §54956.9)
 - F. CONFERENCE WITH LABOR NEGOTIATORS** **EXHIBIT F**
Kirsten M. Vital/Clark Hampton
Employee Organizations:
 - 1) Capistrano Unified Education Association (CUEA)
 - 2) California School Employees Association (CSEA)
 - 3) Teamsters
 - 4) Unrepresented Employees (CUMA)(Pursuant to Government Code §54957.6)
 - G. STUDENT EXPULSION** **EXHIBIT G**
Deliberations of Findings of Fact and Recommendations
(Pursuant to Education Code §48918{c} and §35145)

PUBLIC HEARING:

Agenda Item 1: Instructional Materials Recommended for Adoption: Secondary Mathematics, Grades 6 - 12

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

Associated Student Body Report:

Dr. Jason Allemann, Principal, Mr. Ken Nedler, Director Of Student Activities, and John Stafford, Student Body President Dana Hills High School will report on their school and activities.

Extra Miler:

To recognize Keith Hancock, Tesoro High School Choral Conductor who was recently recognized as a Grammy Music Educator finalist, one of ten in the nation out of 4,500 nominations. He was the only choir director to be nominated for this prestigious award. In addition, Mr. Hancock was chosen as Secondary Vocal Music Educator of the Year in Orange County. The District is recognizing Keith Hancock as an “Extra Miler.”

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: INSTRUCTIONAL MATERIALS RECOMMENDED FOR ADOPTION: SECONDARY MATHEMATICS, GRADES 6 - 12: INFORMATION/ DISCUSSION

The Board will conduct a public hearing on instructional materials for Secondary Mathematics in grades 6-12. Supporting information will be presented in Item 19.

CUSD WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.

Contact: Susan Holliday, Assistant Superintendent, Education 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.

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.

BUSINESS AND SUPPORT SERVICES

- 2. **DONATION OF FUNDS AND EQUIPMENT:** Page 1
EXHIBIT 2
Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$59,290.62 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 WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services

- 3. **FINAL ACCEPTANCE AND FILING OF NOTICE OF COMPLETION FOR BID NO. 1415-16, SHORECLIFFS MIDDLE SCHOOL ROOF REPLACEMENT AND REPAINTING – LETNER ROOFING COMPANY:** Page 3
EXHIBIT 3
Approval of the Final Acceptance and filing of the Notice of Completion for Bid No. 1415-16, Shorecliffs Middle School Roof Replacement and Repainting. In order to obtain Division of State Architect closeout with certification, Notice of Completion is required. All work has been inspected and completed to the satisfaction of staff. Funded by School Facility Improvement District bond funds.
CUSD WIG 3: Facilities – Optimize facilities and learning environments for all students.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services

- 4. **INDEPENDENT CONTRACTOR, PROFESSIONAL SERVICES, FIELD SERVICE, AND MASTER CONTRACT AGREEMENTS:** Page 4
EXHIBIT 4
Approval of the District standardized Independent Contractor, Professional Services, Master Contract, and Field Service Agreements. The expenditures related to the listed agreements were previously authorized as part of the District’s budget approval process. The exhibit shows four new retroactive agreements totaling \$220,000, one retroactive extension totaling \$310, and six retroactive amendments totaling \$395,351. 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 WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.
CUSD WIG 2: Communications – Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.
CUSD WIG 3: Facilities – Optimize facilities and learning environments for all students.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services

- 5. **PURCHASE ORDERS, COMMERCIAL WARRANTS, AND PREVIOUSLY BOARD-APPROVED BIDS AND CONTRACTS:** Page 33
EXHIBIT 5
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 \$1,269,874.99 and the commercial warrants total \$2,312,170.67. 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 warrants, by vendor, exceeding \$250,000.
CUSD WIG 3: Facilities – Optimize facilities and learning environments for all students.

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

6. SPECIAL EDUCATION SETTLEMENT AGREEMENTS:

Approval of the ratification of special education Settlement Agreement Case #2015110140, Settlement Agreement Case #2015110932, Informal Dispute Resolution Case #20160111, Informal Dispute Resolution Case #20160113, and Informal Dispute Resolution Case #20160129. Due to the confidential nature of the Agreements, supporting information is provided to Trustees under separate cover. Expenditures under these Agreements are limited to \$26,320, funded by special education funds.

CUSD WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.

Contact: Mark Miller, Assistant Superintendent, SELPA, Special Education Services

7. SUNGARD BUSINESS-PLUS SYSTEM IMPLEMENTATION AND SOFTWARE SUPPORT SERVICE AGREEMENT, HUMAN RESOURCES APPLICATION IMPLEMENTATION AND SOFTWARE SUPPORT SERVICE AGREEMENT, AND PAYROLL TIME AND ATTENDANCE SYSTEM DEVELOPMENT AND IMPLEMENTATION AGREEMENT WITH ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:

Page 62
EXHIBIT 7

Approval of the Sungard Business-Plus System Implementation and Software Support Service Agreement, Human Resources Application Implementation and Software Support Service Agreement, and Payroll Time and Attendance System Development and Implementation Agreement, a business administrative software, which includes agreements encompassing Human Resources and Payroll components. The terms for implementation services and annual support services are for May 1, 2016 through June 30, 2017 and July 1, 2017 through June 30, 2018, respectively. The Agreements provide implementation services and a structure for migrating current data onto a new system, as well as services related to regular support and maintenance for the product. The total one-time implementation cost is \$415,473 and the total annual ongoing support cost is \$282,388 for all three components. These amounts are budgeted in the general fund.

CUSD WIG 2: Communications – Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.

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

HUMAN RESOURCE SERVICES

8. INTERNSHIP CONTRACT AGREEMENT WITH BRANDMAN UNIVERSITY:

Page 90
EXHIBIT 8

Approval of Internship Contract Agreement with Brandman University. To meet the growing demand of employing qualified teachers in hard-to-fill areas such as Special Education, Mathematics, Physics, Chemistry, and Foreign Language, Human Resource Services has several options for attracting and training highly qualified candidates. The District has partnered with Brandman University to offer intern teaching programs. During the school year, District teachers are selected to work and support intern credentialing by providing teaching experience through directed fieldwork.

CUSD WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.

Contact: Gordon Amerson, Assistant Superintendent, Human Resource Services

9. GOVERNMENT CLAIM: NO. LPD 1501533 DP :

Rejection of Government Claim: No. LPD 1501533 DP, this agenda item pertains to

a claim filed against the District by United Financial Casualty Company for John Rodriguez. This claim is based upon a tree branch that fell on an employee's car at George White Elementary School. Rejection of this claim does not have any financial implications on the general fund budget and establishes procedural timelines. Due to the confidential nature of this item, the supporting information for this item is provided to Trustees under separate cover.

CUSD WIG 2: Communications – Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.

Contact: Gordon Amerson, Assistant Superintendent, Human Resource Services

10. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES: Page 101 EXHIBIT 10

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 WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.

Contact: Gordon Amerson, Assistant Superintendent, Human Resource Services

11. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES: Page 102 EXHIBIT 11

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 WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.

Contact: Gordon Amerson, Assistant Superintendent, Human Resource Services

GENERAL FUNCTIONS

12. SCHOOL BOARD MINUTES: Page 103 EXHIBIT 12
Approval of the minutes for the November 18, 2015 Regular Board Meeting.
Contact: Colleen Hayes, Manager IV, Superintendent's Office

13. SCHOOL BOARD MINUTES: Page 104 EXHIBIT 13
Approval of the minutes for the December 9, 2015 Regular Board Meeting.
Contact: Colleen Hayes, Manager IV, Superintendent's Office

14. SCHOOL BOARD MINUTES: Page 105 EXHIBIT 14
Approval of the minutes for the January 13, 2016 Regular Board Meeting.
Contact: Colleen Hayes, Manager IV, Superintendent's Office

15. SCHOOL BOARD MINUTES: Page 106 EXHIBIT 15
Approval of the minutes for the January 20, 2016 Board workshop minutes.
Contact: Colleen Hayes, Manager IV, Superintendent's Office

Motion by _____ Seconded by _____

ROLL CALL:

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

DISCUSSION ITEMS

16. CERTIFICATION OF THE 2015-2016 SECOND INTERIM REPORT AND ADOPTION OF RESOLUTION NO. 1516-38, 2015-2016 REVENUE AND EXPENDITURE INCREASES/DECREASES:

DISCUSSION/
ACTION
Page 107
EXHIBIT 16

In accordance with Education Code §42130, school districts are required to prepare and submit Interim Financial Reports to the governing board. Resolution No. 1516-38 adjusts the various fund budgets to reflect the Second Interim Report. The purpose of these reports is to satisfy appropriate State and County Office of Education officials as to whether or not the District will be able to meet its financial obligations for the remainder of the fiscal year. Additionally, as required by AB 2756, districts must certify that minimum reserve levels are projected to be met in the two subsequent fiscal years.

CUSD WIG 2: Communications – Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.

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 Certification of the 2015-2016 Second Interim Report and Adoption of Resolution No. 1516-38, 2015-2016 Revenue and Expenditure Increases/Decreases.

Motion by _____ Seconded by _____

ROLL CALL:

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

17. RECOMMENDATION OF TENTATIVE AGREEMENT WITH TEAMSTERS, LOCAL 952, FOR JULY 1, 2015 – JUNE 30, 2018:

DISCUSSION/
ACTION
Page 262
EXHIBIT 17

The purpose of this agenda item is to seek approval of the Tentative Agreement between the District and Teamsters, Local 952. In addition to the Tentative Agreement, the Public Disclosure of Collective Bargaining Agreement is included in the exhibit. The total estimated fiscal impact of this agreement is approximately \$306,078 per year.

CUSD WIG 2: Communications – Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.

Contact: Gordon Amerson, Assistant Superintendent, Human Resource Services

Staff Recommendation

It is recommended the Board President recognize Gordon Amerson, Assistant Superintendent, Human Resource Services, to present information on this item and answer any questions Trustees may have.

Following discussion, it is recommended the Board of Trustees approve the Tentative Agreement with Teamsters, Local 952, for July 1, 2015 – June 30, 2018.

Motion by _____ Seconded by _____

18. THIRD READING – BOARD POLICY 5180, NONDISCRIMINATION: DISCUSSION/
ACTION
Page 277
EXHIBIT 18

As changes occur in the law it becomes necessary to review Board Policies. During the second reading of the revisions to policy 5180, *Nondiscrimination*, on December 9, 2015, Trustees requested additional revisions to the policy for clarification. Changes are underlined; deletions are struck through.

CUSD WIG 2: *Communications – Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.*

Contact: Gordon Amerson, Assistant Superintendent, Human Resource Services

Staff Recommendation

It is recommended the Board President recognize Gordon Amerson, Assistant Superintendent, Human Resource Services, to present information on this item and answer any questions Trustees may have.

Following discussion, it is recommended the Board of Trustees approve Board Policy 5180, *Nondiscrimination*.

Motion by _____ Seconded by _____

19. INSTRUCTIONAL MATERIALS RECOMMENDED FOR ADOPTION: SECONDARY MATHEMATICS, GRADES 6 - 12: DISCUSSION/
ACTION

A teacher committee has recommended the adoption of *Pearson Algebra 1, Geometry, Algebra 2 Common Core* ©2015, Pearson Education, Inc., grades 6 - 12. These instructional materials have been approved by the Instructional Materials Review Committee. The estimated cost to implement this adoption for eight years would be \$1,256,350. District Lottery funds would be used for this expenditure.

CUSD WIG 1: *Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.*

Contact: Susan Holliday, Assistant Superintendent, Education Services

Staff Recommendation

It is recommended the Board President recognize Susan Holliday, Assistant Superintendent, Education Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve the adoption of *Pearson Algebra 1, Geometry, Algebra 2 Common Core* ©2015, Pearson Education, Inc., grades 6 - 12.

Motion by _____ Seconded by _____

20. FOURTH READING – REVISIONS TO BOARD POLICY 5111.5, LANGUAGE IMMERSION AND INTERNATIONAL BACCALAUREATE ADMISSIONS: DISCUSSION/
ACTION
Page 281
EXHIBIT 20

Board Policy 5111.5, *Language Immersion and International Baccalaureate Admissions*, has been updated to reflect the recommended matriculation pathway for the Mandarin Immersion Program only. Revisions have been made per Trustee feedback. Changes are underlined; deletions are struck through.

CUSD WIG 1: *Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.*

Contact: Susan Holliday, Assistant Superintendent, Education Services

Staff Recommendation

It is recommended the Board President recognize Susan Holliday, Assistant Superintendent, Education Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve Board Policy 5111.5, *Language Immersion and International Baccalaureate Admissions*.

Motion by _____ Seconded by _____

21. **FIRST READING – REVISIONS TO BOARD POLICY 3290, GIFTS, GRANTS AND BEQUESTS:** DISCUSSION/
ACTION
Page 302
EXHIBIT 21
- Board Policy 3290, *Gifts, Grants and Bequests*, was drafted to update and provide more comprehensive information on legal requirements along with best practices. Changes are underlined; deletions are struck through. There is no financial impact.
- CUSD WIG 2: *Communications – Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.***
- 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 First Reading Revisions to Board Policy 3290, *Gifts, Grants and Bequests*.

Motion by _____ Seconded by _____

22. **FIRST READING – REVISIONS TO BOARD POLICY 3300, EXPENDITURES/EXPENDING AUTHORITY:** DISCUSSION/
ACTION
Page 305
EXHIBIT 22
- Board Policy 3300, *Expenditures/Expending Authority*, was drafted to update and provide more comprehensive information on legal requirements along with best practices. Changes are underlined; deletions are struck through. There is no financial impact.
- CUSD WIG 2: *Communications – Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.***
- 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 First Reading Revisions to Board Policy 3300, *Expenditures/Expending Authority*.

Motion by _____ Seconded by _____

23. **RESOLUTION NO. 1516-39, CLOSE INACTIVE FUNDS 0908, 2147, AND 3034:** DISCUSSION/
ACTION
Page 308
EXHIBIT 23
- Fund 0908 was opened to allow revenues to be passed through to Connections Academy charter. This is no longer needed as they now have their own ledger. Fund 21 was opened as series B of the District’s general obligation bond issuance and fund 30 was the old State School Building/Lease Purchase 50-50 program. All funds have zero balances and no activity and the accounts are no longer needed. The County Treasurer’s office is asking for review of funds with either zero balance or nominal balance.
- CUSD WIG 2: *Communications – Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.***
- 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 adopt Resolution No. 1516-39, Close Inactive Funds 0908, 2147, and 3034.

Motion by _____ Seconded by _____

ROLL CALL:

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

24. RESOLUTION NO. 1516-40, DECLARING AN INTENTION TO CONSIDER THE CONVEYANCE OF EASEMENT TO THE CITY OF SAN CLEMENTE AND TAKING ACTIONS RELATED THERETO:

DISCUSSION/
ACTION
Page 309
EXHIBIT 24

The Board of Trustees is considering granting an easement and right of way to the City of San Clemente (City) on a portion of the property owned by the District located at San Clemente High School, 700 Avenida Pico, pursuant to Education Code §17556 *et seq.* in order for the City to install and maintain landscaping, hardscaping, vegetation, irrigation, and related improvements consistent with use as a public park, in conjunction with the City’s Verde Park.

The District has the authority to grant easements pursuant to Education Code §17556 *et seq.* Before granting an easement under this process; however, the Board must first adopt a “Resolution of Intent” declaring its intention to consider the conveyance of the easement, and setting a public hearing at least ten days after the adoption of the Resolution of Intent so that the public may comment on the proposed conveyance. After holding such hearing, the Board may, unless it receives a written protest signed by at least ten percent of the District’s qualified electorate, consider a resolution conveying the requested easement. The hearing must be noticed both through the posting of the Resolution of Intent in at least three public places at least 10 days before the hearing, and the publication of notice once in a newspaper of general circulation within the District at least five days before such hearing.

The Resolution of Intent currently before the Board will set a public hearing for March 23, 2016, after which the Board may consider a resolution to convey the easement.

Both the Resolution of Intent, which is currently before the Board, and the subsequent resolution to convey the easement interests, must be approved by a vote of at least two-thirds of all the members of the Board.

CUSD WIG 3: Facilities – Optimize facilities and learning environments for all students.

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 adopt Resolution No. 1516-40, Declaring an Intention to Consider the Conveyance of Easement to the City of San Clemente and Taking Actions Related Thereto.

Motion by _____ Seconded by _____

ROLL CALL:

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

ADJOURNMENT

Motion by _____ Seconded by _____

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS
WEDNESDAY, MARCH 23, 2016, 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.