

CAPISTRANO UNIFIED SCHOOL DISTRICT  
 33122 Valle Road  
 San Juan Capistrano, CA 92675  
 BOARD OF TRUSTEES  
 Regular Meeting

April 27, 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. CONFERENCE WITH LEGAL COUNSEL–EXISTING LITIGATION** **EXHIBIT A**  
 Kirsten Vital/Susan Holliday  
 Attorney: Alefia Mithaiwala  
 Exposure to Litigation – One Case  
 (Pursuant to Government Code § 54956.9(a))
  - B. PUBLIC EMPLOYEE EMPLOYMENT/APPOINTMENT**  
 Principals  
 (Pursuant to Government Code §54957)
  - C. CONFERENCE WITH LABOR NEGOTIATORS**  
 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)
  - D. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION**  
 Exposure to Litigation – One Case  
 (Pursuant to Government Code § 54956.9(b))
  - E. PUBLIC EMPLOYMENT AND EVALUATION OF PERFORMANCE**  
 Superintendent  
 Deputy Superintendent  
 (Pursuant to Government Code §54957(b))
  - F. STUDENT EXPULSIONS** **EXHIBIT F-1**  
 Deliberations of Findings of Fact and Recommendations **EXHIBIT F-2**  
 (Pursuant to Education Code § 489189(c) and § 35145) **EXHIBIT F-3**

**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**

*Deni Christensen, Principal; Ann Zender, Director of Student Activities; Warren Davis, Student Body President of Aliso Niguel High School will report on their school activities.*

**Celebration of Employee Anniversaries**

*20 Years of Service*

*Susan Nielson, Teacher*

*Julie Payne, Teacher*

*Damon Ridgway, Teacher*

*Andrea Sabine, Teacher*

*Patricia Sauer, Teacher*

*Hollen Smith, Teacher*

*Pamela Soltis, IBI Tutor*

*Katherine Tatarian, Teacher*

*Maria Wilson, Teacher*

*Isabel Novak, Teacher*

*Jeanne Peyton, Teacher*

*Sheryl Russell, Teacher*

*Angelica Sandoval-Martinez, Teacher*

*Amy Shreves, Teacher*

*Kimberly Snow, Teacher*

*Sage Sprankle, Teacher*

*Quinelle Thornburg, Teacher*

*Virginia Worne, Instructional Assistant    Deborah Suttle, Student Supervisor*

**Extra Miler**

*Thank you to Coach Robert “Bob” Zamora and Coach Richard “Goose” Awender for their commitment to the Baseball Program and students at Capistrano Valley High School. They sincerely care about each and every student, fan and family member that embraces the great sport of baseball and are recognized as “Extra Milers”.*

**ASCIP’s “Risk Management Pays” Incentive Award**

*Russell O’Donnell, Chief Operating Officer from Alliance of Schools for Cooperative Insurance Programs (ASCIP) is presenting an award in the amount of \$12,000 that highlights the importance of sound risk management and the significant contributions that the District made toward reducing the cost of risk.*

**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.

**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.

**1. DONATION OF FUNDS AND EQUIPMENT:**

Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$244,571.70 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*

**2. SPECIAL EDUCATION INFORMAL DISPUTE RESOLUTION:**

Approval of the ratification of special education Informal Dispute Resolution Case #20160316. Due to the confidential nature of the agreement, supporting information is provided to Trustees under separate cover. Expenditures under this agreement is limited to \$23,660 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*

**3. JOINT POWERS AGREEMENT – COUNTY OF ORANGE FOR LAW ENFORCEMENT SERVICES**

Approval of the Joint Powers Agreement with the County of Orange, specifically the Sheriff-Coroner Department to provide supplemental law enforcement services, as needed by the District. This agreement covers services for the period of July 1, 2016 through June 30, 2017. The contractor will provide services at the rates indicated in the Agreement, paid by various site funds and the general fund depending on the services requested. Expenditures are anticipated to be less than \$20,000.

*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*

**4. 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. 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 \$5,000, nine ratifications to new agreements totaling \$463,846.74, and three amendment ratifications to existing agreements totaling \$6,750. 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. ANAHEIM UNION HIGH SCHOOL DISTRICT BID NO. 2016-09 – MULTI-PURPOSE COPY PAPER, LIBERTY PAPER:**

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**EXHIBIT 5**

Approval to utilize Anaheim Union High School District Bid No. 2016-09, Multi-Purpose Copy Paper bid for the standard multi-purpose copier paper used Districtwide from Liberty Paper, as needed, under the same terms and conditions of the public agency’s contract. This contract provides competitive set pricing for multi-purpose copy paper, as needed, throughout the District. Anticipated annual expenditures utilizing this contract are approximately \$300,000. Actual expenditures may vary depending on District needs and the availability of funding. Funding for these expenditures may include, but is not limited to, site funds, gift funds, and the general fund. School boards have the authority to “piggyback” on another public agency’s bid, per Public Contract Code § 20118, when it is in the best interest of a district. It is often advantageous to utilize piggyback bids when contract items are identical to the District’s specifications. Using piggyback contracts saves time and often provides lower prices than a single jurisdiction would be able to obtain.

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

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

**6. PROPOSED 2016-2017 SCHOOL YEAR MEAL PRICES:**

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**EXHIBIT 6**

Approval of meal prices for the 2016-2017 school year. Public Law 111-296; The Healthy, Hunger Free Kids Act requires schools participating in the National School Lunch Program to gradually increase the price charged for paid school lunch. The weighted average price charged to full price students should eventually match the federal subsidy for free meals, currently at \$1.99 for breakfast and \$3.13 for lunch. The federal weighted average price requirement for 2016-2017 is \$2.78 while the District’s weighted average is only \$2.70. Thus, this difference in the weighted average price does not allow for lunch meal pricing remaining the same for the 2016-2017 school year. As a result, a lunch meal price increase is necessary; however, there will not be a change in breakfast meal pricing. Proposed lunch meal prices are \$2.75 for Elementary School, \$3.00 for Middle School, and \$3.25 for High School. These prices are comparable with surrounding Orange County School Districts. Food and Nutrition Services remains self-funded; 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

**7. PURCHASE ORDERS, COMMERCIAL WARRANTS, AND PREVIOUSLY BOARD-APPROVED BIDS AND CONTRACTS:**

Page 149  
**EXHIBIT 7**

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 \$3,618,016.13 and the commercial warrants total \$7,909,659.94. 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

**8. SERVICE AGREEMENT – DECISIONINSITE, LLC:**

Approval of Service Agreement with DecisionInsite, LLC, to provide demographic analysis, school specific and Districtwide enrollment projections, attendance boundary analysis and adjustment services, student yield analysis vs. housing turnover studies, and residential development activity reports. The contract term is April 1, 2016 through June 30, 2019, unless terminated by the District. The anticipated expenditure under this agreement is \$127,200, funded out of capital facilities funds.

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

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

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**EXHIBIT 8**

**9. SERVICE AGREEMENT – SCHOOL DISTRICT AUCTIONS:**

Approval of Service Agreement with School District Auctions to provide assistance to the District in selling surplus new and used goods in an online auction environment and through other channels in compliance with applicable California Education Code provisions. The contract term will be April 28, 2016 through April 27, 2017, with renewals at the option of the Board. This contract represents revenue of 70 percent on all surplus sales, with a commission fee of 30 percent on each item sold.

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

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

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**EXHIBIT 9**

**10. SOFTWARE LICENSE AGREEMENT – GRAY STEP SOFTWARE, INC.:**

Approval of Software License Agreement with Gray Step Software, Inc. to provide associated student body accounting software. This agreement and the license granted will take effect on July 1, 2016, with the high school sites receiving access beginning April 1, 2016 at no additional charge. The anticipated expenditure under this agreement is \$10,164, funded from each participating high school's associated student body organization.

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

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

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**EXHIBIT 10**

**CURRICULUM AND INSTRUCTION**

**11. AGREEMENT TO REFER STUDENTS TO ALTERNATIVE COMMUNITY AND CORRECTIONAL SCHOOLS AND SERVICES FOR JULY AND AUGUST 2016:**

Approval of Agreement to Refer Students to Alternative Community and Correctional Schools and Services for July and August 2016. Since July 2010, the Alternative Community and Correctional Educational Schools and Services (ACCESS) has provided District high school students the opportunity to remediate credit deficiencies during July and August. Each year the District must enter into an Agreement to refer students to ACCESS for services. This agreement allows

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**EXHIBIT 11**

ACCESS to enroll District students for the purposes of remediating high school credit deficiencies during the months of July and August. There is no financial impact.

***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***

**12. BROADENING THE COURSE OF STUDY – NEW SECONDARY COURSES:**

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**EXHIBIT 12**

Approval of broadening the Course of Study: New Secondary Courses. The following high school courses are proposed for the 2016-2017 course catalog in accordance with Board Policy 6143, *Courses of Study*. The course proposals include Advanced Placement courses, Career Technical Education courses, and various elective courses. Upon approval, these courses will be offered beginning in the 2016-2017 school year.

***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***

**13. MEMORANDUM OF UNDERSTANDING AGREEMENT BETWEEN THE ORANGE COUNTY DEPARTMENT OF EDUCATION, QUALITY START ORANGE COUNTY AND THE DISTRICT EARLY CHILDHOOD PROGRAMS:**

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**EXHIBIT 13**

Approval of the Memorandum of Understanding (MOU) Agreement between the Orange County Department of Education (OCDE), Quality Start Orange County (QSOC) and the District Early Childhood Programs for the participation in the QUALITY STARS project from September 1, 2015 to June 30, 2016. The purpose of Quality Rating Improvement System is to design and implement a comprehensive quality rating system, and to support defined elements of quality improvement in early childhood educational programs in Orange County. OCDE agrees to pay the District a total sum not to exceed \$73,500 of incentive funds upon receipt of an itemized invoice. Funds are intended to support high quality instruction and environments for the District's, Early Childhood Programs.

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

***Contact: Susan Holliday, Assistant Superintendent, Education Services***

**14. STUDENT 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 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***

**HUMAN RESOURCE SERVICES**

**15. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES:**

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**EXHIBIT 15**

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***

**16. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:**

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**EXHIBIT 16**

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**

**17. SCHOOL BOARD MINUTES:**

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**EXHIBIT 17**

Approval of the minutes for the February 24, 2016 Regular Board Meeting.

***Contact: Colleen Hayes, Manager IV, Superintendent’s Office***

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

**ROLL CALL:**

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

**DISCUSSION ACTION ITEMS**

**18. FIRST READING – REVISIONS TO BOARD POLICY 6146.1 HIGH SCHOOL GRADUATION REQUIREMENTS:**

INFORMATION/  
DISCUSSION  
Page 313  
**EXHIBIT 18**

Following three Special Board Study Sessions, held over the course of the 2015-2016 school year, regarding the District’s High School Graduation Requirements, the following suggested revisions to Board Policy 6146.1 have been made: the Mathematics requirement has been increased from 20 credits to 30 credits to begin with the Class of 2020; the removal of the Reading Skills Development Class, as this class is no longer offered; the addition of College and Career Planning (CCP) and Health flexibility options where the language outlines how students may take both courses over the summer through various District approved providers and/or accredited institutions; and the removal of the California High School Exit Exam which is no longer required or offered. Changes are underlined; deletions are struck through. There is no financial impact.

***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 information on this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

**19. ELEMENTARY SCHOOLS REIMAGINING PROCESS:**

The Board will receive a presentation on the “Re-Imagining Schools” and their progress. As part of the re-imagining process, the participating schools have engaged stakeholders to determine a focus for their instructional program. In developing the focus, each school has created a three-year blueprint for implementation, a list of priority needs, and a brand promise for the launch of their re-imagined school. Tonight, staff will share an update that includes implementation progress from the seven schools participating in the re-imagining program: Del Obispo Elementary School, Hidden Hills Elementary School, Kinoshita Elementary School, Lobo Elementary School, Marblehead Elementary School, R. H. Dana Elementary School and Wood Canyon Elementary School.

***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 information on this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

**20. SECOND READING – BOARD POLICY 5141.27 FOOD ALLERGIES:**

In recognition of District students with food allergies, Board Policy 5141.27, *Food Allergies*, addresses language to support schools and families as it relates to the desire to prevent student exposure to foods to which they are allergic or intolerant. Additional revisions requested by Trustees during the first reading of this item have been made. Changes are underlined; deletions are struck through. There is no financial impact.

***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 5141.27, *Food Allergies*.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

**21. SCHOOLDUDE AND PLANNED MAINTENANCE:**

The Board of Trustees will be provided a presentation on SchoolDude and Planned Maintenance. This presentation will include a Comprehensive Maintenance Plan containing an overview of the Facilities/Maintenance and Operations department master plan and an outline of the necessary steps to achieve departmental goals.

***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

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DISCUSSION  
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**EXHIBIT 19**

DISCUSSION/  
ACTION  
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**EXHIBIT 20**

INFORMATION/  
DISCUSSION  
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**EXHIBIT 21**

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.

**22. RESOLUTION NO. 1516-51, CLASSIFIED LAYOFF NON-MANAGEMENT EMPLOYEES:**

The purpose of this Resolution is to eliminate vacant positions no longer intended to be filled, eliminate positions due to the lack of certainty surrounding existing categorical, grant, and fee-based funding, which may be federal, state or local resources and eliminate positions due to lack of work as a result of the closure of Crown Valley Elementary School and the Adult Education Programs.

California Education Code § 45117 (a) states: When, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of any school year, and classified employees will be subject to layoff for lack of funds, the employees to be laid off at the end of the school year shall be given written notice on or before April 29 informing them of their layoff effective at the end of the school year and of their displacement rights, if any, and reemployment rights. However, if the termination date of any specially funded program is other than June 30, the notice shall be given not less than 60 days prior to the effective date of their layoff. In addition, California Education Code § 45308(a) states classified employees shall be subject to layoff for lack of work or lack of funds. If a classified employee is laid off, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first. Reemployment shall be in order of seniority. Open/vacant positions will no longer encumber funds from general or restricted budgets.

*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*

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 that the Board of Trustees adopt Resolution No. 1516-51, Classified Layoff Non-Management Employees, in the designated classifications.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

**23. SELECTION OF TRUSTEE PARTICIPATION ON THE ORANGE COUNTY TRANSPORTATION AUTHORITY AD HOC:**

Every year at the organizational meeting in December, Trustee assignments are made to various committees and other groups in which there is an expectation of Board representation. Trustees have requested to add an additional Ad Hoc committee to meet with Orange County Transportation Authority. The exhibit is a listing of the name or names of the Trustee(s) who will serve on the committee from now until the December 2016 organizational meeting, at which time selections can be reassigned during the annual organization meeting. This agenda item requests the Board of Trustees select a member or members to serve on an Ad Hoc Committee with Orange County Transportation Authority. There is no financial impact.

DISCUSSION/  
ACTION  
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**EXHIBIT 22**

DISCUSSION/  
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**EXHIBIT 23**

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

***Contact: Kirsten M. Vital, Superintendent***

**Staff Recommendation**

It is recommended the Board of Trustees reach a consensus and/or take a formal vote on which Trustees will participate on the Orange County Transportation Authority Ad Hoc Committee.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

**ADJOURNMENT**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS**

**WEDNESDAY, MAY 11, 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](http://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.*