

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

BOARD OF TRUSTEES
Special Meeting

May 18, 2016

Closed Session 5:00 p.m.
Open Session 6:00 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 EMPLOYMENT AND EVALUATION OF PERFORMANCE

Superintendent
(Pursuant to Government Code § 54957(b))

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 6:00 P.M.

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA

REPORT ON CLOSED SESSION ACTION

BOARD AND SUPERINTENDENT COMMENTS

DISCUSSION/ACTION ITEMS

1. **RESOLUTION NO. 1516-59, A RESOLUTION OF THE BOARD OF TRUSTEES OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$41,000,000 AGGREGATE PRINCIPAL AMOUNT OF COMMUNITY FACILITIES DISTRICT NO. 90-2 OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT (TALEGA) SPECIAL TAX REFUNDING BONDS, SERIES 2016, APPROVING THE EXECUTION AND DELIVERY OF AN INDENTURE, A BOND PURCHASE AGREEMENT AND A CONTINUING DISCLOSURE CERTIFICATE AND THE PREPARATION OF AN OFFICIAL STATEMENT AND OTHER MATTERS RELATED THERETO:**

Following the information presentation on February 24, 2016, and initial consideration on May 11, 2016, the Board is asked to consider approval of Resolution No. 1516-59 authorizing the issuance of bonds for the purpose of refinancing the outstanding bonds for CFD 90-2 and approving several bond documents.

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. 1516-59, A Resolution of the Board of Trustees of the Capistrano Unified School District Authorizing the Issuance of Not to Exceed \$41,000,000 Aggregate Principal Amount of Community Facilities District No. 90-2 of the Capistrano Unified School District (Talega) Special Tax Refunding Bonds, Series 2016, Approving the Execution and Delivery of an Indenture, a Bond Purchase Agreement and a Continuing Disclosure Certificate and the Preparation of an Official Statement and Other Matters Related Thereto.

Motion by _____ Seconded by _____

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

2. **SECOND READING – REVISIONS TO BOARD POLICY 6146.1 HIGH SCHOOL GRADUATION REQUIREMENTS:**
- 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

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EXHIBIT 2

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. For 2016-2017 planning purposes, a decision is needed regarding the proposed increase in the mathematics requirements as well as a decision on the College and Career Planning course waiver. The remaining changes to the policy and conversation regarding overall goals and philosophy can be finalized at the June 8, 2016 Board Meeting. 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 6146.1, *High School Graduation Requirements*.

Motion by _____ Seconded by _____

ADJOURNMENT

Motion by _____ Seconded by _____

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS
WEDNESDAY, May 25, 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.



MEMORANDUM

To: Clark Hampton
From: Keith Weaver 
Date: May 13, 2016
Re: Refinancing of Bonds for CFD 90-2

Clark, this memorandum provides additional background information on the proposed refinancing of bonds for CFD 90-2 (Talega) in response to Board member questions raised at the May 11, 2016 Board meeting.

Original Bonds

The original bonds that are being considered for refinancing were issued in 2006 in the amount of \$44,980,000. Of this, \$8,030,000 of principal will have been repaid by September 1, leaving \$36,950,000 outstanding.

Estimated Refinancing Bonds

The amount of funds that the refinancing bonds will need to generate is estimated to be approximately \$38,800,000. This includes prepayment of the outstanding principal due, plus the upfront costs associated with refinancing. The upfront costs includes several components:

- 1) Accrued interest: this is the amount of interest owed on the outstanding principal to the prepayment date, approximately \$800,000.
- 2) Underwriter's discount: this fee is for the underwriter that will purchase the bonds from the District and resell them to investors. The fee is estimated to be approximately \$500,000 (1.25% of the bond amount). The underwriter will be selected via competitive bid process to ensure the lowest overall financing costs are obtained.
- 3) Bond insurance: this fee is to obtain an insurance policy guaranteeing full and timely principal and interest payments to the investor. Underwriters bid lower interest costs as a result of having such an insurance policy in place, and the savings more than compensate for the fee. The fee is estimated to be approximately \$250,000 (0.5% of the principal and interest payments). Proposals will be obtained from insurance companies to ensure the lowest fee is obtained.
- 4) Surety bond: this is an insurance policy on the bond debt service reserve fund, another credit enhancement feature to help ensure that principal and interest payments will be made in full and on time. It also results in lower interest costs, and the savings more than compensate for the fee. The fee is estimated to be approximately \$100,000 (3% of the amount of "reasonably required reserve", as defined by Federal tax law). Proposals will be obtained from insurance companies to ensure the lowest fee is obtained.
- 5) Costs of issuance: these costs are to pay for professional services and expenses. The total is estimated to be \$200,000. Professional services and the estimated fees include financial advisor (\$59,750), bond counsel (\$37,500), disclosure counsel (\$27,000), special tax consultant (\$15,000), credit rating agency (\$30,000), fiscal agent bank (\$10,000), and other miscellaneous fees and expenses.

As a result of these upfront costs, the new bond amount is expected to exceed the amount of outstanding principal owed on the original bonds.

EXHIBIT 1

Not-To-Exceed Amount of Refinancing Bonds

In the Resolution authorizing the issuance of the refinancing bonds, the Board is asked to set parameters under which the bonds can be issued. One of the parameters is establishing a not-to-exceed amount of bonds. The not-to-exceed amount is higher than the estimated bond amount to provide flexibility should bids come in higher than expected, or market conditions otherwise lead to more expensive upfront costs.

We generally are conservative in preparing a not-to-exceed amount to ensure the refinancing can proceed, but we reviewed this amount further and the likelihood of potential volatility in market conditions. We believe the not-to-exceed amount can be reduced to \$41,000,000. Bonds will only be issued to the extent required to repay the outstanding principal owed on the original bonds, plus the upfront costs identified above.

Savings Amount of Refinancing Bonds

In the Resolution authorizing the issuance of the refinancing bonds, the Board is also asked to set the parameter of the minimum amount of savings under which the bonds can be issued.

Following best practices as published by the Government Finance Officer's Association, this minimum amount is set at 3% of the bonds being refinanced on a net present value basis (approximately \$1,100,000). The estimated amount of net present value savings based on current market conditions is approximately 8% (approximately \$2,900,000). The estimated savings exceeds the minimum threshold and is the reason for the recommendation to proceed with the refinancing. Should market conditions worsen such that the minimum savings cannot be achieved, the refinancing will be placed on hold until such time that conditions improve and the threshold can be reached.

Clark, please let us know if you have any questions or comments. Thank you.

KW/abm

RESOLUTION NO. 1516-59

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
CAPISTRANO UNIFIED SCHOOL DISTRICT
AUTHORIZING THE ISSUANCE OF NOT TO EXCEED
\$41,000,000 AGGREGATE PRINCIPAL AMOUNT OF
COMMUNITY FACILITIES DISTRICT NO. 90-2 OF THE
CAPISTRANO UNIFIED SCHOOL DISTRICT (TALEGA)
SPECIAL TAX REFUNDING BONDS, SERIES 2016,
APPROVING THE EXECUTION AND DELIVERY OF AN
INDENTURE, A BOND PURCHASE AGREEMENT AND A
CONTINUING DISCLOSURE CERTIFICATE AND THE
PREPARATION OF AN OFFICIAL STATEMENT AND
OTHER MATTERS RELATED THERETO**

**Community Facilities District No. 90-2
of the Capistrano Unified School District (Talega)**

WHEREAS, the Board of Trustees (the “Board”) of the Capistrano Unified School District (“CUSD”) has formed Community Facilities District No. 90-2 of the Capistrano Unified School District (Talega) (the “Community Facilities District”) under the provisions of the Mello-Roos Community Facilities Act of 1982 (the “Act”);

WHEREAS, the Community Facilities District is authorized under the Act to levy special taxes (the “Special Taxes”) to pay for the costs of certain public facilities (the “Facilities”) and to issue bonds payable from the Special Taxes;

WHEREAS, in order to provide funds to finance and refinance a portion of the Facilities, the Community Facilities District issued \$44,980,000 aggregate principal amount of Community Facilities District No. 90-2 of the Capistrano Unified School District (Talega) Series 2006 Special Tax Refunding Bonds (the “Prior Bonds”), pursuant to the Bond Indenture, dated as of June 1, 2006, by and between the Community Facilities District and U.S. Bank National Association, as trustee;

WHEREAS, the Community Facilities District has determined that it would be advantageous to refund the outstanding Prior Bonds;

WHEREAS, in order to provide funds to refund the outstanding Prior Bonds, the Community Facilities District desires to provide for the issuance of Community Facilities District No. 90-2 of the Capistrano Unified School District (Talega) Special Tax Refunding Bond, Series 2016 (the “Bonds”), in the aggregate principal amount of not to exceed \$41,000,000;

WHEREAS, in order to provide for the authentication and delivery of the Bonds, to establish and declare the terms and conditions upon which the Bonds are to be issued and secured, and to secure the payment of the principal thereof, premium, if any, and interest thereon, the Community Facilities District proposes to enter into an Indenture with U.S. Bank National Association, as trustee (the “Trustee”) (such Indenture, in the form presented to this meeting,

with such changes, insertions, and omissions as are made pursuant to this Resolution, being referred to herein as the “Indenture”);

WHEREAS, in order to provide for the sale, and conditions for sale, of the Bonds, the Community Facilities District proposes to enter into an Bond Purchase Agreement, with a broker-dealer serving as underwriter of the Bonds (the “Underwriter”), pursuant to which the Underwriter will purchase the Bonds from the Community Facilities District (such Bond Purchase Agreement, in the form presented to this meeting, with such changes, insertions and omissions as are made pursuant to this Resolution, being referred to herein as the “Purchase Agreement”);

WHEREAS, Rule 15c2-12 promulgated under the Securities Exchange Act of 1934 (“Rule 15c2-12”) requires that, in order to be able to purchase or sell the Bonds, the Underwriter must have reasonably determined that the Community Facilities District or an obligated person has undertaken in a written agreement or contract for the benefit of the holders of the Bonds to provide disclosure of certain financial and operating data and certain material events on an ongoing basis;

WHEREAS, in order to assist in providing for the satisfaction of such requirement, the Community Facilities District desires to enter into a Continuing Disclosure Certificate (such Continuing Disclosure Certificate, in the form presented to this meeting, with such changes, insertions and omissions as are made pursuant to this Resolution, being referred to herein as the “Continuing Disclosure Certificate”);

WHEREAS, a Preliminary Official Statement to be used in connection with the offering and sale of the Bonds has been prepared (such Preliminary Official Statement in the form presented to this meeting, with such changes, insertions and omissions as are made pursuant to this Resolution, being referred to herein as the “Preliminary Official Statement”);

WHEREAS, there have been prepared and submitted to this meeting forms of:

- (a) the Indenture;
- (b) the Purchase Agreement;
- (c) the Continuing Disclosure Certificate; and
- (d) the Preliminary Official Statement;

WHEREAS, the Board desires to authorize the issuance of the Bonds and the execution and delivery of such documents and the performance of such acts by or on behalf of the Community Facilities District as may be necessary or desirable to effect the issuance of the Bonds and the execution and delivery of such documents;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Capistrano Unified School District as follows:

Section 1. Subject to the provisions of Section 2 hereof, the issuance of the Bonds, in an aggregate principal amount of not to exceed \$41,000,000, on the terms and conditions set forth in, and subject to the limitations specified in, the Indenture, is hereby authorized and approved. The Bonds shall be dated, shall bear interest at the rates, shall mature on the dates, shall be subject to call and redemption, shall be issued in the form, and shall be as otherwise provided in the Indenture, as the same shall be completed as provided in this Resolution.

Section 2. The Indenture, in substantially the form submitted to this meeting and made a part hereof as though set forth herein, be and the same is hereby approved. Each of the President of the Board of Trustees, and such other member of the Board of Trustees as the President may designate, the Superintendent of CUSD, the Deputy Superintendent, Business and Support Services, of CUSD, and such other officer or employee of CUSD as the Superintendent may designate (the “Authorized Officers”), is hereby authorized, and any one of the Authorized Officers is hereby directed, for and in the name of the Community Facilities District, to execute and deliver the Indenture in the form submitted to this meeting, with such changes, insertions, and omissions as the Authorized Officer executing the same may require or approve, such requirement or approval to be conclusively evidenced by the execution of the Indenture by such Authorized Officer; provided, however, that such changes, insertions, and omissions shall not authorize an aggregate principal amount of Bonds in excess of \$41,000,000, shall not result in a final maturity date of the Bonds later than September 1, 2032 and shall not result in a true interest cost for the Bonds in excess of 6.00%.

Section 3. The Purchase Agreement, in substantially the form submitted to this meeting and made a part hereof as though set forth in full herein, be and the same is hereby approved. Each of the Authorized Officers is hereby authorized, and any one of the Authorized Officers is hereby directed, for and in the name of the Community Facilities District, to execute and deliver the Purchase Agreement in the form presented to this meeting, with such changes, insertions, and omissions as the Authorized Officer of the Community Facilities District executing the same may require or approve, such requirement or approval to be conclusively evidenced by the execution of the Purchase Agreement by such Authorized Officer; provided, however, that aggregate net present value savings, expressed as a percentage of the par amount of the refunded Prior Bonds, is not less than 3.00%, and that such changes, insertions, and omissions shall not result in an aggregate underwriter’s discount (not including any original issue discount) from the principal amount of the Bonds in excess of 2.00% of the aggregate principal amount of the Bonds. The Board hereby finds and determines that the sale of the Bonds at negotiated sale as contemplated by the Purchase Agreement will result in a lower overall cost.

Section 4. The Continuing Disclosure Certificate, in substantially the form submitted to this meeting and made a part hereof as though set forth in full herein, be and the same is hereby approved. Each of the Authorized Officers is hereby authorized, and any one of the Authorized Officers is hereby directed, for and in the name of the Community Facilities District, to execute and deliver the Continuing Disclosure Certificate in the form presented to this meeting, with such changes, insertions, and omissions as the Authorized Officer executing the same may require or approve, such requirement or approval to be conclusively evidenced by the execution of the Continuing Disclosure Certificate by such Authorized Officer.

Section 5. The Preliminary Official Statement, in substantially the form presented to this meeting and made a part hereof as though set forth in full herein, with such changes therein as may be approved by an Authorized Officer, be and the same is hereby approved, and the use of the Preliminary Official Statement in connection with the offering and sale of the Bonds is hereby authorized and approved. Each of the Authorized Officers is hereby authorized, and any one of the Authorized Officers is hereby directed, for and in the name of the Community Facilities District, to certify to the Underwriter that the Preliminary Official Statement has been “deemed final” for purposes of Rule 15c2-12.

Section 6. The preparation and delivery of a final Official Statement (the “Official Statement”), and its use in connection with the offering and sale of the Bonds, be and the same is hereby authorized and approved. The Official Statement shall be in substantially the form of the Preliminary Official Statement with such changes, insertions, and omissions as may be approved by an Authorized Officer, such approval to be conclusively evidenced by the execution and delivery thereof. Each of the Authorized Officers is hereby authorized, and any one of the Authorized Officers is hereby directed, for and in the name of the Community Facilities District, to execute the final Official Statement and any amendment or supplement thereto.

Section 7. The assessed values of the property within the Community Facilities District are set forth in the Preliminary Official Statement and the value-to-lien information with respect thereto is set forth therein and, based thereon, the Board of Trustees, for purposes of Section 53345.8 of the Act, hereby finds and determines that the value of the real property that would be subject to the Special Tax to pay debt service on the Bonds will be at least three times the principal amount of the Bonds to be sold and the principal amount of all other bonds outstanding that are secured by a special tax levied pursuant to the Act on property within the Community Facilities District or a special assessment levied on property within the Community Facilities District.

Section 8. The Authorized Officers and the officers and employees of CUSD are, and each of them is, hereby authorized and directed, for and in the name of the Community Facilities District, to do any and all things, and to execute and deliver any and all other documents which they or any of them deem necessary or advisable in order to consummate the transactions contemplated by this Resolution and otherwise to carry out, give effect to, and comply with the terms and intent of this Resolution.

Section 9. All actions heretofore taken by the officers and employees of CUSD with respect to the issuance of the Bonds, or in connection with or related to any of the agreements or documents referred to herein, are hereby approved, confirmed, and ratified.

Section 10. This Resolution shall take effect immediately upon its adoption.

PASSED and ADOPTED this May 18, 2016, by the Capistrano Unified School District Board of Trustees, San Juan Capistrano, Orange County, California.

President of the Board of Trustees of the
Capistrano Unified School District

ATTEST:

Clerk of the Board of Trustees of the
Capistrano Unified School District

CLERK'S CERTIFICATE

I, Martha McNicholas, Clerk of the Board of Trustees of the Capistrano Unified School District, hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly adopted at a regular meeting of said Board of Trustees duly and regularly held on May 18, 2016, of which meeting all of the members of said Board of Trustees had due notice and at which a majority thereof were present; and that at said meeting said Resolution was adopted by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

An agenda of said meeting was posted at least 72 hours before said meeting at 33122 Valle Road, San Juan Capistrano, California, a location freely accessible to members of the public, and a brief general description of said Resolution appeared on said agenda.

I further certify that I have carefully compared the same with the original minutes of said meeting on file and of record in my office; that the foregoing Resolution is a full, true, and correct copy of the original Resolution adopted at said meeting and entered in said minutes; and that said Resolution has not been amended, modified or rescinded since the date of its adoption, and the same is now in full force and effect.

Dated: May 18, 2016

Clerk of the Board of Trustees of the
Capistrano Unified School District

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

May 11, 2016

HIGH SCHOOL GRADUATION REQUIREMENTS

BACKGROUND INFORMATION

Following three board study sessions this past 2015-2016 school year, staff provided Trustees at the April 27, 2016 Board meeting proposed revisions and changes to the Board Policy 6164.1, *High School Graduation Requirements*. This exhibit outlines the process by which staff is recommending to address both the immediate components of the policy that require updating as well as the process by which to have the deeper conversation around Trustee values and goals regarding High School graduation requirements.

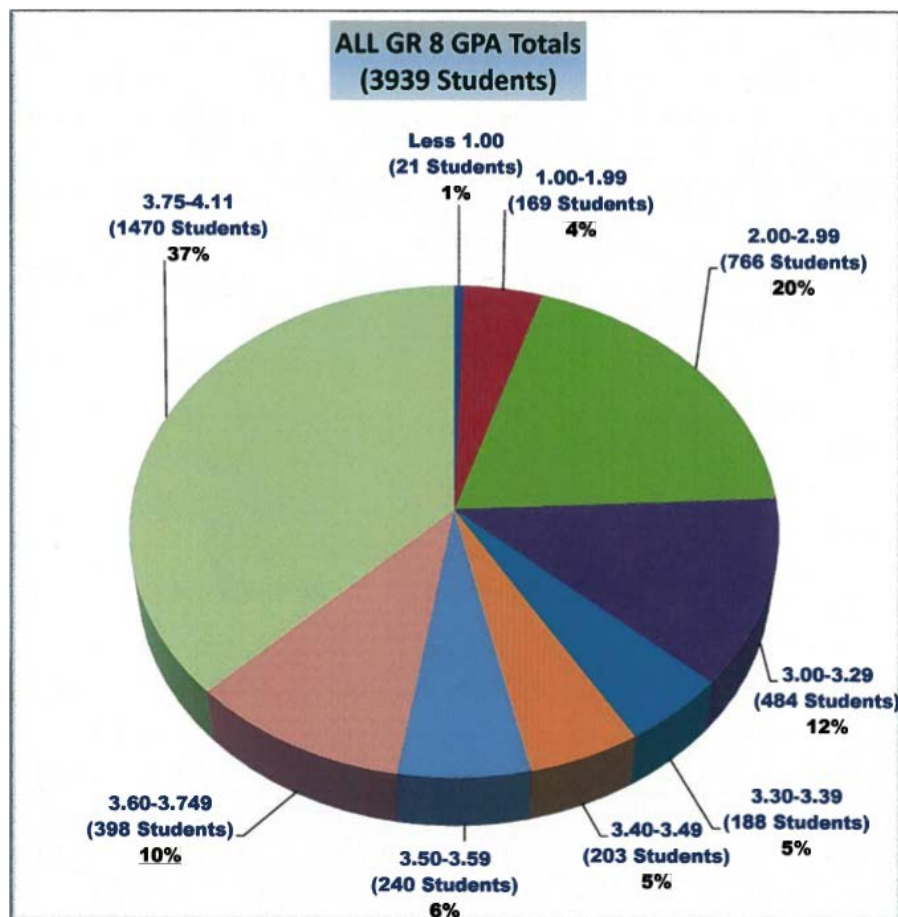
The process can be divided into three parts: 1) the immediate edits as it pertains to changes in practice and education code, 2) the edits as it pertains to Math credit requirements and added flexibility for Health and College and Career Planning (CCP), and 3) the desire of Trustees to continue the conversation regarding the policy language Trustees would like to include that addresses their overall goals, values, and philosophy regarding high school graduation requirements..

CURRENT CONSIDERATIONS

1. These are the proposed edits that must be removed or edited within the policy to be in alignment to current ed code and current practice:
 - a) Removal of the CAHSEE (no longer required)
 - b) Removal of the Reading Skills Development class (no longer offered)
 - c) Edits to formatting and phrasing to be in alignment to current board policy terminology (i.e.: Board of Trustees in place of Governing Board, Superintendent or designee, removal of grade levels in parenthesis next to the required course credits, etc).
2. These are the changes and recommendations by which Trustees shall provide direction to staff so that staff and schools can properly prepare for the next school year (2016-2017):
 - a) The first recommendation is regarding mathematics. Staff recommends the increase in the mathematics credits required for earning a diploma from the District from 20 credits to 30 credits. Based upon the previous data shared at the Board Study Sessions, this recommendation will provide additional support and instruction for all students which will in turn better prepare students for college and career. As of current, students can elect to opt out of mathematics instruction following their Sophomore year, this directly correlates to the poor performance many students experience on college placement tests. As a result many students are required to take a variety of remedial courses which has the potential consequence of students not

persisting in college. Therefore, upon approval of this increase in mathematics credits from 20 to 30, Education Services will convene a group of mathematics teachers to look at alternative mathematics courses to support students with this three year requirement. This curriculum and course development is intended to address a variety of college and career pathways not just a four year university path. The intent would be to have these new requirements be in place for the current class of incoming Freshmen (Class of 2020).

- b) The second recommendation is regarding the pending waiver process for the College and Career Planning course (CCP). There are many factors to consider when developing the criteria for the CCP waiver. Using a student's 8th grade Grade Point Average (GPA) as the first marker for the waiver is an important consideration. Based upon the chart found below and the impending implications for master schedules, the recommendation is to use a 3.75 GPA and above (37%) as the first marker for the CCP waiver. Here are two possible recommendations per the conversation on April 27, 2016.
- Option 1: 3.75 GPA and creation of a Four Year Plan in Naviance
 - Option 2: 3.75 GPA and creation of a Four Year Plan in Naviance plus a Technology Skills Proficiency Assessment



- Staff recommends Option 1. With Chromebooks in every classroom in Grades 4-5 and all English and Mathematics classes in Grades 6-8, the assertion that CCP is one of the only places by which technology is addressed is not the case any longer. All

- secondary Curriculum Alignment Guides (CAGs) have technology built into the lessons and units. Therefore, requiring a proficiency test on technology skills should not be a consideration in students receiving a waiver. Based upon this decision, we will need to prioritize our implementation of the waiver in the following manner:
- 1) Assess how many of the students registered for Summer School meet the waiver requirements (we will possibly need to administer the proficiency test),
 - a. These seats could be reassigned to Health if the students so choose.
 - 2) Secondly staff would need to work with Academic Advisors to assess in-coming 9th grade students who meet the requirement and offer them the waiver prior to August registration.
3. Staff will return on June 8, 2016 to discuss and develop the language by which Trustees would like to add and/or edit that outlines the Board's values, goals and philosophy regarding High School Graduation Requirements and Board expectations. Based upon the direction received, staff will conduct a major rewriting of the existing structure to streamline and remove redundancies including the removal of the section related to Adult Education Diplomas as all services will be transferred to Saddleback College following the 2016 Summer School session.

STAFF RECOMMENDATION

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

Staff recommends Trustees approve the second reading of Board Policy 6164.1 to align the policy to current education code, to update it to reflect the new requirements in Mathematics, and to provide the desired flexibility for Health and for CCP with the option for class waiver.

HIGH SCHOOL GRADUATION REQUIREMENTS

The state of California has established high school graduation requirements for all students. The state's prescribed course of study for students in Grades 9-12 to receive a diploma is listed in the table below (Education Code 51225.3). The Board of Trustees~~Governing Board~~ of the District has adopted graduation requirements for all students which exceed the requirements of the state of California. (Note: 10 credits equal 1 full-year course, and 5 credits equal 1 semester course.)

	CA	<u>Class of</u> <u>2017-</u> <u>2019</u> <u>200</u> <u>9-11</u>	<u>Class of</u> <u>2020</u> 2012	Serra <u>Class of</u> <u>2020</u>	Adult Ed <u>Class of</u> <u>2020</u>
Subject	Credit	Credit	Credit	Credit	Credit
English	30	40	40	40	40/ 40 / 40
Mathematics	20 <u>Algebra</u>	20 with Algebra	30 20 with Algebra	30 20 with Algebra	30 20-with Algebra
Science	20	20	20	20	20
Social Studies	30	30	30	30	30
Visual or Performing Arts, or <u>World</u> Foreign Language	10	10	10	10	10
Health**		5	5	5	5
College and Career Planning		<u>5</u>	5	5	
Physical Education	20*	20*	20*	20*	20
Electives	* 20	75 70	70 60	35 45 30	55 65
High School Exit Examination		Must Pass to Graduate	Must Pass to Graduate	Must Pass to Graduate	Must Pass to Graduate
TOTAL	130	220	230 220 220	190	190

* Such other coursework as the Board~~governing board~~ of the ~~school~~District~~district~~ may, by rule specify.

** A full course is not required according to education code. Specific units of study must be addressed during the high school year.

The Board~~Governing Board~~ authorizes the granting of a high school diploma to any pupil who has completed the prescribed course of study for any of the following schools: (1) traditional high school, (2) continuation high school, and/or (3) adult school.

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

1. Requirements for Graduation/Traditional High School

General Conditions

a. High school graduation is conditional upon the successful completion of the required course of study totaling a minimum of 220 semester units of work.

~~b. To receive a high school diploma from the Capistrano Unified School District, in addition to 1(a), students must pass the California High School Exit Examination.~~

c. To receive a high school diploma from the District~~CUSD~~, students must maintain a satisfactory program of continued education and attend a total of eight semesters in Grades 9-12, unless application for early graduation is filed one semester in advance.

A traditional high school program includes successful completion of the following credits ~~(recommended grade level in parentheses)~~:

~~5 of Reading Skills Development (9)—students who score at or above grade level on the approved district reading assessment are exempt from the graduation requirement to take a course in reading during Grade 9.~~

40 of English

30 of Social Science, including:

10 World History ~~(10)~~

10 U.S. History ~~(11)~~

5 American Government ~~(12)~~

5 Economics ~~(12)~~

30~~20~~ Mathematics ~~(9)~~(11) (Includes Algebra I, ~~or Algebra IA/IB or Applied Mathematics I/II~~)

20 Science, including both biological and physical sciences ~~(9)~~(11)

10 Fine Arts or World~~Foreign~~ Language ~~(9)~~(11)

20 Physical Education ~~(9)~~(11)

5 Health ~~(9)~~

5 College and Career Planning ~~(9)~~

Electives needed to complete a total of 220 semester units through 2019; in 2020 it will be a total of 230 semester units.

Students will be provided multiple flexible options to complete to Graduation Requirements for the College and Career Planning (CCP) course and the Health course. This flexibility includes the ability to take both courses over the summer through

~~DistrictCUSD~~ Summer School, ACCESS, Pacific Coast High School or any other accredited institution. This option is open to all students not just those with “impacted

Instruction

BP 6146.1(c)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

schedules.” However, due to space limitations, students with impacted schedules ~~are~~may be given first priority.

Students may fulfill both the College and Career Planning and Health courses during the regular school year by taking the courses through CUSD APEX either before school, during Tutorial, lunch or after school (options vary by site). Additionally, students with an overall Grade point Average of 3.75 or higher may apply to opt out of CCP by completing the approved District CCP Waiver form, passing the proficiency test, to be implemented Fall 2016 and by completing the Four Year Plan.~~Regular school year options are also available before school, during Tutorial, during lunch and after school. There will also be instances where these courses may be taken through Cal Prep. Additionally, students with an overall Eighth Grade Grade Point Average of 3.75 or higher may apply to opt out of the CCP course by completing the approved District CCP Waiver form, passing the proficiency test and by completing the Four Year Plan to be implemented Fall 2016.~~

The Superintendent or designee shall establish regulations under which the District may grant credits toward graduation for college courses and private instruction attended by District students.

The Superintendent or ~~his~~ designee may grant physical education credit for independent study programs. Specifically, only individual sports with national competitive rankings are eligible for consideration under this provision.

The Superintendent or designee may grant physical education credit for participation in District interscholastic athletic programs when a student has been exempted from physical education classes because of this participation and when such participation entails a comparable amount of time and physical activity.

Students using interscholastic athletics participation to fulfill physical education requirements may be graded on this participation, provided that a teacher credentialed to teach physical education supervises this participation and assigns the grade.

2. Transfers

To participate in a graduation ceremony and receive a diploma from a ~~DistrictCUSD~~ comprehensive high school, a student must be enrolled prior to the first day of the spring semester. These students must successfully complete 25 ~~DistrictCUSD~~ credits. Students who transfer in the fall semester of their senior year must successfully complete 50 ~~DistrictCUSD~~ credits.

a. Reciprocity on Graduation Requirements

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

Students in Grades 9-12 transferring to this District from schools outside of California must meet District~~CUSD's~~ graduation requirements, ~~including CAHSEE~~, in order to receive a high school diploma.

- b. Transfer credits are accepted from accredited institutions only.
 - c. Courses from the transferring district which are designated as honors courses will not receive honors credit if there is not a corresponding District~~CUSD~~ course of the same title with the same description.
 - d. Courses designated as Advanced Placement from accredited transferring districts will receive additional weighted credit, which will be computed using the following numerical value: A = 5, B = 4, C = 3, D = 1, and F = 0.
3. Requirements for Graduation/Continuation School
- a. General Conditions
- The Board~~Governing Board~~ shall grant a diploma of continuation high school graduation to any pupil upon completion of the prescribed course of study including satisfactory completion of a minimum of 190 semester credits of classroom instruction and supervised learning.
- b. Basic Requirements
- (1) The specific subject requirements for a continuation high school diploma are identical to those required of the traditional high school. In addition to the specific subject requirements, electives are needed to complete a total of 190 semester credits.
 - (2) Students wishing to receive a continuation high school diploma must successfully complete a minimum of five credits at the continuation high school. In the event of extenuating circumstances, the Superintendent or designee, may waive this requirement.
 - (3) Requirements for Graduation/Adult School
- a. General Conditions
- The Board~~Governing Board~~ shall grant a diploma of adult high school graduation to any pupil upon completion of the prescribed course of study, including

satisfactory completion of a minimum of 190 semester credits of classroom instruction and supervised learning.

Instruction

BP 6146.1(e)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

b. Basic Requirements

- (1) The specific subject requirements for an adult high school diploma are identical to those required of the traditional high school with the exception of physical education and College and Career Planning courses. Such courses are not required for adult school graduation. In addition to the specific subject requirements, electives are needed to complete a total of 190 semester credits.
- (2) Students wishing to receive an adult school diploma must successfully complete a minimum of five credits at that adult school. In the event of extenuating circumstances, the Superintendent or designee may waive this requirement.

4. SATISFACTORY HIGH SCHOOL CREDIT MAY BE EARNED THROUGH OTHER AVENUES:

a. Juvenile Court School

The District shall accept for credit any coursework satisfactorily completed by students while detained in a juvenile court school or county or state-operated detention institution. District students who successfully complete District graduation requirements while so detained shall receive a diploma from the school they last attended.

b. Private Instruction/Online~~Internet~~ Learning

At their discretion, the Superintendent or designee may grant credit toward high school graduation for private instruction or online~~Internet~~ Learning, provided that:

- (1) The instruction entails fields and subjects included in the school's courses of study and curricula.
- (2) The student demonstrates his/her capabilities at the beginning and at the end of the period of private instruction or online~~Internet~~ learning by examinations given under the school's supervision, thereby showing that the student has made progress in learning satisfactory to the school.
- (3) The Assistant~~Deputy~~ Superintendent, ~~Education,~~ or designee has approved the curriculum and final evaluation instrument used in the private instruction or created by the online curriculum provider~~Internet service provider.~~

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

(4) ~~Credit earned online while the student attends District schools in Grades 9-12 is solely intended for remedial work to make up a grade of "F."~~

(5) Credit earned at a different accredited institution ~~private high school~~ while the student attends District schools in Grades 9-12 is limited to a maximum of 10 credits annually and may only be granted if the District's summer school does not offer the course.

c. World~~Foreign~~ Language Instruction

The District shall accept for credit world~~foreign~~ language courses successfully completed in an accredited~~a~~ private school or via the online provider~~Internet~~, provided that all of the following conditions are met:

(1) The student or parent/guardian applies in writing for the credit, specifies the private school attended or the pre-approved online~~Internet~~ provider, the amount and level of credit requested, and submits written evidence from the private school showing the student successfully completed the course.

(2) The number of credits sought equals at least one semester's work.

(3) The Assistant~~Deputy~~ Superintendent, Education~~,~~ or designee determines that the student's achievement is equivalent to that expected of a student of comparable ability taking the same or similar instruction in a District school.

(4) Students desiring credit in a world language course or courses through private study or via the online provider—Internet may do so if the target language is not offered at the student's home school.

d. College Courses

(1) The individual may complete his/her high school education by attending an accredited college.

(2) The District maintains a cooperative agreement with Saddleback College—the Concurrent College Studies Program. Under the auspices of the program, a student may enroll in one Saddleback College course per semester. Courses under this program receive high school credit as well as college credit. College courses may not be taken if the course is offered at

the student's home campus. Graduation requirements, with the exception of electives, may not be taken under this program.

Instruction

BP 6146.1(g)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

- (3) College courses will be equated to high school credits on the following basis: each semester unit of college credit is equal to three and one-third high school credits.
- (4) The student receives the same letter grade for the high school credit as is granted by the college. No additional grade point will be added if a student earns an "A" or "B" grade.

5. High School Equivalency/California High School Proficiency Examination (CHSPE)

The ~~Board~~Governing Board desires that every student have the opportunity to earn a high school diploma through successful completion of class work and Board-approved competency tests.

The ~~Board~~Governing Board, however, recognizes that the California Legislature has provided two alternatives to the high school diploma: the General Educational Development Certificate for individuals 18 or older, and the California High School Competency

Certificate for persons 16 or older or who have been in the tenth grade for a year or who are currently enrolled in the final semester of tenth grade. These certificates may be granted by the California Department of Education (CDE) to individuals who pass performance tests established by the Department.

The principal of each school maintaining tenth, eleventh, and/or twelfth grades shall distribute to each student in those grades an announcement explaining the California High School Proficiency Examination (CHSPE) as provided under Education Code 48412. When announcements from the CDE or its contractor are received, this information shall be distributed early enough to enable interested students to register for the test.

Any person 16 or older or who has been in the tenth grade for a year or who is currently enrolled in the final semester of tenth grade may apply to have his/her proficiency in basic skills verified by examination according to criteria established by the CDE.

Any person 18 or older may take the General Educational Development Test (GED) given by the CDE in order to receive the High School Equivalency Certificate.

~~California High School Exit Examination (CAHSEE)~~

- a. ~~The Superintendent or designee shall provide notification to the parent or guardian of the pupil that each pupil completing the 12th grade will be required to successfully pass the California High School Exit Examination.~~

Instruction

BP 6146.1(h)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

- b. ~~Each pupil shall take the CAHSEE commencing in March of the tenth grade and may take it each time the District offers the CAHSEE until all sections of the examination have been passed.~~
- c. ~~The Superintendent or designee shall provide remedial instruction for any student who does not demonstrate adequate progress toward passing the CAHSEE or fails to pass any section of the CAHSEE. This instruction may be provided before, during, or after school, during weekend sessions, or in summer school, and shall continue until the student has passed the CAHSEE or ceases to be enrolled in the district. Participation in remedial summer school instruction is required before a pupil may enroll in any enrichment component offered in summer school.~~

6 Graduation Ceremonies

- a. The ~~Board~~Governing Board does not permit nor recognize any graduation ceremony for ~~District~~CUSD students other than the ceremonies attached to graduation from high school (Grade 12); continuation school (Grade 12); or Adult/~~Community~~ Education (Grade 12).
- b. Students may participate in the graduation ceremony if:
 - (1) They qualify for a diploma by earning 220 credits ~~through 2019; in 2020 it will be a total of 230 semester units and~~, meeting all graduation requirements, ~~and passing the CAHSEE~~, or
 - (2) They qualify for a Certificate of Achievement by earning 220 credits ~~through 2019; in 2020 it will be a total of 230 semester units~~ and meeting all graduation requirements, ~~except for passing the CAHSEE. Students must complete intervention classes and attempt to pass the CAHSEE after 10th grade unless otherwise indicated by an IEP.~~

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)*Legal Reference:***EDUCATION CODE**

37252 Summer school instructional programs
35160 Authority of governing boards
35160.1 Broad authority of school districts
35160.5 Extracurricular and cocurricular activities, differential standards
8645.5 Course credit re juvenile court schools
48400-48403 Persons subject to compulsory continuation education
48410 Persons exempt from continuation classes
48412 Certificate of Proficiency; examination fees
48413 Enrollment in continuation classes
48414 Reenrollment in district
48430 Continuation education schools and classes
48431.6 Review and counseling of academic progress at age 16 or 10th grade
48800-48803 Attendance at community college; advanced education
51220 Areas of study; grades 7-12
51224 Skills and knowledge required for adult life
51225.3 Requirements for graduation
51225.4 Elementary school certification of sufficient preparation for high school
51226 Board review of curriculum every three years; model standards
5124051246 Exemptions from requirements
51242 Exemption from physical education for athletic program participants
51243-51245 Credit for foreign language private school studies
5126051269 Drug education
5140051442 Diplomas and certificates
51740 Authority to provide instruction by correspondence
52508 Diplomas or certificates (adult school)
52510 Requirements for eighth grade graduation (adult school)
56000 Education of individuals with exceptional needs
56341 Individualized education program team
56345 Elements of the IEP
~~60850 High School exit examination~~
60851 Successful completion of test for graduation
60852 Deferment of examination requirement for certain students
60853 Preparation of students for examination

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

VEHICLE CODE

12507 Driver education

CODE OF REGULATIONS, TITLE 5

16001651 Graduation of pupils from Grade 12 and credit toward graduation

1630 Credit for college courses

1631 Credit for private instruction

1632 Credit for private school foreign language instruction

1633 Credit for correspondence instruction

1634 Credit to present or past member of the armed services

3069 Graduation

11520 Definitions

11521 Placement on pupil transcript

11522 Requirements for exemption from school attendance form

11523 Requirement to make examination announcements

11530 High School Equivalency Certificate

Policy

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CAPISTRANO UNIFIED SCHOOL DISTRICT

San Juan Capistrano, California

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