

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

BOARD OF TRUSTEES  
Regular Meeting

**REVISED**

November 16, 2016

Closed Session 5:30 p.m.  
Open Session 7:00 p.m.

**AGENDA**

**CLOSED SESSION AT 5:30 P.M.**

**1. CALL TO ORDER**

**2. CLOSED SESSION COMMENTS**

**3. CLOSED SESSION (as authorized by law)**

**A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Susan Holliday/Sara Young  
Attorney - Ernest Bell  
Significant Exposure to Litigation – Two Cases  
IDR Case Number 20160926  
IDR Case Number 20161010  
(Pursuant to Government Code §54956.9(d)(2))

**EXHIBIT A-1**  
**EXHIBIT A-2**

**B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Susan Holliday/Sara Young  
Attorney - Ernest Bell  
Significant Exposure to Litigation – Three Cases  
OAH Case Number 2016090399  
OAH Case Number 2016100543  
OAH Case Number unassigned  
(Pursuant to Government Code §54956.9(d)(1))

**EXHIBIT B-1**  
**EXHIBIT B-2**  
**EXHIBIT B-3**

Attorney – Anthony De Marco  
Significant Exposure to Litigation – One Case  
(Pursuant to Government Code §54956.9)

**C. STUDENT EXPULSIONS**

Mike Beekman  
Five Cases  
Case Number 2017-004  
Case Number 2017-007  
Case Number 2017-008  
Case Number 2017-009  
Case Number 2017-011

**EXHIBIT C-1**  
**EXHIBIT C-2**  
**EXHIBIT C-3**  
**EXHIBIT C-4**  
**EXHIBIT C-5**

**D. CONFERENCE WITH LABOR NEGOTIATORS**

District Negotiators: Kirsten M. Vital/Gordon Amerson/Clark Hampton  
Employee Organizations:  
1) Capistrano Unified Education Association (CUEA)  
2) California School Employees Association (CSEA)  
3) Teamsters  
(Pursuant to Government Code §54957.6)

**RECORDING OF SCHOOL BOARD MEETINGS**

**In accordance with Board Policy 9324, Board Minutes, all Regular School Board Meetings will be audio recorded.**

**OPEN SESSION AT 7:00 P.M.**

**CALL TO ORDER – ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF THE AGENDA**

**REPORT ON CLOSED SESSION ACTION**

**TRUSTEE RECOGNITIONS**

**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.

**BUSINESS AND SUPPORT SERVICES**

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

Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$210,031.88 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.

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

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**EXHIBIT 1**

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

Approval of purchase orders (Attachment 1) and commercial warrants (Attachment 2). The expenditures related to the listed purchase orders and commercial warrants included in this item were previously authorized as part of the District's budget approval process. The purchase orders total \$23,385,086.40 and the commercial warrants total \$6,401,274.78. 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.

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

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**EXHIBIT 2**

**3. 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 fourteen new agreements totaling \$793,177.89 and four amendments to existing agreements totaling \$87,000. Due to the size of the contract documents, the General Conditions for each type of agreement are posted online on the

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**EXHIBIT 3**

- 4. CHANGE ORDER NO. 1, BID NO. 1516-17, WOOD CANYON ELEMENTARY SCHOOL EXTERIOR PAINTING:** Page 139  
**EXHIBIT 4**  
Approval of Change Order No. 1, Bid No. 1516-17 for the Wood Canyon Elementary School Exterior Painting Project related to the repair work for the damage caused by the improperly discarded paint in the sewer line. This change order consists of additions, deletions, or other revisions that are now being presented to the Board of Trustees for approval. All such changes in the work are performed under applicable conditions of the change in contract documents. The original contract sum was \$66,700. The new contract sum including Change Order No. 1 is decreased to \$59,200.  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
- 5. CHANGE ORDER NO. 1, BID NO. 1516-26, TIJERAS CREEK ELEMENTARY SCHOOL ROOF REPLACEMENT AND EXTERIOR PAINTING:** Page 155  
**EXHIBIT 5**  
Approval of Change Order No. 1, Bid No. 1516-26 for the Tijeras Creek Elementary School Roof Replacement and Exterior Painting Project related to changes for District requested improvements outlined in Work Orders No. 1 - 8. This change order consists of additions, deletions, or other revisions that are now being presented to the Board of Trustees for approval. All such changes in the work are performed under applicable conditions of the change in contract documents. The original contract sum was \$1,283,500. The new contract sum including Change Order No. 1 is \$1,299,245.31 funded by remaining funds from Community Facilities District No. 94-1.  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
- 6. CONTRACT FOR E-RATE COMPLIANCE SERVICES - CSM CONSULTING, INCORPORATED:** Page 203  
**EXHIBIT 6**  
Approval of the Contract for E-Rate Compliance Services with CSM Consulting, Incorporated (CSM Consulting) for the purposes of assisting the District with applying for eligible E-Rate funds for Category One and Category Two services. CSM Consulting will assist the District to ensure all timelines are met, forms are completed, and maximum discounts are achieved through the Universal Service Administrative Company E-rate program. The initial contract term is from November 17, 2016 through October 31, 2017. Annual expenditures under this contract are estimated to be \$41,000 funded by the general fund.  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
- 7. DANIEL J. EDELMAN, INCORPORATED DBA EDELMAN AGREEMENT ADDENDUM:** Page 208  
**EXHIBIT 7**  
Approval of the addendum to the Daniel J. Edelman, Incorporated DBA Edelman Independent Contractor Master Agreement effective September 29, 2016. Edelman requested additional language to be included in the contract for clarification on payment timelines, intellectual property rights, indemnification and liability limits. All other terms and conditions remain the same. There is no fiscal impact.  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
- 8. FINAL ACCEPTANCE AND FILING OF NOTICE OF COMPLETION FOR BID NO. 1516-17, WOOD CANYON ELEMENTARY SCHOOL EXTERIOR PAINTING – PIANA CONSTRUCTION & PAINTING, INC.:** Page 218  
**EXHIBIT 8**  
Approval of the Final Acceptance and filing of the Notice of Completion for Bid No. 1516-17, Wood Canyon Elementary School Exterior Painting. In order to obtain legal protection from undisclosed and unknown potential lien claimants, Notice of Completion is required. All work has been inspected and completed to the satisfaction of staff. Funded by Deferred Maintenance.  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

9. **FINAL ACCEPTANCE AND FILING OF NOTICE OF COMPLETION FOR BID NO. 1516-26, TIJERAS CREEK ELEMENTARY SCHOOL ROOF REPLACEMENT AND EXTERIOR PAINTING – STATES LINK CONSTRUCTION, INC.:** Page 220  
**EXHIBIT 9**
- Approval of the Final Acceptance and filing of the Notice of Completion for Bid No. 1516-26, Tijeras Creek Elementary School Roof Replacement and Exterior Painting. In order to obtain legal protection from undisclosed and unknown potential lien claimants, Notice of Completion is required. All work has been inspected and completed to the satisfaction of staff. Funded by Community Facilities District funds from CFD No. 94-1.  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
10. **INCOME AGREEMENT NO. 43541 - ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:** Page 222  
**EXHIBIT 10**
- Approval of Income Agreement No. 43541 with Orange County Superintendent of Schools to provide specialized and experienced services from Janet Dodd for speech-language pathology consulting and coaching for District staff on Individual Education Plans. The contractor provided services at the rates indicated in the agreement. The term of this agreement is March 16, 2016 through June 14, 2016. Expenditures under this contract are \$875 paid by special education funds.  
*Contact: Susan Holliday, Associate Superintendent, Education Services*
11. **OUTDOOR SCIENCE SCHOOL CONTRACT - HIGH TRAILS INC.:** Page 228  
**EXHIBIT 11**
- Approval of the Outdoor Science School Contract with High Trails Inc. to provide an overnight outdoor science school trip aligned with grade level science standards. The contractor will provide services at the rates indicated in the agreement. The scheduled attendance for this program is November 15, 2016 through November 18, 2016 for grade 5 students attending Ladera Ranch Elementary School. Expenditures under this contract are estimated to be \$34,499 paid by the Ladera Ranch Elementary gift fund.  
*Contact: Susan Holliday, Associate Superintendent, Education Services*
12. ~~**RESOLUTION NO. 1617-45, APPROVING THE ANNUAL AND FIVE-YEAR REPORTABLE FEES REPORT FOR FISCAL YEAR 2015-2016, IN COMPLIANCE WITH GOVERNMENT CODE § 66001 AND § 66006:**~~ Page 229  
**EXHIBIT 12**
- This item has been pulled by staff.
13. **SCHOOL MESSENGER ORDER AUTHORIZATION WITH PREVIEW – WEST INTERACTIVE SERVICES CORPORATION:** Page 246  
**EXHIBIT 13**
- Approval of the Service Agreement with West Interactive Services Corporation DBA School Messenger for the purposes of replacing the listserv system with a new community communication program. The new communication method will allow sites to utilize the current School Messenger system for community and parent communications through email, automated calling and push messages through the District app. The initial contract term is from November 1, 2016 through November 1, 2017. Annual expenditures under this contract are limited to \$10,381.60 funded by the general fund.  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
14. **STATE OF CALIFORNIA MULTIPLE AWARD SCHEDULE CONTRACT NO. 3-16-84-0052A, GENERAL SERVICES ADMINISTRATION SCHEDULE NO. GS-07F-9671S, INFORMATION TECHNOLOGY GOODS AND SERVICES – BLUE VIOLET NETWORKS, LLC:** Page 247
- Approval to utilize the State of California Multiple Award Schedule (CMAS) Contract No. 3-16-84-0052A, General Services Administration Schedule No. GS-07F-9671S, for the purchase of information technology goods and services, from Blue Violet Networks, LLC, as needed, such as security cameras, DVR appliances, cabling and installation services. The District can utilize such contracts pursuant to California

Public Contract Code §§ 10298, 10290, 10290.1, and 12100 without going to bid. The prices offered by the contractor have been assessed to be fair, reasonable and competitive. Staff determined it is in the best interest of the District to utilize the state contract for the purchase of these technology products and related services. The contract term is November 1, 2016 through November 30, 2021. Annual expenditures under this contract are estimated to be \$200,000 based on the number of sites adding security cameras. Expenditures are funded by site funds. Due to the size of the contract and award documentation, it will be posted online on the District's Board Agendas and Supporting Documentation page.

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

## **CURRICULUM & INSTRUCTION**

- 15. REVISION TO BOARD POLICY 0420.4, CHARTER SCHOOL AUTHORIZATION:** Page 248  
**EXHIBIT 15**
- Approval of the revision to Board Policy 0420.4, *Charter School Authorization*, updates and aligns the policy to Board Policy 0420.41, *Charter School Oversight*. The policy was updated to add language to require charter school board meetings take place within District boundaries. The District can require a charter school to hold board meetings within District boundaries. Government Code § 54953 does permit meetings to take place outside of a school district's boundaries if the requirements for teleconferencing are satisfied. Changes are underlined.
- Contact: Susan Holliday, Associate Superintendent, Education Services*
- 16. COLLEGE READINESS BLOCK GRANT PLAN:** Page 267  
**EXHIBIT 16**
- Approval of the College Readiness Block Grant Plan. The District has received \$467,371 in one-time state grant funding. This College Readiness Block Grant funding targets high school students, particularly unduplicated students, to provide additional supports to increase the number who enroll at institutions of higher education and complete an undergraduate degree within four years. Funding through a state apportionment is provided to districts serving unduplicated students in grades 9-12 and was calculated based on enrollment during the 2015-2016 school year. The funding is required to be spent by June 30, 2019.
- Contact: Susan Holliday, Associate Superintendent, Education Services*
- 17. SECONDARY COURSE CATALOG:** Page 268
- Approval of the Secondary Course Catalog will support parents and students by providing them with a detailed resource covering all secondary instructional, academic, co-curricular and extracurricular program information. The 183 page document is divided into 6 major sections: 1) General Information and Policies; 2) School Services and Resources; 3) Academic, Extracurricular and Co-Curricular Programs; 4) Graduation Requirements and Suggested Programs; 5) College Information, Eligibility and Overview; 6) High School Course Descriptions and Course Offerings by School. The catalog will be available electronically and printed for high school front offices and guidance offices. It is recommended by staff that the Secondary Course catalog is approved for publication. Due to the size of the Course Catalog, the following link is posted online on the District's Board Agendas and Supporting Documents page; <https://drive.google.com/a/capousd.org/file/d/0B418HHiOvv3mdVg2MHkwc2hYa1k/view?usp=sharing>
- Contact: Susan Holliday, Associate Superintendent, Education Services*
- 18. BROADENING THE COURSE OF STUDY – NEW SECONDARY COURSES:** Page 269  
**EXHIBIT 18**
- Approval of broadening the Course of Study: New Secondary Courses. The following high school courses are proposed for the 2017-2018 course catalog in accordance with Board Policy 6143, *Course of Study*. The course proposal includes one Advanced Placement Macroeconomics and American Government course and one Advancement Via Individual Determination (AVID) Senior Seminar Grade 12 course. Upon approval, these courses will be offered beginning in the 2017-2018 school year.

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

- 19. INCREASED CAREER TECHNICAL EDUCATION INCENTIVE GRANT FUNDING DECISION:** Page 270  
**EXHIBIT 19**
- Approval of an increased Career Technical Education Incentive Grant (CTEIG) funding decision. Staff received an amended Grant Award Notice for the CTEIG increasing the Phase I amount to \$3,520,000 (approximately a \$246,000 increase). Staff would like to request that we place the additional funds in the College and Career Advantage (CCA) account. This additional funding would allow CCA to purchase more equipment for the courses at the College and Career campus and other high school classrooms. Phase II funds will be awarded in February 2017 for use in July 2017.
- Contact: Susan Holliday, Associate Superintendent, Education Services*

- 20. PROPOSED 2018-2019 AND 2019-2020 SCHOOL CALENDARS:** Page 272  
**EXHIBIT 20**
- Approval of the proposed 2018-2019 and 2019-2020 school calendars. Based on the approved 2017-2018 school calendar at the May 25, 2016 Board meeting, staff modeled the proposed calendars using the same tenets: the calendar should support the educational purpose of the District; student holidays, aside from legal holidays, should be minimized and placed strategically to optimize learning; to the extent possible, the calendar should follow a consistent pattern from year-to-year so teachers can plan for instruction and families can make long-range plans; to the extent possible, the calendar should retain some of the features that produced the higher District revenue realized as a result of increased average daily attendance. These main tenets as well as the Calendar Committee's lead guiding factors as determined through the consensus process are by which the calendar proposals were developed. Pending approval of the 2018-2019 and 2019-2020 proposed school calendars, staff will post and communicate to all stakeholders.
- Contact: Susan Holliday, Associate Superintendent, Education Services*

## **HUMAN RESOURCE SERVICES**

- 21. CLINICAL PRACTICE TEACHING AGREEMENT WITH TEACH-NOW, INC.:** Page 274  
**EXHIBIT 21**
- Approval of unpaid Clinical Practice Teaching Agreement with TEACH-NOW, Inc. to provide structured, supervised educational learning experiences in a safe environment to teacher candidate's throughout his or her minimum 12-week, 200 clock hour clinical practice. This agreement shall begin on March 6, 2016 and shall continue until terminated by either party.
- Contact: Gordon Amerson, Associate Superintendent, Human Resource Services*
- 22. INCOME AGREEMENT NO. 43589 - ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:** Page 281  
**EXHIBIT 22**
- Approval of Income Agreement No. 43589 with Orange County Superintendent of Schools to provide introduction to Next Generation Science Standards (NGSS) for District teachers of RH Dana Elementary School. The contractor will provide services at the rates indicated in the Agreement. The term of this Agreement is November 10, 2016 through February 16, 2017. Annual expenditures under this contract are anticipated to be approximately \$562.50 paid from the general fund.
- Contact: Gordon Amerson, Associate Superintendent, Human Resource Services*
- 23. ORANGE COUNTY DEPARTMENT OF EDUCATION FIRST QUARTER REPORT – WILLIAMS SETTLEMENT LEGISLATION:** Page 288  
**EXHIBIT 23**
- Acceptance of Williams Settlement Legislation Orange County Department of Education (OCDE) First Quarter Report. Education Code § 1240(2)(H) requires OCDE to report activity completed for identified schools in deciles 1-3 each quarter. Furthermore, the law requires the report be provided to the Board of Trustees at a regularly scheduled public meeting each quarter.
- Contact: Gordon Amerson, Associate Superintendent, Human Resource Services*

24. **QUARTERLY REPORT – WILLIAMS SETTLEMENT LEGISLATION UNIFORM COMPLAINT:** Page 291  
**EXHIBIT 24**  
Acceptance of Williams Settlement Legislation Uniform Complaint First Quarter Report. As a result of the Williams Settlement, Education Code § 35186 mandates school districts establish policies and procedures to resolve deficiencies related to textbooks and instructional materials, teacher vacancies or misassignments, facility conditions posing a threat to student/staff health or safety, and instruction and services for the California High School Exit Examination. Furthermore, the law requires any deficiencies or complaints be reported to the Board of Trustees at a regularly scheduled public meeting each quarter. During the first quarter, Kinoshita Elementary and Viejo Elementary were evaluated to have sufficient textbooks and instructional materials. Both schools were evaluated to have zero complaints regarding teacher vacancies or misassignments. The inspection of the facility conditions revealed four minor complaints at Kinoshita Elementary, all of which have been resolved. Zero facility condition complaints were filed at Viejo Elementary.  
*Contact: Gordon Amerson, Associate Superintendent, Human Resource Services*
25. **ANNUAL REPORT – WILLIAMS SETTLEMENT LEGISLATION, 15-16 SCHOOL YEAR:** Page 292  
**EXHIBIT 25**  
Approval of Annual Report – Williams Settlement Legislation, 2015-2016 School Year. As a result of the Williams Settlement, Education Code § 35186 mandates school districts establish policies and procedures to resolve deficiencies related to textbooks and instructional materials, teacher vacancies or misassignments, facility conditions posing a threat to student/staff health or safety, and instruction and services for the California High School Exit Examination. Furthermore, the law requires any deficiencies or complaints be reported to the Board of Trustees at a regularly scheduled public meeting. Both quarterly and annually the Orange County Department of Education (OCDE) conducts a review to determine if deficiencies exist. Kinoshita and Viejo Elementary Schools were evaluated to have sufficient textbooks and instructional materials. The inspection of the facility conditions revealed two minor deficiencies for Kinoshita Elementary, and three minor deficiencies for Viejo Elementary, all of which have been resolved. Data reported on School Accountability Report Cards (SARC) was found to be accurately reported. Teacher assignments were reviewed at both schools and found to be in compliance. The schools are considered to have met all expectations established under the Williams Settlement Legislation.  
*Contact: Gordon Amerson, Associate Superintendent, Human Resource Services*
26. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES:** Page 297  
**EXHIBIT 26**  
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.  
*Contact: Gordon Amerson, Associate Superintendent, Human Resource Services*
27. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:** Page 317  
**EXHIBIT 27**  
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.  
*Contact: Gordon Amerson, Associate Superintendent, Human Resource Services*

## GENERAL FUNCTIONS

28. **SCHOOL BOARD MINUTES:** Page 329  
**EXHIBIT 28**  
Approval of the August 17, 2016 Regular Board Meeting minutes.  
*Contact: Nicole Perez, Executive Secretary, Board Operations*

**DISCUSSION ACTION ITEMS**

- 29. FIRST READING – REVISIONS TO BOARD POLICY 5111.5, LANGUAGE IMMERSION AND INTERNATIONAL BACCALAUREATE ADMISSIONS:** DISCUSSION/  
ACTION  
Page 344  
**EXHIBIT 29**
- Board Policy 5111.5, *Language Immersion and International Baccalaureate Admissions*, was drafted with staff and stakeholder input, including input from the Language Immersion Advisory Committee made up of parents, teachers and administrators. The policy has been developed due to the separation of the Language Immersion and International Baccalaureate programs from the School of Choice policy and process. This policy is being revisited to finalize the Mandarin Immersion Program (MIP) feeder pattern. Staff will present the program theory of action, program description and estimated 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: Susan Holliday, Associate Superintendent, Education Services***

Staff Recommendation

It is recommended the Board President recognize Susan Holliday, Associate Superintendent, Education Services, to present information on this item. Trustees will be presented with the most viable options. Based on this discussion the Board of Trustees will provide staff direction and pending this direction high school placement may be further examined.

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

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

- 30. THIRD READING – BOARD POLICY 9270, CONFLICT OF INTEREST:** DISCUSSION/  
ACTION  
Page 367  
**EXHIBIT 30**
- This proposed revision of Board Policy 9270, *Conflict of Interest*, updates this policy to reflect the recommended changes to designated positions that must disclose financial interests on Form 700 as well as updates and clarifies District policy related to incompatible offices and activities, gifts and honoraria. Additional revisions requested by Trustees during the second reading of this item have been made. Changes are underlined; deletions are struck through. There is no fiscal impact.
- CUSD WIG 2: Communications – Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.***
- Contact: Gordon Amerson, Associate Superintendent, Human Resource Services***

Staff Recommendation

It is recommended the Board President recognize Gordon Amerson, Associate Superintendent, Human Resource Services, to present information on this item.

Following discussion, it is recommended the Board of Trustees approve Board Policy 9270, *Conflict of Interest*.

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

- 31. FIRST READING – REVISIONS TO BOARD POLICY 6172, ACCELERATED ACADEMIC ACHIEVEMENT PROGRAM:** DISCUSSION/  
ACTION  
Page 463  
**EXHIBIT 31**
- The proposed revisions of Board Policy 6172, *Accelerated Academic Achievement Program (AAA)*, has been revised to align to current Education Code related to the California Gifted and Talented Program which is no longer available and is no longer categorically funded. In addition, the policy title has been updated replacing AAA with the *Gifted and Talented Student Program*. Policy language was added and adjusted to reflect the values of the GATE/High Achievers Advisory Council made up of teachers,



parents and District staff. Edits include but are not limited to the implementation of a program that provides differentiated academic experiences across subject areas and grade levels, supports social and emotional development of GATE identified students, and development of multiple, objective criteria for identification and participation. 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, Associate Superintendent, Education Services***

Staff Recommendation

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

Following discussion, it is recommended the Board of Trustees approve Board Policy 6172, *Gifted and Talented Student Program*.

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

**ADJOURNMENT**

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

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS  
WEDNESDAY, DECEMBER 14, 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.*