

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

BOARD OF TRUSTEES  
Regular Meeting

October 26, 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**

Daniel Burch/Sara Young

Attorney – Ernest Bell

Significant Exposure to Litigation – Ten Cases

IDR Case Number 20160728

IDR Case Number 20160729

IDR Case Number 20160804

IDR Case Number 20160810

IDR Case Number 20160811

IDR Case Number 20160829

IDR Case Number 20160831

IDR Case Number 20160902

IDR Case Number 20160903

IDR Case Number 20160922

*(Pursuant to Government Code § 54956.9 (d)(2))*

**EXHIBIT A-1**  
**EXHIBIT A-2**  
**EXHIBIT A-3**  
**EXHIBIT A-4**  
**EXHIBIT A-5**  
**EXHIBIT A-6**  
**EXHIBIT A-7**  
**EXHIBIT A-8**  
**EXHIBIT A-9**  
**EXHIBIT A-10**

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

Daniel Burch/Sara Young

Attorney – Ernest Bell

Significant Exposure to Litigation – Six Cases

OAH Case Number 2016070067

OAH Case Number 2016071071

OAH Case Number 2016071099

OAH Case Number 2016081025

OAH Case Number 2016081176

OAH Case Number 2016090206

*(Pursuant to Government Code § 54956.9(d)(1))*

**EXHIBIT B-1**  
**EXHIBIT B-2**  
**EXHIBIT B-3**  
**EXHIBIT B-4**  
**EXHIBIT B-5**  
**EXHIBIT B-6**

**C. STUDENT EXPULSIONS**

Mike Beekman

One Case

Case Number 2017-006

**EXHIBIT C-1**

**PUBLIC HEARINGS:**

**Agenda Item 1:** College Readiness Block Grant Plan.

**Agenda Item 2:** Resolution No. 1617-44, Resolution of the Capistrano Unified School District to Authorize Conveyance of An Easement to the Moulton Niguel Water District for Purposes of Constructing and Operating Certain Water, Reclaimed Water, and Sewer Facilities at Aliso Viejo Transportation North Yard.

## 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

##### **Extra Miler**

*Albert Jeung, Performing Arts Teacher and Orchestra Director from Aliso Niguel High School will present and recognize the following staff members from Soka Performing Arts Center for their support and dedication to the orchestra students at Aliso Niguel High School.*

*David C. Palmer, General Manager*

*Shannon Lee Blas, Patron Services Manager*

*Rebecca Pierce Goodman, Marketing and Administrative Manager*

*Samuel Morales, Production and Technical Services Manager*

##### **Associated Student Body**

*Dana Hills High School*

*Jason Allemann, Principal*

*Ken Nedler, Activities Director*

*Reagan Orloff, Associated Student Union President*

#### BOARD AND SUPERINTENDENT COMMENTS

##### **ORAL COMMUNICATIONS (Non-Agenda Items)**

Oral Communications will occur immediately following Board and Superintendent Comments. The total time for Oral Communications shall be twenty (20) minutes. Individual presentations are limited to a maximum of three (3) minutes per individual.

#### PUBLIC HEARINGS

- 1. PUBLIC HEARING: COLLEGE READINESS BLOCK GRANT PLAN:** INFORMATION/  
The Board will conduct a public hearing on the College Readiness Block Grant DISCUSSION  
Plan. Supporting documentation can be found in Exhibit 20.  
*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 open the public hearing, determine if members of the public have submitted requests to speak on the item, and after hearing any speakers, formally close the public hearing.

- 2. PUBLIC HEARING: RESOLUTION NO. 1617-44, RESOLUTION OF THE INFORMATION/  
CAPISTRANO UNIFIED SCHOOL DISTRICT TO AUTHORIZE DISCUSSION  
CONVEYANCE OF AN EASEMENT TO THE MOULTON NIGUEL WATER**

**DISTRICT FOR PURPOSES OF CONSTRUCTING AND OPERATING CERTAIN WATER, RECLAIMED WATER, AND SEWER FACILITIES AT ALISO VIEJO TRANSPORTATION NORTH YARD:**

The Board will conduct a public hearing on adopting Resolution No. 1617-44, Resolution of the Capistrano Unified School District to Authorize Conveyance of an Easement to the Moulton Niguel Water District for Purposes of Constructing and Operating Certain Water, Reclaimed Water, and Sewer Facilities at Aliso Viejo Transportation North Yard. Supporting documentation is located in Exhibit 21.

**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 open the public hearing, determine if members of the public have submitted requests to speak on the item, and after hearing any speakers, formally close the public hearing.

**CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted by the Board in one motion in the form listed below. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar. The Superintendent and the staff recommend approval of all Consent Calendar items.

**BUSINESS AND SUPPORT SERVICES**

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

Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$141,725.76 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**

Page 1

**EXHIBIT 3**

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

Approval of purchase orders (Attachment 1) and commercial warrants (Attachment 2). The expenditures related to the listed purchase orders and commercial warrants included in this item were previously authorized as part of the District's budget approval process. The purchase orders total \$1,643,203.31 and the commercial warrants total \$9,302,214.91. 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**

Page 3

**EXHIBIT 4**

**5. 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 seven new agreements totaling \$121,875 and four amendments to existing agreements totaling \$153,500. 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.

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

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**EXHIBIT 5**

- 6. AGREEMENT FOR BOND COUNSEL SERVICES WITH ORRICK, HERRINGTON & SUTCLIFFE LLP:** Page 122  
**EXHIBIT 6**

Approval of the Agreement for Bond Counsel Services with Orrick, Herrington & Sutcliffe LLP which secures bond counsel services for the issuances of four series of special tax bonds related to Community Facilities District (CFD) 98-1A, 98-1B, 2005-1 and the prepayment of special tax bonds related to CFD 87-1. The term of this agreement is from January 1, 2016 through the issuances of the special tax bonds described therein. Each bond issuance will be billed at a flat rate of \$37,500 and bond counsel services for the prepayment of CFD 87-1 will be billed at the flat rate of \$8,500. Payment is only due upon the successful issuance of each bond series.

*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
  
- 7. AGREEMENT LETTER TO PARTICIPATE IN THE CALIFORNIA SCHOOL FUNDING COALITION:** Page 126  
**EXHIBIT 7**

Approval of the Agreement Letter to participate in the California School Funding Coalition to support and to participate in a legislative effort to influence the implementation and modification of the Local Control Funding Formula, Local Control and Accountability Plan and other legislative/regulatory priorities of the Coalition, to ensure all students and school agencies are treated equitably. The term of the agreement is July 1, 2016 through June 30, 2017. The annual membership fee under this agreement is \$2,500 funded by the general fund.

*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
  
- 8. NEWPORT MESA UNIFIED SCHOOL DISTRICT BID NO. 108-16, FUEL (GASOLINE AND DIESEL) – AWARDED TO PINNACLE PETROLEUM, INC.:** Page 127  
**EXHIBIT 8**

Approval to utilize the Newport Mesa Unified School District Bid No. 108-16, Fuel (Gasoline and Diesel), awarded to Pinnacle Petroleum, Inc. for the purchase of fuel, as needed by the District, under the same terms and conditions of the public agency’s contract. This contract provides competitive set pricing for various fuel types, as needed, throughout the District. Anticipated annual expenditures utilizing this contract are approximately \$900,000 funded from the general fund. School boards have the authority to “piggyback” on another agency’s bid, per California Public Contract Code § 20118 et. seq. 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 Newport Mesa Unified School District Bid No. 108-16, Fuel (Gasoline and Diesel) for Districtwide fuel purchases. Due to the size of the contract documents, supporting and related documentation is posted on the District’s Board Agendas and Supporting Documentation page.

*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
  
- 9. OPENGOV, INC. SOFTWARE AGREEMENT:** Page 128  
**EXHIBIT 9**

Approval of OpenGov, Inc. Software Agreement to provide a software platform to share internal operational reports and provide public access to annual and monthly budget data to understand how tax dollars are spent. The program includes an annual subscription cost of \$23,250 for a three year term and a one-time implementation fee of \$1,700. The total contract amount is quoted to be \$71,450 paid from the general fund.

*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
  
- 10. PROGRESS ADVISER, INC. SERVICE CONTRACT:** Page 134  
**EXHIBIT 10**

Approval of Progress Adviser, Inc. Service Contract to provide an online data collection tool to assist the District with meeting state-mandated annual facility inspection requirements reporting. The 2016-2017 license includes a prorated cost of \$11,213.41 and a one-time support and training package fee of \$5,000. The total contract amount is quoted to be \$16,213.41 paid from the general fund.

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

## CURRICULUM & INSTRUCTION

11. **ACADEMIC EVENT CONTRACT WITH IRVINE RANCH OUTDOOR EDUCATION CENTER:** Page 140  
**EXHIBIT 11**  
Approval of the Academic Event Contract with Irvine Ranch Outdoor Education Center 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 October 11, 2016 through October 14, 2016 for grade 5 students attending San Juan Elementary School. Expenditures under this contract are estimated to be \$28,680 paid by the San Juan Children’s Education Foundation.  
*Contact: Susan Holliday, Associate Superintendent, Education Services*
12. **MEMORANDUM OF UNDERSTANDING WITH SIMON YOUTH FOUNDATION:** Page 148  
**EXHIBIT 12**  
Approval of the Simon Youth Academy at the Shops at Mission Viejo Memorandum of Understanding (MOU) to utilize space at the Shops at Mission Viejo, for a term beginning November 1, 2016 and continuing through October 31, 2021. This MOU will provide educational services for grade 9-12 students enrolled in the District as a personalized and accessible way for students to plan for post-secondary success and have access to the Fresh Start program. There is no fiscal impact.  
*Contact: Susan Holliday, Associate Superintendent, Education Services*

## HUMAN RESOURCE SERVICES

13. **DYNAFILE SUBSCRIPTION AGREEMENT WITH BLUE RIBBON, LLC:** Page 193  
**EXHIBIT 13**  
Approval of DynaFile Subscription Agreement with Blue Ribbon, LLC. This Agreement is effective beginning September 30, 2016 through September 30, 2017. The agreement will automatically renew annually through September 29, 2020. At that time, the District will have the option to sign a new agreement. The DynaFile Subscription Agreement will assist the Human Resource Services department in maintaining all personnel files. This system will streamline onboarding, maintenance, and terminations as well as ensure synchronization of personnel and confidential files. The total contract amount is quoted to be \$16,188 per year paid from the general fund.  
*Contact: Gordon Amerson, Associate Superintendent, Human Resource Services*
14. **EDUCATIONAL AFFILIATION AGREEMENT WITH THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT:** Page 204  
**EXHIBIT 14**  
Approval of Educational Affiliation Agreement with the Rancho Santiago Community College District in the area of the Speech-Language Pathology Assistant Program. This Agreement is effective upon execution and shall remain in effect for a period of five years commencing on the effective date unless terminated in accordance with the provisions of this Agreement. During the school year, students enrolled in the Speech-Language Pathology Assistant Program are assigned for clinical experience in Speech-Language Pathology areas.  
*Contact: Gordon Amerson, Associate Superintendent, Human Resource Services*
15. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES:** Page 211  
**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.  
*Contact: Gordon Amerson, Associate Superintendent, Human Resource Services*
16. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:** Page 233  
**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.

*Contact: Gordon Amerson, Associate Superintendent, Human Resource Services*

## GENERAL FUNCTIONS

17. **SCHOOL BOARD MINUTES:** Page 249  
Approval of the August 10, 2016 Regular Board Meeting minutes. **EXHIBIT 17**  
*Contact: Nicole Perez, Executive Secretary, Board Operations*
18. **SCHOOL BOARD MINUTES:** Page 251  
Approval of the August 10, 2016 Special Board Meeting minutes. **EXHIBIT 18**  
*Contact: Nicole Perez, Executive Secretary, Board Operations*

## DISCUSSION ACTION ITEMS

19. **UPDATE ON GENERAL OBLIGATION BOND MEASURES:** INFORMATION/  
An information presentation by the District's financial advisor, Government Financial DISCUSSION  
Strategies, will discuss financial updates to Measure A (SFID #1) and Measure M Page 255  
(SFID #2) based on fiscal year 2016-2017 data published by Orange County. **EXHIBIT 19**  
*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 information on this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary

20. **COLLEGE READINESS BLOCK GRANT PLAN:** INFORMATION/  
The District has received \$467,371 in one-time state grant funding. This College DISCUSSION  
Readiness Block Grant funding targets high school students, particularly Page 268  
unduplicated students, to provide additional supports to increase the number who **EXHIBIT 20**  
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. This item presents proposed expenditures for comment and public input. The College Readiness Block Grant plan will be presented for approval at the November 16, 2016 Board meeting.  
*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 and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

21. **RESOLUTION NO. 1617-44, RESOLUTION OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT TO AUTHORIZE CONVEYANCE OF AN EASEMENT TO THE MOULTON NIGUEL WATER DISTRICT FOR PURPOSES OF CONSTRUCTING AND OPERATING CERTAIN WATER, RECLAIMED** DISCUSSION/  
ACTION  
Page 275  
**EXHIBIT 21**

## **WATER, AND SEWER FACILITIES AT ALISO VIEJO TRANSPORTATION NORTH YARD:**

The Moulton Niguel Water District (MNWD) currently possesses a waterline easement over the driveway entering the District's Aliso Viejo Transportation North Yard which provides service to the District's property as well as neighboring properties.

MNWD is now seeking an additional, smaller easement in order to install two fire hydrants along the driveway adjacent to the property at 4 Liberty. The new easement would allow MNWD to provide additional fire protection services to the District's property, but is primarily spurred by the need for added protection for construction at 4 Liberty. Consequently, the owners/developers of the 4 Liberty property are responsible for all costs of constructing the hydrants, and are reimbursing the District for its expenses relative to the consideration of this easement.

Pursuant to Education Code § 17556 *et. seq.*, the Board, at its October 12, 2016 meeting, adopted Resolution No. 1617-43 indicating its intention to convey the MNWD Easement and calling a noticed "Public Hearing" to address the issue of whether the District should convey the MNWD Easement to MNWD (Resolution of Intent). The Resolution of Intent established that the Public Hearing would be held during the Board's October 26, 2016 meeting and directed the Superintendent, or Superintendent's designee, to provide notice of the Public Hearing as required by Education Code § 17558. The District complied with the notice requirements by posting three copies of the Resolution of Intent, signed by a majority of the Board members, in three public places by October 16, 2016 (ten days before the Public Hearing), and by publishing notice of the Public Hearing in Orange County Register by October 21, 2016 (five days before the Public Hearing). The Board will now hold the Public Hearing.

The Board, having both adopted its Resolution of Intent, as required by Education Code § 17557 and held a public hearing on whether to convey the MNWD Easement as required by Education Code § 17558, may then consider whether to convey the MNWD Easement to MNWD, unless the Board receives a petition signed by at least ten percent of the qualified voters within the District (Protest Petition) objecting to the proposed conveyance. As we understand there are 200,101 registered voters within the District, the Protest Petition must be signed by 20,010 voters. Absent receipt of a Protest Petition, the Board may consider the adoption of Resolution No.1617-44 authorizing the conveyance of the MNWD Easement to MNWD, pursuant to Education Code § 17559.

If a Protest Petition is received, then the Board must postpone any decision on whether to convey the MNWD Easement and first submit the question of whether to convey the Easement to the Orange County Superintendent of Schools (Superintendent of Schools). If the Superintendent of Schools approves of the Easement, then the Board may consider approval of the conveyance. If the Superintendent of Schools disapproves of the Easement, its decision is final and the District may not convey the Easement.

This Resolution to Convey the MNWD Easement must be approved by a vote of at least two-thirds of all the members of the Board.

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

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

### Staff Recommendation

It is recommended the Board President recognize Clark Hampton, Deputy Superintendent, Business and Support Services to present this item.

Following discussion, it is recommended the Board of Trustees adopt Resolution No. 1617-44, Resolution of the Capistrano Unified School District to Authorize Conveyance of an Easement to the Moulton Niguel Water District for Purposes of

22. **THIRD READING – BOARD POLICY 0420.41, CHARTER SCHOOL OVERSIGHT:** DISCUSSION/  
ACTION  
Page 285  
**EXHIBIT 22**

The proposed new Board Policy 0420.41, *Charter School Oversight*, provides updated and well defined language regarding Charter School Oversight. This policy will provide all stakeholders with current information and ensure legal compliance. Additional revisions requested by Trustees during the second reading of this item have been made. 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 Service***

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 0420.41, *Charter School Oversight*.

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

23. **SECOND READING – BOARD POLICY 9270, CONFLICT OF INTEREST:** DISCUSSION/  
ACTION  
Page 299  
**EXHIBIT 23**

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 first 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 \_\_\_\_\_

24. **FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM SPECIAL EDUCATION REVIEW REPORT:** INFORMATION/  
DISCUSSION  
Page 321  
**EXHIBIT 24**

During the 2015-2016 school year, the District and the Fiscal Crisis Management Assistance Team (FCMAT) entered into an agreement for a review of the District's special education programs and services. FCMAT's primary mission is to assist California's local K-14 educational agencies to identify, prevent and resolve financial, human resources and data management challenges. Following our request, FCMAT assembled a study team that worked closely with the District to define the scope of work, conduct on-site fieldwork and provide a written report with findings and recommendations to help resolve issues, overcome challenges and plan for the future. The District received the written FCMAT report and is presenting it, along with next steps, to the Board for information.



*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.*

*Contact: Daniel Burch, Interim Associate Superintendent, SELPA, Special Education Services*

Staff Recommendation

It is recommended the Board President recognize Daniel Burch, Interim Associate Superintendent, SELPA, Special 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.

**ADJOURNMENT**

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

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS  
WEDNESDAY, NOVEMBER 16, 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.*