

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

BOARD OF TRUSTEES
Regular Meeting

March 22, 2017

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

AGENDA

CLOSED SESSION AT 5:00 P.M.

1. CALL TO ORDER

2. CLOSED SESSION COMMENTS

3. CLOSED SESSION (as authorized by law)

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Janie Hoy/Sara Young

Attorney – Ernest Bell

Significant Exposure to Litigation – Nine Cases

OAH Case Number 2016070290

OAH Case Number 2016100847

OAH Case Number 2016110290

OAH Case Number 2016110512

OAH Case Number 2017020094

OAH Case Number 2017020228

OAH Case Number 2017020354

OAH Case Number 2017020493

OAH Case Number *Unassigned*

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

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

B. STUDENT EXPULSIONS

Mike Beekman

Three Cases

Case Number 2017-032

Case Number 2017-033

Case Number 2017-035

EXHIBIT B-1

EXHIBIT B-2

EXHIBIT B-3

C. LIABILITY CLAIMS

Clark Hampton

Significant Exposure to Litigation - Two Cases

Rejection of Government Claim: No. LBI 1603347 MH

Rejection of Government Claim: No. LBI 1603370 MH

(Pursuant to Subdivision (d) of Government Code § 54956.9, Paragraph (2) or(3))

EXHIBIT C-1

EXHIBIT C-2

D. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Kirsten M. Vital and Clark Hampton

Attorney: Stan Barankiewicz

Significant Exposure to Litigation – One Case

(Pursuant to Government Code § 54956.9(d)(2)(3))

Kirsten Vital/Clark Hampton/Susan Holliday

Attorney – David Huff

Significant Exposure to Litigation – Two Cases

(Pursuant to Government Code § 54956.9(d)(2)(3))

E. CONFERENCE WITH LABOR NEGOTIATORS

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

F. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

District Negotiators: Kirsten M. Vital and Clark Hampton
Attorney: Stan Barankiewicz
Property: PA2 School Site APN: 755-301-37
Negotiating Party: RMV PA2 Development, LLC, a Delaware limited liability company
Under Negotiation: Price and Terms of Payment
(Pursuant to Education Code § 54956.8)

G. PUBLIC EMPLOYEE/DISCIPLINE/DISMISSAL/RELEASE

Gordon Amerson
One Case
(Pursuant to Government Code § 54957)

H. PUBLIC EMPLOYMENT AND EVALUATION OF PERFORMANCE

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

PUBLIC HEARING:

Agenda Item 1: Presentation of Renewal Petition for Opportunities For Learning Charter School.

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

Learning in Capo Spotlights

Special Education Community Advisory Committee, Veronica Hoggatt
Ability Awareness, Mina Carson

Extra Miler

Rob Harris and Jeff Ridley for their commitment and dedication to the Best Buddy Programs at Dana Hills High School and San Clemente High School

Associated Student Body

San Clemente High School
Chris Carter, Principal

Matt Reid, Activities Director

Roberto Medrano, Associated Student Body 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 HEARING

1. PUBLIC HEARING: PRESENTATION OF RENWAL PETITION FOR OPPORTUNITES FOR LEARNING CHARTER SCHOOL: ONLINE EXHIBIT 1

A Public Hearing is scheduled before the Board of Trustees which necessitates this Board item. Opportunities for Learning charter school has presented a renewal petition for a Charter School within the District. Due to the size of the exhibit, the information can be viewed by clicking here:

[Opportunities for Learning Renewal Charter Petition 3.8.17](#)

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 this item, and after hearing any speakers, formally close the hearing.

CONSENT CALENDAR

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

BUSINESS AND SUPPORT SERVICES

2. DONATION OF FUNDS AND EQUIPMENT: Page 1 EXHIBIT 2

Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$429,179.04 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

3. PURCHASE ORDERS, COMMERCIAL WARRANTS AND PREVIOUSLY BOARD-APPROVED BIDS AND CONTRACTS: Page 3 EXHIBIT 3

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 \$763,654.03 and the commercial warrants total \$7,644,631.58. 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

4. INDEPENDENT CONTRACTOR, PROFESSIONAL SERVICES, FIELD SERVICE AND MASTER CONTRACT AGREEMENTS: Page 35 EXHIBIT 4

Approval of the District standardized Independent Contractor, Professional Services, Master Contract and Field Service agreements. The expenditures related to the listed agreements were previously authorized as part of the District's budget approval process. The exhibit shows two new agreements totaling \$439,377.08. 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

5. **AWARD BID NO. 1617-18, ESENCIA K-8 - STRAUB CONSTRUCTION, INC.:** Page 42
EXHIBIT 5
Approval of Award of Bid No. 1617-18, Esencia K-8 to Straub Construction, Inc. Nine bids were opened on February 28, 2017 which are listed in Exhibit A. The low bid is determined by the lowest, responsive, responsible bidder. Straub Construction, Inc. is the lowest responsive, responsible bidder, bidding \$27,569,000. This project will be funded by developer fees, state funding, and County of Orange CFD funds.
Contact: Clark Hampton, Deputy Superintendent Business and Support Services

6. **AWARD OF REQUEST FOR PROPOSALS NO. 2-1617, FINANCIAL AUDITING SERVICES - NIGRO & NIGRO PC:** Page 73
EXHIBIT 6
Approval of the Award of Request for Proposals No. 2-1617, Financial Auditing Services to Nigro & Nigro, PC. The awarded vendor was selected based on criteria specified in the Request for Proposals No. 2-1617 documents. The District is seeking the services of an experienced financial auditing firm with expertise in public education accounting and auditing matters. The District received seven proposals from firms throughout the state of California. The proposed agreements are for the term of April 1, 2017 through March 31, 2022 at the rates included in the agreement, for an estimated initial annual contract amount of \$58,000 for the financial auditing services and \$3,000 for the community facilities district auditing services; however, actual expenditures will vary depending on District need. Each contract contains a 30-day written termination clause, which allows the District to terminate the agreement without penalty. The proposal and evaluation criteria are available in the Purchasing Department for review.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services

7. **CALIFORNIA MULTIPLE AWARD SCHEDULE CONTRACT NO. 4-03-78-0023A AWARDED TO PROGRESSIVE DESIGN PLAYGROUNDS FOR PLAYGROUND AND OUTDOOR EQUIPMENT AND RELATED SERVICES:** Page 86
EXHIBIT 7
Approval of the State of California Multiple Award Schedule (CMAS) Contract No. 4-03-78-0023A, General Services Administration Schedule No. GS-07F-0542M, for the purchase, warranty, and installation of playground and outdoor equipment awarded to Progressive Design Playgrounds, as needed. The District can utilize such contracts pursuant to California Public Contract Code § 10298 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 these state contracts for the purchase of these technology products and related services. The length of contract terms vary for each awarded contract. Annual expenditures under this contract are estimated to be \$850,000 funded by deferred maintenance funds; however, actual expenditures may vary based on availability of funding and District needs.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services

8. **PROCURE ELIGIBLE COMPUTER HARDWARE AND SOFTWARE UTILIZING REQUESTS FOR PROPOSALS PROCESS RELATING TO ASSESSMENT DELIVERY AND DATA MANAGEMENT SYSTEM:** Page 100
EXHIBIT 8
Approval to procure eligible computer hardware and software items utilizing a Requests for Proposals (RFP) process. Public Contract Code § 20118.2 states that due to the highly specialized nature of technology, telecommunications, related equipment, software and services, it is in the public's best interest to allow a school district to consider, in addition to price, various factors. Section 20118.2(c) requires that prior to

awarding contracts utilizing the competitive negotiation RFP process discussed in § 20118.2(d), the governing board must make a finding that the items listed in the proposed Request for Proposal No. 8-1617 Assessment Delivery and Data Management System is eligible under the Public Contract Code § 20118.2.

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

9. **SECOND EXTENSION AND AMENDMENT OF BID NO. 1516-13, REFURBISHED COMPUTER EQUIPMENT - 2NDGEAR, LLC:** Page 129
EXHIBIT 9

Approval of the Second Extension and Amendment of Bid No. 1516-13, Refurbished Computer Equipment to 2ndGear, LLC. Effective January 1, 2017, Insight Exchange Systems, the awarded bidder of Bid No. 1516-13, changed its legal name to 2ndGear, LLC. The vendor agrees to maintain their current pricing for the renewal period of October 29, 2017 through October 28, 2018. Annual expenditures under this contract are estimated to be \$450,000 funded by site funds, gift funds, grants and the general fund. Actual expenditures may vary, depending on District needs and the availability of funding.

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

10. **STATE OF CALIFORNIA MULTIPLE AWARD SCHEDULE CONTRACT NOS. 3-15-70-2486F AND 3-15-70-2486E, MINNESOTA WSCA-NASPO MASTER AGREEMENT NOS. MNWNC-108, MNWNC-109, MNWNC-115, MNWNC-117, AND MNNVP-133 AND NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICERS VALUEPOINT MASTER AGREEMENT NO. AR615 FOR VARIOUS INFORMATION TECHNOLOGY GOODS AND SERVICES AWARDED TO VARIOUS PROVIDERS:** Page 138
EXHIBIT 10

Approval of the State of California Multiple Award Schedule (CMAS) Contract Nos. 3-15-70-2486F and 3-15-70-2486E, General Services Administration Schedule Nos. GS-35F-0511T and GS-35F-0901N, respectively, for Information Technology Goods and Services awarded to SIGMAnet, Inc., as needed.

Approval of the Minnesota WSCA-NASPO Master Agreement (WASC) Nos. #MNWNC-108 awarded to Dell Marketing, L.P., #MNWNC-109 awarded to EMC Corporation, #MNWNC115 awarded to Hewlett Packard Company, #MNWNC-117 awarded to Lenovo (United States) Inc., and #MNNVP-133 awarded to Hewlett Packard Company for Information Technology Goods and Services as needed.

Approval of Cisco National Association of State Procurement Officers (NASPO) ValuePoint Master Agreement No. AR615 for Information Technology Goods and Services awarded to F5 Networks, Inc., as needed.

The District can utilize such contracts pursuant to California Public Contract Code §§ 10290, 10290.1, 10298, and 12100 without going to bid. The prices offered by the contractors have been assessed to be fair, reasonable, and competitive. Staff determined it is in the best interest of the District to utilize these state contracts for the purchase of these technology products and related services. The length of contract terms vary for each awarded contract. Annual expenditures under these contracts are estimated to be \$2,500,000; however, actual expenditures may vary based on availability of funding and District needs. Due to the size of the contracts and award documentation, they will be posted online on the District Board Agendas and Supporting Documentation (Purchasing Supporting) page.

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

11. **WATERFORD UNIFIED SCHOOL DISTRICT BID NO. 01/17, SCHOOL BUSES WITH A-Z BUS SALES, INCORPORATED:** Page 139
EXHIBIT 11

Approval to utilize the Waterford Unified School District Bid No. 01/17 for the purchase of school buses from A-Z Bus Sales, Incorporated, under the same terms and conditions of the public agency's contract. This contract provides competitive set

pricing for school buses, as needed, by the District. Expenditures utilizing this contract are estimated to be \$130,000 for fiscal year 2016-2017, funded by the general fund. School boards have the authority to “piggyback” on another public agency’s bid, per Public Contract Code § 20118, when it is in the best interest of a district. It is often advantageous to utilize piggyback contracts when items are identical to the District’s specifications. Using piggyback contracts saves time and often provides lower prices than a single jurisdiction would be able to obtain. Due to the size of the contract and award, the documentation will be posted online on the District Board Agendas and Supporting Documentation (Purchasing Department) page.

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

HUMAN RESOURCE SERVICES

- 12. STUDENT TEACHING AFFILIATION AGREEMENT WITH WESTERN GOVERNORS UNIVERSITY:**
 Approval of Student Teaching Affiliation Agreement with Western Governors University, effective February 3, 2017 until terminated by either party with 30 days written notice. During the school year, credential candidates will work with District teachers to fulfill practicum/fieldwork requirements to earn their credential.
Contact: Gordon Amerson, Associate Superintendent, Human Resource Services

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EXHIBIT 12
- 13. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES:**
 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

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EXHIBIT 13
- 14. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:**
 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

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EXHIBIT 14

GENERAL FUNCTIONS

- 15. SCHOOL BOARD MINUTES:**
 Approval of the January 25, 2017 Regular Board Meeting minutes.
Contact: Nicole Perez, Executive Secretary, Board Operations

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EXHIBIT 15
- 16. SCHOOL BOARD MINUTES:**
 Approval of the January 25, 2017 Special Board Meeting minutes.
Contact: Nicole Perez, Executive Secretary, Board Operations

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EXHIBIT 16
- 17. RATIFICATION OF BOARD BYLAW 9311, BOARD POLICIES:**
 Ratification of the proposed revisions to Board Policy 9311, *Board Policies*. The revision adds language to allow the Board to waive the second reading with a vote of two thirds of the total Board, as opposed to the previous language of a unanimous vote. Changes are underlined; deletions are struck through.
Contact: Kirsten Vital, Superintendent

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EXHIBIT 17

DISCUSSION/ACTION ITEMS

- 18. SPECIAL EDUCATION COMMUNITY ADVISORY COMMITTEE ANNUAL REPORT:**
 California Education Code §§56190-56194 specifies that each Special Education Local

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Plan Area must establish a Community Advisory Committee (CAC) with parents of students with special needs forming the majority of membership. Other members include parents of other students in the District, general education and special education teachers, school personnel, representatives of public and private agencies, and persons concerned with individuals with exceptional needs. CAC members are appointed by the Board of Trustees for a period of two years in an advisory capacity. CAC responsibilities include: advising the District on the plan for special education, recommending annual priorities, assisting in parent education, recruiting parents and other volunteers, encouraging community involvement in special education, supporting activities on behalf of individuals with special needs, and assisting in parent awareness of the importance of regular school attendance. This presentation will highlight the 2015-2016 CAC accomplishments as well as an update on the 2016-2017 CAC activities.

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

Contact: Janie Hoy, Interim Associate Superintendent, SELPA, Special Education Services

Staff Recommendation

It is recommended the Board President recognize Janie Hoy, 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.

19. RESOLUTION NO. 1617-66, REDUCTION OR ELIMINATION OF CERTAIN CLASSIFIED SERVICES:

Consideration and approval of Resolution No. 1617-66, Reduction or Elimination of Certain Classified Services.

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 adopt Resolution No. 1617-66, Reduction or Elimination of Certain Classified Services.

Motion by _____ Seconded by _____

20. RESOLUTION NO. 1617-67, APPROVAL OF APPLICATION SUBMISSION SCAQMDPA 2017-01 ELECTRIC BUS FUNDING GRANT PROGRAM:

As part of the ongoing Lower-Emission School Bus Program, the South Coast Air Quality Management District (SCAQMD) announced a funding opportunity for purchasing new Type C or Type D electric school buses in the South Coast Air Basin. These buses have to be pre-approved by the state air pollution agency, the California Air Resources Board, (CARB) or (ARB). Only public school districts, and those participating under a joint powers authority agreement, are eligible for these funds. Awards for this new School Bus Program will be provided from the Carl Moyer Program AB 923 funds and CARB’s Hybrid Truck and Bus Voucher Incentive Program funds. In contrast to previous funding programs, minimal to zero matching funds will be required of school districts to purchase these electric buses. Additional funds, up to \$20,000 per electric school bus awarded, will be provided to cover electric infrastructure for charging these buses. Although electric buses have limited range and

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EXHIBIT 19

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EXHIBIT 20

power grade ability, the Transportation department identified three home-to-school routes near the Aliso Viejo bus yard where electric buses could be used. The grant application requires Board approval for submission.

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

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

Staff Recommendation

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

Following discussion, it is recommended the Board of Trustees adopt Resolution No. 1617-67, Approval of Application Submission SCAQMDPA 2017-01 Electric Bus Funding Grant Program.

Motion by _____ Seconded by _____

21. RESOLUTION NO. 1617-69, DISTRICT SUPPORT OF ASSEMBLY BILL 445, CAREER AND TECHNICAL EDUCATION (CTE) PERMANENT FUNDING PROGRAM:

Consideration and adoption of Resolution No. 1617-69, District Support of Assembly Bill 445. High-quality Career and Technical Education (CTE) programs provide students, particularly those at risk for dropping out, with valuable career and college readiness skills. This bill would replace the expiring K-12 CTE Incentive Grant program with a permanent \$300 million CTE program. Schools must be able to rely on stable annual funding to support CTE infrastructure, which must be updated quickly to ensure that schools are teaching the most up-to-date information for graduates to be successful in the job market. In addition, this bill would increase the existing Related & Supplemental Instruction (RSI) block grant by \$10 million in the current year and \$10 million in the budget year to offset the cost of providing Related and Supplemental Instruction for all student attendance hours at community colleges and local education agencies (LEA). This bill would replace the phasing out CTE Incentive Grant program with a permanent CTE program. In addition, this bill would allocate money to local education agencies and to community colleges for related and supplemental instruction.

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

Contact: Gila Jones, Trustee

Staff Recommendation

It is recommended the Board President recognize Gila Jones, Trustee to present this item.

Following discussion, it is recommended the Board of Trustees adopt Resolution No. 1617-69, District Support of Assembly Bill 445, CTE Permanent Funding Program.

Motion by _____ Seconded by _____

22. RESOLUTION NO. 1617-56, RATIFICATION OF AGREEMENT TO PURCHASE THE ESENCIA SCHOOL SITE AND DELEGATION TO ACCEPT THE DEED:

Approval of Resolution No. 1617-56, Ratification of Agreement to Purchase the Esencia School Site and Delegation to Accept the Deed. On November 6, 2013, the Board of Trustees adopted Resolution No. 1314-25, Resolution of the Board of Trustees of the Capistrano Unified School District Approving School Facilities Financing Agreement Relating to Planning Areas No. 1 and No. 2 and County of Orange

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EXHIBIT 21

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EXHIBIT 22

Entitlements as to Rancho Mission Viejo Project and Related Agreements, Authorizing Execution Thereof and Delegating Authority as to Related Matters. Resolution No. 1314-25 authorized District staff to arrange for financing, comply with the California Environmental Act and secure school site entitlements. It also approved the form of the Agreement for Purchase and Sale and Escrow Instructions (PA2 School Site) (Purchase Agreement) and the form of the deed for the Esencia School site. Consistent with the School Facilities and Funding Agreement and Option to Purchase School Site, the purchase price for the Esencia School Site was determined to be \$33,860,000. This determination was shared with the Board of Trustees on February 10, 2017.

With the completion of these planning efforts, the District's Deputy Superintendent, Business and Support Services executed the Purchase Agreement to open escrow and to complete the purchase on March 23, 2017. Accordingly, the Board of Trustees must ratify entering into the Purchase Agreement and delegate authority to the Deputy Superintendent, Business and Support Services to accept the executed deed for the Esencia School site. Copies of the Purchase Agreement and Form of Deed are attached as exhibits to Resolution No. 1617-56.

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. 1617-56, Ratification of Agreement to Purchase the Esencia School Site and Delegation to Accept the Deed.

Motion by _____ Seconded by _____

ADJOURNMENT

Motion by _____ Seconded by _____

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS
WEDNESDAY, APRIL 19, 2017, 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.