

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

BOARD OF TRUSTEES
Regular Meeting

May 24, 2017

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. STUDENT EXPULSIONS

Mike Beekman
Seven Cases
Case Number 2017-042
Case Number 2017-043
Case Number 2017-044
Case Number 2017-048
Case Number 2017-050
Case Number 2017-051
Case Number 2017-052

EXHIBIT A-1
EXHIBIT A-2
EXHIBIT A-3
EXHIBIT A-4
EXHIBIT A-5
EXHIBIT A-6
EXHIBIT A-7

B. PUBLIC EMPLOYEE EMPLOYMENT/APPOINTMENT

Gordon Amerson
Associate Superintendent, Student Support Services
(Pursuant to Government Code § 54957)

EXHIBIT B-1

C. 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)

D. PUBLIC EMPLOYMENT AND EVALUATION OF PERFORMANCE

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

RECORDING OF SCHOOL BOARD MEETINGS

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

OPEN SESSION AT 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 Spotlight

High School Guidance/Counseling Support Presentation
Quinn Darling, *Student Advisor*

Perfect Attendance

Perfect Attendance Kindergarten through 12th Grade

TRUSTEE RECOGNITION

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: REQUEST TO WAIVE PENALTY FOR CLASS SIZE INCREASES IN FIRST THROUGH THIRD GRADES:

Page 1
EXHIBIT 1

The Board will conduct a public hearing on approving the request to waive the penalty for class size increases in first through third grades. The application submission to the California Department of Education requests waiving the class size penalties. A waiver is being requested for fiscal year 2016-2017 with a new individual class size maximum of 33 while still maintaining the statutory Districtwide average of 30 students for grades one through three. Without this waiver, the District would incur a penalty of \$1,100,000 for inadvertently having one extra student in a class. Supporting information is located in Exhibit 23.

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 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

- 2. DONATION OF FUNDS AND EQUIPMENT:** Page 3
EXHIBIT 2

Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$297,345.62 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 5
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 \$6,844,462.21 and the commercial warrants total \$10,607,346.70. 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 45
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 six new agreements totaling \$2,016,933.88 and three amendments to existing agreements totaling \$334,677. 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. EXTENSION NO. 2 OF BID NO. 1516-05, FENCE REPAIRS AND MAINTENANCE - Q FENCE AND FABRICATION, INC.:** Page 106
EXHIBIT 5

Approval of Extension No. 2 of Bid No. 1516-05, Fence Repairs and Maintenance with Q Fence and Fabrication, Inc. to provide fence repairs and maintenance for all sites within the District. The vendor agrees to maintain their current pricing for the renewal period of July 1, 2017 through June 30, 2018. Annual expenditures under this contract are estimated to be \$200,000 funded by deferred maintenance and the general fund. Actual expenditures will be dependent on the availability of funds and the amount may be more or less than what is currently estimated.

Contact: Clark Hampton, Deputy Superintendent, Business And Support Services
- 6. EXTENSION NO. 1 OF BID NO. 1516-24, SERVICE TO COLLECT, RECYCLE AND DISPOSE OF SOLID WASTE - CR&R INCORPORATED:** Page 111
EXHIBIT 6

Approval of Extension No. 1 of Bid No. 1516-24, Service to Collect, Recycle and Dispose of Solid Waste Districtwide to CR&R Incorporated, furnishing all labor, materials and equipment, including trash and recycling bins, required for providing service to collect, recycle and dispose of solid waste. The vendor agrees to maintain their current pricing for the renewal period of July 1, 2017 through June 30, 2018 and may be extended by mutual agreement with Board approval for an additional three years. Expenditures under this contract are estimated to be \$286,000 funded by the general fund. Actual expenditures will be dependent on the availability of funds and the amount may be more or less than what is currently estimated.

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

7. **SERVER LEASE AGREEMENT – IDEAL COMPUTER SERVICES, INC.:** Page 115
Approval of the Server Lease Agreement with IDEAL Computer Services, Inc. for the purpose of maintaining an existing HP3000 server. This server houses our QSS data including Business Services and Human Resource Services programs and data. The contract term is June 1, 2017 through May 31, 2018. Expenditures under this contract are estimated to be \$8,868 funded by the general fund.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
EXHIBIT 7

8. **SUPPORT AGREEMENT - IDEAL COMPUTER SOUTH, INC.:** Page 122
Approval of the Support Agreement with IDEAL Computer South, Inc. for the purpose of maintaining an existing HP3000 server. The current server houses our QSS data including Business Services and Human Resource Services programs and data. The original server started experiencing failures that caused immediate concern; therefore, a new server was added to the existing server and maintenance contract for backup and data security. The contract term is from July 1, 2017 through June 30, 2018. Expenditures under this contract are estimated to be \$6,870 funded by the general fund.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
EXHIBIT 8

9. **JOINT POWERS AGREEMENT WITH COUNTY OF ORANGE FOR LAW ENFORCEMENT SERVICES:** Page 127
Approval of the Joint Powers Agreement with the County of Orange, specifically the Sheriff-Coroner Department to provide supplemental law enforcement services, as needed by the District. This agreement covers services for the period of July 1, 2017 through June 30, 2018. The Sheriff's Department will provide services at the rates indicated in the agreement, paid by various site funds and the general fund depending on the services requested. Expenditures are anticipated to be approximately \$20,000.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
EXHIBIT 9

CURRICULUM AND INSTRUCTION

10. **RESOLUTION NO. 1617-84 FOR ACCEPTANCE OF AGREEMENT NO. FCI-SD3-04 WITH CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY:** Page 138
Approval of Resolution No. 1617-84 for Acceptance of Agreement No. FCI-SD3-04 with Children and Families Commission of Orange County. The agreement awards a total of \$1,166,800 over 3 years including Early Learning Specialist Services, School Readiness Nurse Services, and Early Development Index project implementation for the period of July 1, 2017 to June 30, 2020 pursuant to the terms and conditions of the agreement. This facilitates the implementation of an integrated, comprehensive and collaborative system of information by providing early learning services to enhance school readiness initiatives and optimal early childhood development as set forth in the California Children and Families Act of 1998.
Contact: Susan Holliday, Associate Superintendent, Education Services
EXHIBIT 10

HUMAN RESOURCE SERVICES

11. **QUARTERLY REPORT – WILLIAMS SETTLEMENT LEGISLATION UNIFORM COMPLAINT:** Page 202
Acceptance of Williams Settlement Legislation Uniform Complaint Third Quarter Report. Board Policy 1312.4 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
EXHIBIT 11

Examination. Furthermore, Education Code § 35186 requires any deficiencies or complaints be reported to the Board of Trustees at a regularly scheduled public meeting each quarter. During the third quarter, the District received zero complaints.

Contact: Gordon Amerson, Associate Superintendent, Human Resource Services

12. **ORANGE COUNTY DEPARTMENT OF EDUCATION THIRD QUARTER REPORT – WILLIAMS SETTLEMENT LEGISLATION:** Page 203
EXHIBIT 12
Acceptance of Williams Settlement Legislation Orange County Department of Education (OCDE) Third Quarter Report. Education Code § 1240 requires OCDE to report visits and reviews of District schools conducted by OCDE, if any. 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
13. **INTERNSHIP CONTRACT AGREEMENT WITH CHAPMAN UNIVERSITY:** Page 205
EXHIBIT 13
Approval of the Education Specialist Internship Contract Agreement with Chapman University effective August 1, 2017 until September 1, 2022. Human Resource Services has partnered with Chapman University in order to meet the growing demand of employing qualified teachers in hard-to-fill areas such as Special Education.
Contact: Gordon Amerson, Associate Superintendent, Human Resource Services
14. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES:** Page 212
EXHIBIT 14
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
15. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:** Page 223
EXHIBIT 15
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

DISCUSSION/ACTION ITEMS

16. **SELECTION OF APPOINTEE FOR TRUSTEE AREA 7:** DISCUSSION/
ACTION
Page 231
EXHIBIT 16
At the April 19, 2017 Board Meeting, Trustee Lynn Hatton-Hodson formally announced her resignation from the Board of Trustees effective Friday, June 2, 2017. Pursuant to Education Code § 5090-5095, the resignation necessitates action be taken by the Board of Trustees within 60 days of the vacancy to make a provisional appointment or call for a special election. During the May 10, 2017 Board meeting, Trustees voted to make a provisional appointment. The District notified the public and made an application available to individuals interested in filling the vacancy. The Board has interviewed the potential candidates and will take action to appoint a Board member for Trustee Area 7.
CUSD WIG 2: Communications – Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.
Contact: Kirsten M. Vital, Superintendent

Staff Recommendation

It is recommended the Board President recognize Kirsten M. Vital, Superintendent to

present this item.

Following discussion, it is recommended the Board of Trustees take action to nominate and appoint a provisional Board member for Trustee Area 7.

Motion by _____ Seconded by _____

17. **RESOLUTION NO. 1617-82, TO CALL FOR A SPECIAL ELECTION TO FILL VACANCY OF TRUSTEE AREA 7:** DISCUSSION/
ACTION
Page 232
EXHIBIT 17

At the April 19, 2017 Board Meeting, Trustee Lynn Hatton-Hodson formally announced her resignation from the Board of Trustees effective Friday, June 2, 2017. Pursuant to Education Code § 5090-5095, the resignation necessitates action be taken by the Board of Trustees within 60 days of the vacancy to make a provisional appointment or call for a special election.

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

Contact: Kirsten M. Vital, Superintendent

Staff Recommendation

It is recommended the Board President recognize Kirsten M. Vital, Superintendent, to present information on this item.

Following discussion, it is recommended the Board of Trustees adopt Resolution No. 1617-82, To Call for a Special Election to Fill Vacancy of Trustee Area 7.

Motion by _____ Seconded by _____

18. **STATE ACCOUNTABILITY LOCAL INDICATORS AND LOCAL CONTROL ACCOUNTABILITY PLAN UPDATE:** DISCUSSION/
ACTION
Page 234
EXHIBIT 18

The State Accountability System has several Local Control Funding Formula priority areas that do not meet the criteria established for state indicators. These remaining priority areas are considered local indicators and require districts to determine whether they have Met or Not Met each applicable local indicator. The local indicators only apply at the district level, not the school level. Districts will use the local indicators to evaluate and report their progress on priority areas. This item will outline proposals for how each of the local indicators will be measured and will also provide an update on the Local Control Accountability Plan.

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.

Following discussion, it is recommended the Board of Trustees approve Local Indicator proposals.

Motion by _____ Seconded by _____

19. **SECOND READING - BOARD POLICY 6146.1, HIGH SCHOOL GRADUATION REQUIREMENTS:** DISCUSSION/
ACTION
Page 315

The Board of Trustees participated in five Board Study Sessions on the topic of High School Graduation Requirements. These study sessions took place on March 25, 2015, July 15, 2015, January 20, 2016, March 16, 2016 and April 12, 2017. Staff is recommending revisions to Board Policy 6146.1, *High School Graduation Requirements*, as a result of Trustee feedback during these sessions. In order to continue the focus on maximum flexibility for student schedules, additional changes from the first reading of the policy at the May 10, 2017 regular Board meeting 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 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 6146.1, *High School Graduation Requirements*.

Motion by _____ Seconded by _____

- 20. **BROADENING THE COURSE OF STUDY – NEW SECONDARY COURSE:** DISCUSSION/
 Approval of Broadening the Course of Study: New Secondary Course. Advanced Placement (AP) Human Geography is proposed for the 2017-2018 course catalog in accordance with Board Policy 6143, *Course of Study*. The course will target grade 9 students who are interested in an AP course. The course is traditionally viewed, by schools and College Board, as an entry level AP course and does not require a prerequisite. Upon approval, the course will be offered in the 2017-2018 school year. ACTION
 Page 323
EXHIBIT 20
Contact: Susan Holliday, Associate Superintendent, Education Services

Motion by _____ Seconded by _____

- 21. **BROADENING THE COURSE OF STUDY – NEW SECONDARY COURSE:** DISCUSSION/
 Approval of Broadening the Course of Study: New Secondary Course. College Application Essay Essentials is proposed for the 2017-2018 course catalog in accordance with Board Policy 6143, *Course of Study*. The course is an online semester class, taken as a seventh period class first semester of senior year. The site will offer one section in the Fall 2017. The proposed course was developed based on student requests and feedback. ACTION
 Page 337
EXHIBIT 21
Contact: Susan Holliday, Associate Superintendent, Education Services

Motion by _____ Seconded by _____

- 22. **RESOLUTION NO. 1617-83, AUTHORIZATION OF AERIES SOFTWARE, INC. (DBA EAGLE SOFTWARE) AS A SOLE SOURCE FOR SYSTEM MAINTENANCE AND SUPPORT SERVICES FOR THE AERIES STUDENT INFORMATION SYSTEM:** DISCUSSION/
 Aeries Software, Inc. (DBA Eagle Software) is the only company who can upgrade, update and maintain the AERIES Student Information System owned by the District. The District determined our own programmers would not be able to update and upgrade the source code for the product without causing system disruptions when Aeries Software, Inc. updated program functionality. The District determined no third-party solutions provider would be able to update or upgrade the AERIES Student Information ACTION
 Page 341
EXHIBIT 22

System for the same reasons and because Aeries Software, Inc. does not allow outside companies to have access to the source code.

Adoption of this Resolution will allow the District to purchase system maintenance and support products from Aeries Software, Inc. (DBA Eagle Software) without a competitive bidding process as this process would yield no financial advantage to the District.

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, Business and Support Services to present this item.

Following discussion, it is recommended the Board of Trustees adopt Resolution No. 1617-83, Authorization of Aeries Software, Inc. (DBA Eagle Software) as a Sole Source for System Maintenance and Support Services for the Aeries Student Information System.

Motion by _____ Seconded by _____

23. REQUEST TO WAIVE THE PENALTY FOR CLASS SIZE INCREASES IN FIRST THROUGH THIRD GRADES:

Education Code § 41376 requires school districts maintain in first through third grades an average class size of 30 or less and no single class with an enrollment in excess of 32 students. The District closely monitors class sizes to maintain classes within the limits prescribed by Education Code.

As of the Second Principal Apportionment, the Districtwide enrollment average for grades one through three is 29.4, which is below the state required average of 30 students. However, one combination class containing third and fourth grade students at Del Obispo Elementary School had an average enrollment of 33 students, which is one student over the individual class maximum. This has been determined to be correctable under the waiver process of the state according to the provisions of Education Code § 41382. A waiver is being requested for fiscal year 2016-2017 with a new individual class size maximum of 33 while still maintaining the statutory Districtwide average of 30 students for grades one through three. Without this waiver the District would incur a penalty of \$1,100,000 for having one extra student in a class:

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, Business and Support Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve the Request to Waive the Penalty for Class Size Increases in First through Third Grades.

Motion by _____ Seconded by _____

DISCUSSION/
ACTION
Page 343
EXHIBIT 23

24. DISTRICTWIDE FACILITIES CONDITION ASSESSMENT SERVICES PROPOSAL:

DISCUSSION/
ACTION
Page 346
EXHIBIT 24

Kitchell completed a site facilities condition assessment of Ambuehl Elementary School. Staff is working with school stakeholders to evaluate project priorities within existing funding available for the school. Staff will share with Trustees the Ambuehl Elementary School assessment and the process for stakeholder engagement and input. Staff will present a Power Point presentation and a Districtwide Facilities Condition Assessment proposal from Kitchell for Board consideration to provide Professional Services to assess Districtwide facilities conditions and report findings for facilities improvement. Assessment services are estimated to be \$599,775 funded by deferred maintenance.

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 approve the Districtwide Facilities Condition Assessment Services Proposal.

Motion by _____ Seconded by _____

ADJOURNMENT

Motion by _____ Seconded by _____

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS
WEDNESDAY, JUNE 7, 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.