

CAPISTRANO UNIFIED SCHOOL DISTRICT
33122 Valle Road
San Juan Capistrano, CA 92675
BOARD OF TRUSTEES
Regular Meeting

June 20, 2018

Closed Session 4:30 p.m.
Open Session 7:00 p.m.

AGENDA

CLOSED SESSION AT 4:30 P.M.

*Trustee Gila Jones will be teleconferencing into the meeting from the following location:
Kauno gatvė 103, Naujasodžiai, Lithuania*

1. **CALL TO ORDER**
2. **CLOSED SESSION COMMENTS**
3. **CLOSED SESSION** (as authorized by law)

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Challenge to Student Records
Gregory Merwin
Attorney – Anthony De Marco
One Case
(Pursuant to Education Code § 49070(c))

EXHIBIT A-1

Gordon Amerson
Attorney – Anthony De Marco
Significant Exposure to Litigation - Five Cases
(Pursuant to Government Code § 54956.9(d)(2))

B. 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
4) Capistrano Unified Management Association (CUMA)
(Pursuant to Government Code § 54957.6)

C. PUBLIC EMPLOYEE MEDICAL LEAVES OF ABSENCE

Gordon Amerson
(Pursuant to Government Code § 54957)

D. PUBLIC EMPLOYEE EMPLOYMENT/APPOINTMENT

Gordon Amerson
Principal, Elementary School
Principal, Middle School
Principal, High School
(Pursuant to Government Code § 54957)

**EXHIBIT D-1
EXHIBIT D-2
EXHIBIT D-3
EXHIBIT D-4**

E. LIABILITY CLAIM

Clark Hampton
Significant Exposure to Litigation – One Case
Rejection of Government Claim No. 1704863
(Pursuant to Subdivision (D) of Government Code § 54956.9, Paragraph (2) or (3))

EXHIBIT E-1

F. STUDENT EXPULSIONS

Mike Beekman
Seven Cases
Case # 2018-041
Case # 2018-042
Case # 2018-043
Case # 2018-044
Case # 2018-045
Case # 2018-047
Case # 2018-048

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

G. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

District Negotiators: Kirsten M. Vital and Clark Hampton
Attorney: Andreas Chialtas

Property: Pacifica San Juan property. 7.292 acre property located at the north east corner of Camino Las Ramblas and Avenida California
Negotiating Party: One or more potential buyers for the Property who may purchase the Property through a request for proposals process

Property: South Transportation and Grounds keeping Facility. 5.51 acre property located at 26126 Victoria Blvd, Dana Point, CA 92624
Negotiating Party: One or more potential buyers or lessees for the Property who may purchase or lease the Property through a surplus property bid auction process

Property: Paseo de Colinas property. 2.47 acre property located on Paseo de Colinas adjacent to Niguel Hills Middle School
Negotiating Party: One or more potential buyers for the Property who may purchase the Property through a surplus property bid auction process

Under Negotiation: Price and Terms of Payment
(Pursuant to Education Code § 54956.9)

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

Perfect Attendance

Lauren Williams: Perfect Attendance Kindergarten through grade 12.

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: 2018-2019 SPECIAL EDUCATION LOCAL PLAN AREA ANNUAL SERVICE PLAN AND ANNUAL BUDGET PLAN:** Page 1
EXHIBIT 1
The Board will conduct a public hearing on the Special Education Local Plan Area Annual Service Plan and Annual Budget Plan. Supporting information is located in Exhibit 45.
CUSD WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.
Contact: Gregory Merwin, Associate Superintendent, Student 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.

- 2. **PUBLIC HEARING: SECONDARY SCIENCE – INTERNATIONAL BACCALAUREATE MARINE SCIENCE STANDARD LEVEL, GRADE 11-12 INSTRUCTIONAL MATERIALS:** Page 2
EXHIBIT 2
The Board will conduct a public hearing on grade 11-12 secondary science – International Baccalaureate Marine Science Standard Level instructional materials. Supporting information is located in Exhibit 46.
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.

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 or staff 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:** Page 4
Approval of donations of funds and equipment. A number of gifts have been donated **EXHIBIT 3**

to the District, including \$356,739.48 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

- 4. PURCHASE ORDERS, COMMERCIAL WARRANTS AND PREVIOUSLY BOARD-APPROVED BIDS AND CONTRACTS:** Page 9
EXHIBIT 4

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 \$5,123,015.36 and the commercial warrants total \$9,281,583.68. 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

- 5. INDEPENDENT CONTRACTOR, PROFESSIONAL SERVICES, FIELD SERVICE, AND MASTER CONTRACT AGREEMENTS:** Page 92
EXHIBIT 5

Approval of the District standardized Independent Contractor, Professional Services, Field Service and Master Contract agreements. The expenditures related to the listed agreements were previously authorized as part of the District's budget approval process. The exhibit shows 41 new agreements totaling \$5,110,656 and 9 amendments to existing agreements totaling \$1,000. 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

- 6. CHANGE ORDER NO. 2, BID NO. 1617-20, TESORO HIGH SCHOOL BUILDING D PROJECT:** Page 268
EXHIBIT 6

Approval of Change Order No. 2, Bid No. 1617-20 for the Tesoro High School Building D Project for costs related to relocating leased, modular classrooms to avoid an easement with Santa Margarita Water District, minor corrections to the contract documents and several project enhancements. This change order consists of additions, deletions, or other revisions now being presented to the Board for approval. All such changes in the work are performed under applicable conditions of the change in contract documents. The original contract sum was \$9,410,000. The new contract sum including Change Order No. 2 is \$9,550,452.64 funded by capital facilities fund. With this change order, the project continues to remain under budget.

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

- 7. CHANGE ORDER NO. 3, BID NO. 1617-18, ESENCIA K-8 PROJECT:** Page 323
EXHIBIT 7

Approval of Change Order No. 3, Bid No. 1617-18 for the Esencia K-8 Project related to additional structural support and kitchen curbs in the Administration building as well as required staking for the San Diego Gas & Electric easement. This change order consists of additions, deletions, or other revisions now being presented to the Board for approval. All such changes in the work are performed under applicable conditions of the change in contract documents. The original contract sum was \$27,569,000. The new contract sum including Change Order No. 3 is \$27,923,113.50 funded by developer fees, state funding and County of Orange CFD funds. With this change order, the project continues to remain under budget.

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

8. **CHARTER FACILITIES AGREEMENT FOR 2018-2019 – ORANGE COUNTY ACADEMY OF SCIENCES AND ARTS:** Page 365
EXHIBIT 8
Approval of Charter Facilities Agreement with Orange County Academy of Sciences and Arts (OCASA) to enter into an in-lieu arrangement where OCASA will occupy the lower portion at Crown Valley Elementary School in the 2018-2019 school year. Terms of this agreement include the use of the space described and depicted in Exhibit A, for a one-year term of July 1, 2018 to June 30, 2019. The agreement has been reviewed and approved by the District’s legal counsel.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
9. **ASSOCIATION OF EDUCATIONAL PURCHASING AGENCIES BID NO. 016, FACILITIES MANAGEMENT SOFTWARE – DUDE SOLUTIONS:** Page 397
EXHIBIT 9
Approval to utilize the Association of Educational Purchasing Agencies (AEPA) Bid No. 016 for the purchase of facilities management software (SchoolDude) from Dude Solutions, as needed, under the same terms and conditions of the public agency’s contract. The contract provides set pricing for a facilities management software program for all the District sites. 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 bids when contract items are identical to the District’s specifications. Using piggyback contracts save time and often provide lower prices than a single jurisdiction would be able to obtain. Anticipated annual expenditures utilizing this contract are approximately, \$75,000 funded by the general fund. Due to the size of the contract and award, the documentation is posted online on the District Board Agendas and Supporting Documentation page.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
10. **STATE OF CALIFORNIA MULTIPLE AWARD SCHEDULE CONTRACT NO. 4-18-78-0089A, GENERAL SERVICES ADMINISTRATION SCHEDULE NO. GS-07F-5560P, PURCHASE, WARRANTY AND INSTALLATION OF SPORT FACILITY FLOORING – KYA SERVICES, LLC:** Page 400
EXHIBIT 10
Approval to utilize the State of California Multiple Award Schedule (CMAS) Contract No. 4-18-78-0089A, General Services Administration Schedule No. GS-07F-5560P, and any subsequent revisions, amendments, and extensions awarded to KYA Services, LLC, for the purchase, warranty and installation of sport facility flooring and related services, as needed by the District. The District can utilize such contracts pursuant to California Public Contract Code §§ 10298, 10299, and 12100 et. seq. 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, warranty and installation of various floor covering materials and incidental services. Due to the size of the contract and award, the documentation is posted online on the District Board Agendas and Supporting Documentation page.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
11. **MA-080-16012279, AIR FILTERS AND RELATED SUPPLIES – PRITCHARD SUPPLY INC. DBA JOHNSTONE SUPPLY:** Page 403
EXHIBIT 11
Approval to utilize the MA-080-16012279 contract for the purchase of air filters and related supplies from Pritchard Supply Inc. dba Johnstone Supply, as needed, under the same terms and conditions of the public agency’s contract. The contract provides set pricing for air filters and related supplies for all District needs. 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 bids when contract items are identical to the District’s specifications. Using piggyback contracts save time and often provide lower prices than a single jurisdiction would be able to obtain. Anticipated annual expenditures utilizing this contract are

approximately, \$125,000 funded by the general fund. Due to the size of the contract and award, the documentation is posted online on the District Board Agendas and Supporting Documentation page.

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

12. **MA-080-17011831, HEATING, VENTILATION AND AIR CONDITIONING PARTS AND EQUIPMENT – PRITCHARD SUPPLY INC. DBA JOHNSTONE SUPPLY:** Page 406
EXHIBIT 12

Approval to utilize the MA-080-17011831 contract for the purchase of heating, ventilation and air conditioning (HVAC) parts and equipment from Pritchard Supply Inc. dba Johnstone Supply, as needed, under the same terms and conditions of the public agency's contract. The contract provides set pricing for HVAC parts and equipment for all District needs. 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 bids when contract items are identical to the District's specifications. Using piggyback contracts save time and often provide lower prices than a single jurisdiction would be able to obtain. Anticipated annual expenditures utilizing this contract are approximately, \$125,000 funded by the general fund. Due to the size of the contract and award, the documentation is posted online on the District Board Agendas and Supporting Documentation page.

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

13. **RESOLUTION NO. 1718-51, EDUCATION PROTECTION ACT:** Page 409
EXHIBIT 13

Approval of Resolution No. 1718-51, Education Protection Act. On November 6, 2012, voters approved Proposition 30. The monies received from the Education Protection Account (EPA) will be spent according to Article XIII, § 36 of the California Constitution. The Board is required to determine how the District plans to spend the EPA money and annually post it on the District website.

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

14. **REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS:** Page 413
EXHIBIT 14

Approval of Request for Allowance of Attendance Due to Emergency Conditions. On December 8, 2017, Aliso Niguel High School suffered a 47.99 percent material decrease in attendance. Although the school was open, some parents opted to keep their children at home. California Education Code § 46392 and § 41422 allows school districts to apply to the State for attendance credit when a district experiences a material decrease in attendance because of emergency conditions as a result of fire, flood, impassable roads, epidemic, earthquake, safety hazard, a non-district transportation service strike, or a military threat. The potential financial impact of the recouped 10.76 average daily attendance (ADA) is estimated to be \$89,416.

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

15. **EXTENSION NO. 2 OF THE LICENSE AGREEMENT WITH YMCA OF ORANGE COUNTY AT CROWN VALLEY ELEMENTARY SCHOOL:** Page 419
EXHIBIT 15

Approval of Extension No. 2 of the License Agreement with YMCA of Orange County (YMCA) at Crown Valley Elementary School dated June 23, 2016. This extension proposes to extend the initial term of the agreement for an additional year. The renewal term will begin July 1, 2018 and will expire on June 30, 2019. The agreement was previously reviewed and approved by the District's legal counsel.

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

CURRICULUM AND INSTRUCTION

16. **MEMORANDUM OF UNDERSTANDING WITH WELLNESS AND PREVENTION CENTER:** Page 428
EXHIBIT 16
Approval of the Memorandum of Understanding (MOU) with Wellness and Prevention Center to provide individual, group, and family mental health therapy and classroom and evening prevention education at no cost to students or their families. The current MOU offers services at San Clemente High School, Bernice Ayers Middle School, Shorecliffs Middle School and Vista del Mar Middle School. The proposed MOU would expand the services to other schools across the District. There is no financial impact.
Contact: Gregory Merwin, Associate Superintendent, Student Support Services
17. **SERVICE AGREEMENT - PARADIGM HEALTHCARE SERVICE, LLC:** Page 433
EXHIBIT 17
Approval of Service Agreement with Paradigm Healthcare Services, LLC to provide Medi-Cal Local Educational Agency (LEA) and Administrative Activities (MAA) billing services. The firm has proposed an overall lower fee structure for services, including a 1 percent reduction in the LEA billing service fees and a 50 percent reduction in the MAA billing service fees. The contract term will be July 1, 2018 through June 30, 2019, with renewals at the option of the Board with a 30-day notice termination provision option. Fees vary and are relative to the amounts that the District is reimbursed by Medi-Cal for applicable Individualized Education Plan (IEP) related services. This year, it is anticipated that the LEA billing program will provide the District with an estimated \$750,000 in revenue. Expenditures utilizing this contract are estimated to be \$56,000 funded by the general fund and \$100,000 funded by Special Education using revenues generated via the LEA billing program. Overall, this contract represents an expenditure that represents less than 10 percent of the District's estimated income from participation with the Medi-Cal LEA and MAA billing programs.
Contact: Gregory Merwin, Associate Superintendent, Student Support Services
18. **SCHOOL-BASED MEDI-CAL ADMINISTRATIVE ACTIVITIES PARTICIPATION AGREEMENT - ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:** Page 450
EXHIBIT 18
Approval of the School-Based Medi-Cal Administrative Activities (SMAA) Participation Agreement No. 46181 with the Orange County Superintendent of Schools to provide administrative services and required oversight related to Medi-Cal SMAA program reimbursement. The term of the agreement is July 1, 2018 through June 30, 2019. The Orange County Superintendent of Schools receives 4.5 percent of the quarterly claim received by the District from the state for Medi-Cal Administrative Activities administration.
Contact: Gregory Merwin, Associate Superintendent, Student Support Services
19. **APPROVAL OF DIGITAL CURRICULUM SOLUTIONS WITH APEX LEARNING INCORPORATED:** Page 481
EXHIBIT 19
Approval of the agreement of Digital Curriculum Solutions with Apex Learning Incorporated to continue offering online classes to enable District students to continue taking courses using the District's currently adopted curriculum for Academic Intervention classes and Summer School classes. The cost to the District under the new contract is \$540,000 to be paid in \$135,000 installments during each of the four years that the contract will be in place. The licenses will be paid for through restricted lottery funds.
Contact: Susan Holliday, Associate Superintendent, Education Services

20. **ACKNOWLEDGEMENT OF SERVICES WITH BIG BROTHERS BIG SISTERS OF ORANGE COUNTY 2018-2019:** Page 486
EXHIBIT 20
Approval of Acknowledgement of Services (AOS) with Big Brothers Big Sisters of Orange County 2018-2019. This AOS outlines the roles and responsibilities for the development and growth of the High School Bigs Mentoring Program. The goal is to pair a maximum of 80 at-risk students (Littles) from Kinoshita, RH Dana and San Juan Elementary Schools with 80 high school mentors (Bigs) in one-to-one mentoring relationships that provide positive modeling that leads to school and lifetime success. There is no financial impact.
Contact: Susan Holliday, Associate Superintendent, Education Services
21. **CALIFORNIA INTERSCHOLASTIC FEDERATION REPRESENTATIVES:** Page 491
EXHIBIT 21
Approval of the six comprehensive high school principals as league representatives to the California Interscholastic Federation (CIF) for 2018-2019. As a member of CIF, the District is required by Education Code § 33353(a) to designate its representatives to CIF on a yearly basis. League representatives vote on issues that impact school athletic programs. There is no financial impact.
Contact: Susan Holliday, Associate Superintendent, Education Services
22. **BROADENING THE COURSE OF STUDY – NEW CAREER TECHNICAL EDUCATION COURSE, CAREER TECHNOLOGY INTRO:** Page 495
EXHIBIT 22
Approval of Broadening the Course of Study: New Career Technology Education Course, Career Technology Intro. The following middle school course is proposed for the 2018-2019 course catalog in accordance with Board Policy 6143, *Courses of Study: Career Technology Intro*. Upon approval, the course will be offered in the 2018-2019 school year. There is no financial impact.
Contact: Susan Holliday, Associate Superintendent, Education Services
23. **BROADENING THE COURSE OF STUDY – NEW CAREER TECHNICAL EDUCATION COURSE, CAREER TECHNOLOGY ADVANCED:** Page 503
EXHIBIT 23
Approval of Broadening the Course of Study: New Career Technical Education Course, Career Technology Advanced. The following middle school course is proposed for the 2018-2019 course catalog in accordance with Board Policy 6143, *Courses of Study: Career Technology Advanced*. Upon approval, the course will be offered in the 2018-2019 school year. There is no financial impact.
Contact: Susan Holliday, Associate Superintendent, Education Services
24. **AGREEMENT NO. 46030, FOR QUALITY RATING AND IMPROVEMENT SYSTEM EARLY EDUCATION PROGRAMS WITH THE ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:** Page 511
EXHIBIT 24
Approval of Agreement No. 46030 Quality Rating and Improvement System Block Grant for continuous quality improvement of early education programs. This is based on a tiered rating structure that provides supports and incentives for the state early childhood program to reach higher levels of quality, improving early childhood development and school readiness services. The maximum grant funds provide the Early Childhood Programs \$188,000 of additional funding for the California State Preschool Program. This Agreement provides services from July 1, 2017 through June 30, 2018.
Contact: Susan Holliday, Associate Superintendent, Education Services
25. **RESOLUTION NO. 1718-52, DESIGNATED REPRESENTATIVES FOR SIGNATURE AND APPROVAL OF LOCAL AGREEMENT FOR CSPP-8336 WITH CALIFORNIA DEPARTMENT OF EDUCATION:** Page 550
EXHIBIT 25
Approval of Resolution No. 1718-52, Designated Representatives for Signature and Approval of Local Agreement for CSPP-8336 with California Department of

Education (CDE) authorizes District personnel to sign the CDE Local Agreement for Child Development Services. In addition, this resolution approves the local agreement for CSPP-8336 with the CDE. The agreement awards a total of \$2,941,376 from July 1, 2018 through June 30, 2019 for the purpose of providing services related to early childhood development and school readiness for state funded programs.

Contact: Susan Holliday, Associate Superintendent, Education Services

26. **AFFILIATION AGREEMENT WITH REGENTS OF THE UNIVERSITY OF CALIFORNIA ON BEHALF OF THE UNIVERSITY OF CALIFORNIA, IRVINE, DEPARTMENT OF OPHTHALMOLOGY:** Page 553
EXHIBIT 26
Approval of the Affiliation Agreement with the University of California, Irvine (UCI), Department of Ophthalmology for the 2018-2019 school year will allow preschool and transitional kindergarten students to receive free vision care services and support with prescription eyeglasses for those that fail the District’s annual vision screening. The UCI Pediatric Eye Mobile will be available for such services at elementary sites based upon pre-determined appointments, under the supervision of the child’s parent. The university supports a project for pediatric vision care through a community service agreement with the Children’s and Families Commission of Orange County referred to as the “Pediatric Vision Project.” The UCI vision project staff shall be under the supervision of a physician who is a member of the University and who holds a faculty appointment. There is no financial impact.
Contact: Susan Holliday, Associate Superintendent, Education Services
27. **OUTDOOR SCIENCE SCHOOL CONTRACT - HIGH TRAILS OUTDOORS SCIENCE SCHOOL:** Page 567
EXHIBIT 27
Approval of the Outdoor Science School Contract with High Trails Outdoors Science School 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 13, 2018 through November 16, 2018 for grade five students attending Ladera Ranch Elementary School. Expenditures under this contract are estimated to be \$38,000 paid by the Ladera Ranch Elementary School gift fund.
Contact: Susan Holliday, Associate Superintendent, Education Services
28. **AGREEMENT FOR ADDITIONAL SCHOOL PARTICIPATING IN INSIDE THE OUTDOORS’ SCHOOL PROGRAMS AGREEMENT NUMBER: #10004-13:** Page 569
EXHIBIT 28
Approval of ratification of Agreement for Additional School Participating in Inside the Outdoors’ School Programs Agreement Number: #10004-13. The Board approved the original agreement at the August 23, 2017 Board meeting for five schools to participate in Orange County Department of Education’s Inside the Outdoors “Traveling Scientist” program in which classroom sessions are provided at schools on a variety of science topics. San Clemente High School expressed an interest in adding an additional session to those already scheduled and approved. The addendum to the original agreement was required in order to add this additional requested session. There is no financial impact.
Contact: Susan Holliday, Associate Superintendent, Education Services
29. **AGREEMENT WITH SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BIOTECHNOLOGY COLLEGE AND CAREER ACCESS PATHWAYS:** Page 573
EXHIBIT 29
Approval of the renewal of the College and Career Access Pathways agreement with South Orange County Community College District will enable Dana Hills High School students who take Biotechnology to receive college credit for the course and qualify to apply to receive the Biotechnology Lab Assistant Certificate of Achievement at

Irvine Valley College. There is no financial impact.

Contact: Susan Holliday, Associate Superintendent, Education Services

- 30. 2018-2019 LOCAL CONTROL ACCOUNTABILITY PLAN AND ANNUAL UPDATE:** Page 585
EXHIBIT 30

Approval of the 2018-2019 Local Control Accountability Plan (LCAP) and Annual Update. In June 2013, the Legislature adopted the Local Control Funding Formula (LCFF). The LCAP links spending to specific District goals for student achievement. Districts are held accountable to the specific ways in which money is spent and how those decisions are improving student outcomes. As part of the LCFF, the Legislature included an accountability component known as the LCAP. In developing its LCAP, districts must address eight state priorities, solicit input and engage stakeholders. The State Board of Education approved a revised template beginning in 2017-2018 where the plan is a static three-year plan, therefore, the plan through 2019-2020 will reflect the following three years: 2017-2018, 2018-2019 and 2019-2020. The District's LCAP update was shared at the April 25, 2018 Board meeting. A public hearing regarding the LCAP was held at the May 23, 2018 Board meeting. This item presents the final 2018-2019 LCAP and Annual Update, which has been updated based upon input from District stakeholder groups and the Orange County Department of Education (OCDE). Once Board approved, the District's LCAP will be submitted for final approval to the OCDE.

Contact: Susan Holliday, Associate Superintendent, Education Services

- 31. NATIVE AMERICAN PARENT AND STUDENT COMMITTEE 2018-2019:** Page 696
EXHIBIT 31

Approval of the Native American Parent and Student Committee 2018-2019. The District has been awarded an Indian Education Formula Grant, and the 2018-2019 year will be year two of the four-year grant. Each year, the District must certify an application in May, which includes a Parent and Student Committee component. The purpose of the Native American Parent and Student Committee is to have open consultation between teachers, secondary students and parents of Native American students to provide a full opportunity to understand the grant program and to offer recommendations regarding the program. Meetings are generally held three times per year. Each spring, staff seeks interest for vacant positions for a two-year term. All parents of District Native American students and secondary Native American students enrolled in the program were encouraged to participate. An Indian Education Formula Grant award in the amount of \$37,887 will be received for 2018-2019.

Contact: Susan Holliday, Associate Superintendent, Education Services

HUMAN RESOURCE SERVICES

- 32. STUDENT AFFILIATION AGREEMENT WITH STANBRIDGE UNIVERSITY:** Page 699
EXHIBIT 32

Approval of Student Affiliation Agreement with Stanbridge University, to work with students working toward their Occupational Therapy degree. Students from the University will work with District Occupational Therapists to meet the fieldwork requirements of their degree. The one-year agreement will be in effect as of July 1, 2018 and will automatically renew annually unless written termination is provided by either party.

Contact: Gordon Amerson, Associate Superintendent, Human Resource Services

- 33. STUDENT TEACHING AGREEMENT WITH CONCORDIA UNIVERSITY OF IRVINE:** Page 707
EXHIBIT 33

Approval of Student Teaching Agreement with Concordia University of Irvine, effective January 1, 2019 and expiring December 31, 2018. This agreement is a continuation of a previous agreement, which expires on December 31, 2018. 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*
34. **SUPERVISED FIELDWORK AND STUDENT TEACHING AGREEMENT WITH CHAPMAN UNIVERSITY:** Page 716
EXHIBIT 34
Approval of Supervised Fieldwork and Student Teaching Agreement with Chapman University, effective September 1, 2018 and expiring August 31, 2023. 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
35. **RECOMMENDATION TO APPROVE THE UPDATED 2013-2014 PAY SCHEDULES TO FULFILL THE REQUIREMENTS OF THE CALPERS AUDIT:** Page 723
EXHIBIT 35
Approval of the updated 2013-2014 pay schedules to comply with CalPERS standards. The former pay schedules did not conform to CalPERS standards. This action would result in the requirements of the CalPERS audit being resolved.
Contact: Gordon Amerson, Associate Superintendent, Human Resource Services
36. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT - CLASSIFIED EMPLOYEES:** Page 730
EXHIBIT 36
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
37. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT - CERTIFICATED EMPLOYEES:** Page 763
EXHIBIT 37
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

38. **SCHOOL BOARD MINUTES:** Page 786
EXHIBIT 38
Approval of the May 9, 2018 Special Board Meeting minutes.
Contact: Colleen Hayes, Manager II, Superintendent's Office
39. **SCHOOL BOARD MINUTES:** Page 787
EXHIBIT 39
Approval of the May 23, 2018 Regular Board Meeting minutes.
Contact: Colleen Hayes, Manager II, Superintendent's Office
40. **SCHOOL BOARD MINUTES:** Page 800
EXHIBIT 40
Approval of the May 30, 2018 Special Board Meeting minutes.
Contact: Colleen Hayes, Manager II, Superintendent's Office

DISCUSSION/ACTION ITEMS

41. **DEVELOPMENT OF SAND VOLLEYBALL AS AN INTERSCHOLASTIC SPORT:** INFORMATION/
DISCUSSION
This will be a short presentation to the Board and public prepared by coaches and parent boosters about the latest developments, what resources are available, and what new resources would enhance Sand Volleyball as a competitive sport in our high schools.

Contact: Jim Reardon, Trustee, Capistrano Unified School District

Staff Recommendation

It is recommended the Board of Trustees recognize Jim Reardon, Trustee, 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.

42. SCHOOL FACILITIES AND FINANCE ADVISORY COMMITTEE BOND MEASURE TIMELINE:

DISCUSSION/
ACTION
Page 801
EXHIBIT 42

In the Fall of 2016, the District invited all community members and stakeholders to apply to serve on the School Facilities and Finance Advisory Committee. The School Facilities and Finance Advisory Committee was established to provide input, advice, and recommendations on topics pertaining to school facilities and finance, including the implementation of the general obligation bond program. The committee was designed to include regional representation from high school attendance boundaries throughout the District.

The Advisory Committee has been meeting since January 2017. The Committee independently established its own governing structure, meeting agendas and subjects of interest to examine and research. District staff attends the meetings to provide information and presentations and to follow up on requests from the Committee.

Deputy Superintendent Clark Hampton will present the Government Financial Strategies draft proposed groupings for geographic areas and regional phasing of Bonds. The Facilities Finance Committee will be presenting the proposed timeline for Board action.

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

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 and then introduce the committee.

Following discussion, it is recommended the Board of Trustees approve the School Facilities and Finance Advisory Committee Bond Measure Timeline.

Motion _____ Second _____

43. PRESENTATION ON CAREER TECHNICAL EDUCATION:

INFORMATION/
DISCUSSION
Page 822
EXHIBIT 43

Staff will provide Trustees with a presentation of Career and Technical Education (CTE) updates through College and Career Advantage and District CTE programs. Information presented will include articulations, dual enrollment, University of California a-g courses, honors weighted courses, enrollment data and updates on Career Technical Education Incentive Grant funding.

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 of Trustees 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.

44. **NOTICE OF INTENT TO REVOKE OXFORD PREPARATORY ACADEMY CHARTER PURSUANT TO EDUCATION CODE § 47607 (e) (ENCLOSURE):** **DISCUSSION/ ACTION**
Issuing a Notice of Intent to Revoke notifies a charter school of the authorizer’s decision to pursue *revocation* of a *school’s charter* due to the *charter school’s* failure to remedy one or more violations identified in the *Notice* of Violation. Staff will present information on the Oxford Preparatory Academy (OPA): Notice of Intent to Revoke and Notice of Facts in Support of Revocation to OPA Pursuant to Education Code § 47607(e). OPA’s response and supporting evidence to the Notice of Violation identified remedial actions taken or proposed but did not successfully remedy the material violations. **Page 838**
EXHIBIT 44

A Notice of Intent to Revoke and Notice of Facts in Support of Revocation to OPA providing findings of fact and substantial evidence pursuant to Education Code § 47607(e) is attached. Due to the size of the supporting documentation, complete information can be found at the following link:

<https://drive.google.com/file/d/1sFnSUrAoLk12jZv5M98Sq-XWM9F3PcAF/view?usp=sharing>

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 the recommendation to issue a Notice of Intent to Revoke and Notice of Facts in Support of Revocation to Oxford Preparatory Academy (OPA) Pursuant to Education Code § 47607(e).

Motion _____ Second _____

45. **SPECIAL EDUCATION LOCAL PLAN AREA ANNUAL SERVICE PLAN AND ANNUAL BUDGET PLAN:** **DISCUSSION/ ACTION**
Each Special Education Local Plan Area is required to submit an Annual Service Plan and Annual Budget Plan. The plans are required to be adopted at a public hearing. The Annual Service Plan must identify the Individualized Education Program services the District intends to provide at school locations within the District and at other public and private locations. The Annual Service Plan also requires adoption of the California State Management Information System number codes to represent services such as 330 for specialized academic instruction and 415 for language and speech services. The Annual Budget Plan is required to identify expenditures in specific categories as determined by the California Department of Education. **Page 857**
EXHIBIT 45
CUSD WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.
Contact: Gregory Merwin, Associate Superintendent, Student Support Services

Staff Recommendation

It is recommended the Board President recognize Gregory Merwin, Associate Superintendent, Student Support Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve the 2018-2019 Special Education Annual Service Plan and Annual Budget Plan.

Motion _____ Second _____

- 46. **INSTRUCTIONAL MATERIALS RECOMMENDED FOR ADOPTION: SECONDARY SCIENCE – INTERNATIONAL BACCALAUREATE MARINE SCIENCE STANDARD LEVEL, GRADE 11-12:** DISCUSSION/
ACTION
Page 884
EXHIBIT 46

A teacher committee is requesting the adoption of the following secondary science textbook for grade 11-12: *Marine Science* ©2016 McGraw Hill Education. These materials have been approved by the Instructional Materials Review Committee. The estimated cost to implement this adoption is \$22,860. Restricted lottery funds will be used for this expenditure.

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 the adoption of the secondary science textbook for grade 11-12: *Marine Science* ©2016 McGraw Hill Education.

Motion _____ Second _____

- 47. **ACCEPTANCE OF HIGHEST BID AND DELEGATION OF AUTHORITY TO EXECUTE FINAL PURCHASE AND SALE AGREEMENT FOR PASEO DE COLINAS PROPERTY:** DISCUSSION/
ACTION
Page 887
EXHIBIT 47

The Board has authorized and instructed District staff to pursue selling the Paseo de Colinas property located in the City of Laguna Niguel pursuant to the process required by Education Code § 17455 et seq. The District held a public bid on June 20, 2018 at 1:00 p.m. accepting bids for the Property to determine the highest bidder willing to purchase the Property agreeing to the terms and condition established by the District through a Purchase and Sale Agreement.

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 accept of highest bid and delegate authority to execute the final Purchase and Sale Agreement for the Paseo de Colinas property.

Motion _____ Second _____

48. 2018-2019 BUDGET ADOPTION:

The District is required by law to adopt a budget for the 2018-2019 fiscal year no later than June 30, 2018 for enactment on July 1, 2018. The budget for 2018-2019 is based upon revenue assumptions outlined within the Governor’s May Revise, as well as District-specific assumptions for revenue and expenditures. The following documents are included in the exhibit: 2018-2019 Budget for District Funds; School District Certification of the State Criteria and Standards and the Workers’ Compensation Certification; State Criteria and Standards; and 2018-2019 Guidelines and Assumptions.

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

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 the 2018-2019 Budget.

Motion _____ Second _____

DISCUSSION/
ACTION
Page 889
EXHIBIT 48

49. JUNE 30, 2018 DATA COLLECTIONS OF THE CONSOLIDATED APPLICATION AND REPORTING SYSTEM:

The Consolidated Application and Reporting System (CARS) is a two-part application and reporting process for multiple state and federal, formula-driven categorical program funds, submitted annually to the California Department of Education (CDE) to fund supplemental programs. The Consolidated Application is used by the CDE to distribute categorical funds from various federal programs. In June of each year, districts are required to submit part of the application to document program participation in categorical programs and provide assurances of compliance with legal requirements of each program. The federal programs coordinated through the Consolidated Application include Title I, Part A; Title II, Part A; Title III, Part A and Title IV, Part A. The complete Consolidated Application is on file for review in the State and Federal Programs office. As required by the CDE, the District English Learner Advisory Committee also reviewed this document.

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 the June 30, 2018 data collections of the Consolidated Application and Reporting System.

Motion _____ Second _____

DISCUSSION/
ACTION
Page 1058
EXHIBIT 49

50. SECOND READING – BOARD POLICY 5143.1, TOBACCO, SMOKING, VAPING:

The proposed revisions to Board Policy 5143.1, *Tobacco, Smoking, Vaping*, address issues relating to the recent increase in use of electronic cigarettes and vaping devices.

DISCUSSION/
ACTION
Page 1062
EXHIBIT 50

The California School Board Association (CSBA) has a sample policy on Tobacco that addresses these issues, and the proposed revisions align with the CSBA sample. Legal counsel has reviewed the policy. This revised policy also includes language recommended by Trustees at the May 23, 2018 Board meeting. Changes are underlined; deletions are struck through. There is no financial impact.

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

Contact: Susan Holliday, 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 5143.1, *Tobacco, Smoking, Vaping*.

Motion _____ Second _____

51. PRESENTATION OF MATERIAL REVISIONS TO CHARTER OF CAPISTRANO CONNECTIONS ACADEMY CHARTER SCHOOL:

The Charter School has requested material revisions to its Charter to merge the non-profit public benefit corporation which governs it with two other non-profit public benefit corporations. The name of the Charter School's governing non-profit public benefit corporation will change from Capistrano Connections Academy, Incorporated to California Online Public Schools. In accordance with Education Code § 47607, subdivision (a)(2), the material revisions must also seek to ensure compliance with the law, including reasonably comprehensive descriptions of new requirements of charter schools enacted into law after the charter was originally granted or last renewed.

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 that the Board of Trustees approve the material revisions to the Charter of Capistrano Connections Academy Charter School.

Motion _____ Second _____

52. RESOLUTION NO. 1718-53, RESOLUTION AND ORDER OF BIENNIAL TRUSTEE ELECTION SPECIFICATIONS OF THE ELECTION ORDER:

Adoption of Resolution No. 1718-53, pertaining to the election of Trustees to serve in Trustee Area 4 (Martha McNicholas), Trustee Area 6 (Gila Jones), and Trustee Area 7 (Judy Bullockus), will consolidate the Trustee election with the federal, state, and municipal elections to be held on November 6, 2018. The financial impact for the election expenses will be included in the 2018-2019 budget.

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

DISCUSSION/
ACTION

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EXHIBIT 51

DISCUSSION/
ACTION

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EXHIBIT 52

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 adopt Resolution No. 1718-53, Resolution and Order of Biennial Trustee Election and Specifications of the Election Order.

Motion by _____ Seconded by _____

53. RECOMMENDATION OF TENTATIVE AGREEMENT WITH TEAMSTERS, FOR JULY 1, 2016 – JUNE 30, 2018: DISCUSSION/
ACTION

The purpose of this agenda item is to seek approval of the Tentative Agreement between the District and Teamsters, Local 952. The total estimated fiscal impact of this agreement is approximately \$227,850 in 2017-2018, \$145,950 in 2018-2019 and \$35,000 ongoing thereafter.

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EXHIBIT 53

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 this item.

Following discussion, it is recommended the Board of Trustees approve the Tentative Agreement with Teamsters, Local 952, for July 1, 2016 – June 30, 2018.

Motion _____ Second _____

54. DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS: DISCUSSION/
ACTION

Approval of the Declaration of Need for Fully Qualified Educators. Education Code § 80026 requires that a Declaration of Need for Fully Qualified Educators be on file with the appropriate County Office of Education before the beginning of a new school year and shall remain in force until the end of that academic year. (A Declaration of Need is necessary if there is an insufficient number of qualified applicants.) Submission of this declaration does not commit the District to issuing short term staff permits or emergency credentials, but rather is submitted as a matter of routine in the event it becomes necessary to employ such individuals. Based on past and current trends, the 2018-2019 Declaration of Need for Fully Qualified Educators enables the District to request special teaching permits in hard-to-fill areas such as Special Education (Moderate/Severe, Pre-School), and single subjects (Spanish, Physics, Chemistry, Mathematics). This year, there continues to be a limited need for Cross Cultural, Language, Academic Development/English Learner Authorizations, and Bilingual Authorizations. A Declaration of Need for Fully Qualified Educators must be filed prior to the beginning of the school year, even though there is no way to determine if there will be a need to employ teachers. However, if the Board of Trustees has not approved the appropriate declaration for the upcoming year, the District is precluded from hiring such individuals should the need arise. There is no financial impact to the general fund in the Board’s acceptance of this declaration.

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EXHIBIT 54

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

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 this item.

Following discussion, it is recommended the Board of Trustees approve the Declaration of Need for Fully Qualified Educators.

Motion _____ Second _____

ADJOURNMENT

Motion by _____ Seconded by _____

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS
WEDNESDAY, JULY 25, 2018, 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

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.

Members of the public shall have an opportunity to address the Board regarding items on the agenda to be considered during Closed Session prior to the Board adjourning the meeting to Closed Session. Individual presentations are limited to a maximum of three minutes; however, the time assigned for individual presentations could be fewer than three minutes depending upon the total number of speakers who wish to address a specific agenda topic.

ORAL COMMUNICATIONS (Non-Agenda Items): Regular, scheduled meetings of the Board shall have a portion of each meeting devoted to Oral Communications. Oral Communications, will take place following Special Recognitions. The total time for the Oral Communications portion of regular meetings shall be twenty minutes. Individual presentations are limited to a maximum of three minutes per individual 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. The Board may, however, at its discretion, refer items to the administration for follow-up or place topics on a future Board agenda.

ORAL COMMUNICATIONS (Agenda Items): Members of the public shall also have an opportunity to address the Board on Open Session agenda items before their consideration by the Board. Individual presentations for the Consent Calendar are limited to a maximum of five minutes for all Consent Calendar items. Individual presentations for Discussion/Action agenda items are limited to a maximum of three minutes however; the time assigned for individual presentations could be fewer than three minutes depending upon the total number of speakers, who wish to address a specific agenda topic. The total time for presentations shall be limited to twenty minutes per agenda topic, unless the Board grants additional time. The Board shall hear all presentations after any staff comments but prior to the formal discussion by Board members 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 unless otherwise approved by the Board. When addressing a specific item on the agenda, the Board may vote to allow additional public speaker time for an individual Discussion/Action item.

PUBLIC HEARINGS: Any time the Board schedules a separate public hearing on a 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 recommended action at the time of the hearing.

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.