

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

August 22, 2018

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

AGENDA

CLOSED SESSION AT 4:00 P.M.

1. CALL TO ORDER

2. CLOSED SESSION COMMENTS

3. CLOSED SESSION (as authorized by law)

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Clark Hampton

Attorney: Anthony De Marco/Jeff Hoskinson

Significant Exposure to Litigation – One Case

(Pursuant to Government Code § 54956.9(d))

Gregory Merwin/Sara Young

Attorney - Ernest Bell

Significant Exposure to Litigation – Three Cases

IDR Case Number 20180321

IDR Case Number 20180611

IDR Case Number 20180615

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

**EXHIBIT A-1
EXHIBIT A-2
EXHIBIT A-3**

Kirsten M. Vital/Clark Hampton

Attorney: David Huff/Terry Tao

Significant Exposure to Litigation – One Case

(Pursuant to Government Code § 54956.9(d))

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Gregory Merwin/Sara Young

Attorney - Ernest Bell

Significant Exposure to Litigation – Two Cases

OAH Case Number 2017120332

OAH Case Number 2018020322 & 2018070643

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

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

C. CONFERENCE WITH LABOR NEGOTIATORS

District Negotiators: Kirsten M. Vital, Clark Hampton, Tim Brooks

Attorney – Anthony De Marco

(Pursuant to Government Code § 54957.6)

D. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

District Negotiators: Kirsten M. Vital and Clark Hampton

Attorney: Andreas Chialtas

Consultants: George Peterson/Keith Weaver

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)

E. STUDENT READMISSIONS

Mike Beekman

Three Cases

Case #2017-014

Case #2017-021

Case #2018-003

EXHIBIT E-1

EXHIBIT E-2

EXHIBIT E-3

F. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Tim Brooks

Two Case

(Pursuant to Government Code § 54957)

EXHIBIT F-1

G. PUBLIC EMPLOYEE EMPLOYMENT/APPOINTMENT

Kirsten M. Vital

Associate Superintendent, Human Resource Services

(Pursuant to Government Code § 54957)

EXHIBIT G-1

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

BOARD AND SUPERINTENDENT COMMENTS

ORAL COMMUNICATIONS (Non-Agenda Items)

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

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted by the Board in one motion in the form listed below. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board 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

- 1. PURCHASE ORDERS, COMMERCIAL WARRANTS AND PREVIOUSLY BOARD-APPROVED BIDS AND CONTRACTS:** Page 1
EXHIBIT 1

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 \$108,652,081.88 and the commercial warrants total \$25,212,803.53. 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
- 2. INDEPENDENT CONTRACTOR, PROFESSIONAL SERVICES, FIELD SERVICE, AND MASTER CONTRACT AGREEMENTS:** Page 78
EXHIBIT 2

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 33 new agreements totaling \$2,742,289.83 and 1 amendment to existing agreements totaling \$0.00. 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
- 3. FIRST EXTENSION OF REQUEST FOR PROPOSALS NO. 3-1617, LEARNING MANAGEMENT SYSTEM – SCHOOL LOOP:** Page 217
EXHIBIT 3

Approval of First Extension of Request for Proposals No. 3-1617, Learning Management Systems with School Loop. RFP 3-1617 was awarded on April 19, 2017 for an initial term of July 1, 2017 through June 30, 2018 with optional renewal terms. The District agrees to the pricing for the proposed renewal term of July 1, 2018 through June 30, 2019. Annual expenditures utilizing this contract are estimated to be \$80,260 funded by the general fund. Actual expenditures may vary depending on availability of funds and District needs.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
- 4. SERVER LEASE AGREEMENT – IDEAL COMPUTER SERVICES, INC.:** Page 231
EXHIBIT 4

Approval of the ratification of the Server Lease Agreement 11663 with IDEAL Computer Services, Inc. for the purpose of leasing and maintaining an HP3000 server. The current server houses our Quintessential School Systems (QSS) data including Business Services and Human Resources programs and data. This is the current production server planned for retirement by October 2018. The District will be charged quarterly and will receive a pro-rated refund with a 30-day notice once all data has been moved to District virtual servers. The contract term is from June 1, 2018 through May 30, 2019. Expenditures under this contract are estimated to be \$4,434 funded by the general fund.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
- 5. SUPPORT AGREEMENT – IDEAL COMPUTER SOUTH, INC.:** Page 239
EXHIBIT 5

Approval of the ratification of the Support Agreement including Server Maintenance Contract 11703 and Softline Software Contract 11704 with IDEAL Computer Services, Inc. for the purpose of maintaining the District's original HP3000 server. This server has been decommissioned, but the District must maintain the valid license from this original

machine until the Quintessential School Systems (QSS) data has been completely migrated to the Linux virtual server. It is anticipated this contract will be expired by October 2018. The District will be charged quarterly and will receive a pro-rated refund with a 30-day notice once all data has been moved to District virtual servers. The contract term is from July 1, 2018 through June 30, 2019. Expenditures under this contract are estimated to be \$2,013 funded by the general fund.

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

6. AGREEMENT FOR THE OPERATIONS OF BEFORE AND AFTER SCHOOL AND SUMMER ENRICHMENT, ACTIVITIES, AND CAMPS PROGRAM – SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT: Page 245
EXHIBIT 6

Approval of Agreement for the Operations of Before and After School and Summer Enrichment, Activities, and Camps Program with South Orange County Community College District. The program provides an assortment of high-quality classes and activities for all ages, promoting life-long learning and personal success for the term July 1, 2018 through June 30, 2021. The agreement provides a revenue stream to the general fund for use of facilities fees as described in Exhibit A.

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

7. RESOLUTION NO. 1819-11, APPROVAL OF APPLICATION SUBMISSION CALIFORNIA ENERGY COMMISSION SCHOOL BUS REPLACEMENT GRANT PROGRAM GFO-17-607: Page 260
EXHIBIT 7

Approval of Resolution No. 1819-11, Approval of Application Submission California Energy Commission School Bus Replacement Grant Program GFO-17-607. California Senate Bill 110 charges the California Energy Commission (CEC) to replace older high pollutant diesel buses in California. The CEC is offering Grant Funding Opportunity GFO-17-607 Bus Replacement Program to provide funding to public school districts to replace old diesel school buses. The grant will award up to 10 near zero emission compressed natural gas or 10 zero emission electric buses, along with corresponding infrastructure. The CEC requires the Board of Trustees of each school district to authorize the submittal of application GFO-17-607 for fiscal year 2018-2019. The CEC also requires the Board to identify and authorize an individual District representative to execute in the name of the District, all necessary applications, contracts, agreements, amendments and payment requests for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application. The resolution presented to the Board provides the vehicle to meet these requirements. There is no fiscal impact for the grant.

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

8. REGIONAL COOPERATIVE AGREEMENT CONTRACT NUMBER RCA-017-18010016 BETWEEN COUNTY OF ORANGE/COUNTY PROCUREMENT OFFICE AND DS SERVICES OF AMERICA, INCORPORATED DBA SPARKLETTS FOR BOTTLED WATER: Page 309
EXHIBIT 8

Approval to utilize the Regional Cooperative Agreement Contract Number RCA-017-18010016 for the purchase of bottled water and related supplies from DS Services of America, Inc. dba Sparkletts, as needed, under the same terms and conditions of the public agency's contract. The contract provides set pricing for bottled water 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, \$20,000 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

CURRICULUM AND INSTRUCTION

9. **AGREEMENT FOR PARTICIPATION WITH THE ART MASTERS LEGACY PROGRAM 2018-2019:** Page 312
EXHIBIT 9
Approval of Agreement for Participation with the Art Masters Legacy Program 2018-2019 at Marian Bergeson, Oak Grove, Canyon Vista, Don Juan Avila, Oso Grande, Marblehead, Carl Hankey, Truman Benedict Elementary Schools and Carl Hankey Middle School. Art Masters Legacy provides services that include art assemblies and hands-on studio art activities for students. Art Masters Legacy teacher-lecturers conduct and present multimedia presentation assemblies using art visuals, images and engrossing stories covering each artist and/or art subject. Later, students have an opportunity to engage in art activities to create their own individual works of art in the manner of the master artist or art subject, using the same styles, techniques, media and disciplines. The total expenditure for this agreement is \$73,427 paid by site and/or gift funds.
Contact: Susan Holliday, Associate Superintendent, Education Services
10. **AGREEMENT FOR PARTICIPATION WITH INSIDE THE OUTDOORS FIELD PROGRAM PUBLIC SCHOOLS 2018 – 2019 AGREEMENT NUMBER F11029:** Page 352
EXHIBIT 10
Approval of Agreement for Participation with Inside the Outdoors Field Program Public Schools 2018-2019. District schools routinely participate in the Orange County Department of Education’s outdoor science school/field trip programs and “Traveling Scientist” programs and assemblies. Multiple sites have expressed interest in the Field Trip Program for the 2018-2019 school year, which will allow students to move out of the classroom and into the real world of science and social science. Each program is designed to support the curriculum for each grade level. The estimated expenditure under this contract is \$552.50, paid by grants, site and/or gift funds from each participating school site.
Contact: Susan Holliday, Associate Superintendent, Education Services
11. **AGREEMENT FOR PARTICIPATION WITH INSIDE THE OUTDOORS SCHOOL PROGRAM PUBLIC SCHOOLS 2018 – 2019 AGREEMENT NUMBER S11046:** Page 366
EXHIBIT 11
Approval of Agreement for Participation with Inside the Outdoors School Program Public Schools 2018-2019 Agreement Number S11046. District schools routinely participate in the Orange County Department of Education’s outdoor science school/field trip programs and “Traveling Scientist” programs and assemblies. Multiple sites have expressed interest in the Traveling Scientist program for the 2018-2019 school year, which will provide school assemblies by traveling naturalists on various science topics. The estimated expenditure under this contract is \$31,852.50 paid by site and/or gift funds from each participating school site.
Contact: Susan Holliday, Associate Superintendent, Education Services
12. **PROPOSED SCHOOL START AND DISMISSAL TIMES FOR THE 2018-2019 SCHOOL YEAR:** Page 386
EXHIBIT 12
Approval of the start and dismissal times for the 2018-2019 school year. Per Board Policy 6111, *School Calendar*, this item seeks approval of the start and dismissal times for each school site for the 2018-2019 school year. There is no financial impact.
Contact: Susan Holliday, Associate Superintendent, Education Services
13. **RETROACTIVE GRADE WEIGHTING FOR ACCELERATED VERSIONS OF WORLD HISTORY, BIOLOGY AND CHEMISTRY:** Page 389
EXHIBIT 13
Approval of retroactive grade weighting will enable over 800 current District students who took accelerated versions of World History, Biology and Chemistry during the 2015-2016 school year to receive an honors weighted grade bump for work they completed after the District approved honors weighting for such courses prior to the 2015-2016 school year.
Contact: Susan Holliday, Associate Superintendent, Education Services

- 14. MEMORANDUM OF UNDERSTANDING WITH ANAHEIM UNION HIGH SCHOOL DISTRICT:** Page 391
EXHIBIT 14
Approval of the Memorandum of Understanding (MOU) with Anaheim Union High School District (AUHSD) to provide special education programs and services for eligible District adult students (18 and older) who reside in group homes in AUHSD from August 8, 2018 through June 30, 2019. The District is projected to have one student in the AUHSD program, but the approval of the MOU allows the District to place additional students as determined by the Individualized Education Program (IEP) team or through a settlement agreement. Estimated cost per student is \$45,000 for classroom cost and \$10,000 for transportation cost. Annual expenditures under this MOU are estimated at \$55,000 funded by special education funds.
Contact: Gregory Merwin, Associate Superintendent, Student Support Services
- 15. MEMORANDUM OF UNDERSTANDING WITH THE ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:** Page 402
EXHIBIT 15
Approval of the Memorandum of Understanding with the Orange County Superintendent of Schools will allow Orange County Department of Education (OCDE) to provide special education programs and services for eligible District students from July 1, 2018 through June 30, 2019. The OCDE Division of Special Education Services operates a special schools program for pupils with exceptional needs who require intensive educational services. These students are referred by their Individualized Education Program (IEP) teams when it is jointly determined by the District and OCDE that the student's educational needs, as specified in the IEP, can be appropriately met by OCDE programs and services. The District has approximately 78 students enrolled in OCDE programs per year. There are three cost categories for OCDE programs: classroom cost, transportation cost, and special circumstance aide cost. The average classroom cost per student is \$54,295. Based on average enrollment, the estimated District cost for students attending OCDE classes for the 2018-2019 school year is approximately \$4,235,000. The estimated District cost for transportation provided by OCDE is approximately \$741,000. The estimated District cost for required special circumstance aides in classrooms or on buses is approximately \$1,100,000. Annual expenditures under this agreement are funded by special education funds.
Contact: Gregory Merwin, Associate Superintendent, Student Support Services
- 16. PERSONNEL REIMBURSEMENT AGREEMENT WITH LAGUNA BEACH UNIFIED SCHOOL DISTRICT:** Page 424
EXHIBIT 16
Approval of a Personnel Reimbursement Agreement with Laguna Beach Unified School District (LBUSD) to provide five days of instruction by a qualified Orientation and Mobility Specialist to LBUSD during the 2018-2019 school year. The District staff has provided these services to LBUSD from the time both districts were part of the South Orange County Special Education Local Plan Area. LBUSD will pay the employee salary and benefit costs for the days of instruction. There is no financial impact.
Contact: Gregory Merwin, Associate Superintendent, Student Support Services
- 17. PERSONNEL REIMBURSEMENT AGREEMENT WITH SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT:** Page 428
EXHIBIT 17
Approval of a Personnel Reimbursement Agreement with Saddleback Valley Unified School District (SVUSD) to provide 40 days of instruction by a qualified Orientation and Mobility Specialist to SVUSD during the 2018-2019 school year. The District staff has provided these services to SVUSD from the time both districts were part of the South Orange County Special Education Local Plan Area. SVUSD will pay the employee salary and benefit costs for the days of instruction. There is no financial impact.
Contact: Gregory Merwin, Associate Superintendent, Student Support Services

HUMAN RESOURCE SERVICES

18. **AGREEMENT FOR CONSULTANT SERVICES FOR THE BREAKTHROUGH COACH:** Page 432
EXHIBIT 18
Approval of The Breakthrough Coach agreement for a two-day management development program. This Agreement provides a two-day management development program for local area school administrators and their secretaries. Training course to take place in the District Office Board Room on October 22 and 23, 2018. The District will receive five complimentary tuitions valued at \$3,625 total. One time funding of \$3,625 total to fund an additional five tuitions.
Contact: Tim Brooks, Interim Associate Superintendent, Human Resource Services
19. **CALIFORNIA STATE UNIVERSITY, FULLERTON FALL 2017 MASTER TEACHER PAYMENTS:** Page 440
EXHIBIT 19
Approval of payment to District master teachers who supported a California State University, Fullerton (CSUF) student teacher during the 2017 fall semester. Current university agreements specify that institutions pay master teachers a nominal payment for their supervision and support of student teachers. CSUF has agreed to reimburse the District for the cost of compensating master teachers. The compensation amounts vary due to the nature of the assignments.
Contact: Tim Brooks, Interim Associate Superintendent, Human Resource Services
20. **ORANGE COUNTY DEPARTMENT OF EDUCATION FOURTH QUARTER REPORT – WILLIAMS SETTLEMENT LEGISLATION:** Page 443
EXHIBIT 20
Acceptance of Williams Settlement Legislation Orange County Department of Education (OCDE) Fourth 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: Tim Brooks, Interim Associate Superintendent, Human Resource Services
21. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT - CLASSIFIED EMPLOYEES:** Page 447
EXHIBIT 21
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: Tim Brooks, Interim Associate Superintendent, Human Resource Services
22. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT - CERTIFICATED EMPLOYEES:** Page 494
EXHIBIT 22
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: Tim Brooks, Interim Associate Superintendent, Human Resource Services

GENERAL FUNCTIONS

23. **SCHOOL BOARD MINUTES:** Page 522
EXHIBIT 23
Approval of the July 25, 2018 Regular Board Meeting minutes.
Contact: Colleen Hayes, Manager II, Superintendent's Office

DISCUSSION/ACTION ITEMS

24. **PRESENTATION REGARDING STUDENT AND ORGANIZATIONAL ACCOMPLISHMENTS DURING 2017-2018 SCHOOL YEAR:** **INFORMATION/ DISCUSSION**

Page 535

EXHIBIT 24

Staff presents a review of 2017-2018 student and organizational accomplishments, including the creation of new systems, and improvement of operational efficiencies. These accomplishments align with our mission to prepare our students to meet the challenges of a rapidly changing world, and our vision of an unwavering commitment to student success.

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

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

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

Contact: Kirsten M. Vital, Superintendent

Staff Recommendation

It is recommended the Board President recognize Kirsten M. Vital, Superintendent and the Executive Cabinet 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.

25. **COMPRESSED NATURAL GAS FUELING STATION PERFORMANCE UPDATE:** **INFORMATION/ DISCUSSION**

Page 580

EXHIBIT 25

The District's compressed natural gas (CNG) fueling station opened in 2016 streamlining the fueling process and saving in school bus fuel and labor costs, allowing those funds to be redirected to the classroom. At the July 25, 2018 Board meeting, Trustees requested an update on the performance of the CNG station. The exhibit highlights up-to-date cost savings as it relates to fuel, labor and vehicle performance costs amounting to approximately \$365,681.

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

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

Staff Recommendation

It is recommended the Board President recognize Clark Hampton, Deputy Superintendent, Business and Support Services to present information on this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

26. **DEMONSTRATION OF OPENGOV WEBSITE:** **INFORMATION/ DISCUSSION**

Page 582

EXHIBIT 26

In the 2016-2017 fiscal year with the intent of increasing transparency in the area of Community Facilities District expenditures, a spreadsheet was developed containing details of expenditures for the previous 20 years. This project took several months and once completed the data was converted into a flat file that could be uploaded to the OpenGov website to enable public access. The project was then expanded to include all other District financial data along with facilities information.

CUSD WIG 2: 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 information on this item and answer any questions trustees may have. This is an information item only and no board action is necessary.

27. DESIGNATION OF TITLE I SCHOOLS 2018-2019:

Carl Hankey and Palisades Elementary Schools are both in the range of potential identification as a Title I school. Tentative budget allocations for 2018-2019 have been communicated to current Title I schools, and allocations have been reserved for Carl Hankey and Palisades Elementary Schools in case either or both of their low-income percentages exceed Las Palmas and are therefore identified for Title I. Title I needs assessments and plans for Carl Hankey and Palisades Elementary Schools outlining proposed goals, monitoring, and actions and services tied to the expenditures are included in the Exhibit. Approximately \$121,000 is being reserved for Carl Hankey and \$147,000 for Palisades Elementary Schools if Title I designation is approved. If not approved, funding will be held until the October 2018 California Basic Educational Data System (CBEDS) data is verified. If at that time, Carl Hankey and Palisades’ low-income percentages do not exceed Las Palmas, the funding will be re-distributed to the current ten Title I schools.

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 Carl Hankey and Palisades Elementary Schools as Title I schools or direct staff to wait until the October CBEDS data is collected to verify low-income percentages to determine Title I school status.

Motion by _____ Seconded by _____

**DISCUSSION/
ACTION
Page 584
EXHIBIT 27**

28. FIRST READING – BOARD POLICY 5111, ADMISSION:

The proposed revisions to Board Policy 5111, *Admission*, brings language in alignment to recent changes in law. Assembly Bill 699, signed into law in October 2017, expressly added “immigration status” as a specified protected characteristic for purposes of anti-discrimination and equal protection laws in schools. Revisions also reflect current California School Board Associations sample language. Legal counsel has reviewed the policy. 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 5111, *Admission*.

Motion by _____ Seconded by _____

**DISCUSSION/
ACTION
Page 594
EXHIBIT 28**

29. FIRST READING – BOARD POLICY 5111.1, DISTRICT RESIDENCY:

The proposed revisions to Board Policy 5111.1, *District Residency*, brings language in alignment to recent changes in law. Assembly Bill 699, signed into law in October 2017, expressly added “immigration status” as a specified protected characteristic for purposes of anti-discrimination and equal protection laws in schools.

**DISCUSSION/
ACTION
Page 599
EXHIBIT 29**

Revisions also reflect current California School Board Associations sample language. Legal counsel has reviewed the policy. 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 5111.1, *District Residency*.

Motion by _____ Seconded by _____

30. FIRST READING – BOARD POLICY 5130, STUDENT RECORDS:

The proposed revisions to Board Policy 5130, *Student Records*, brings language in alignment to recent changes in law. Assembly Bill 699, signed into law in October 2017, expressly added “immigration status” as a specified protected characteristic for purposes of anti-discrimination and equal protection laws in schools. Revisions also reflect current California School Board Associations sample language. Legal counsel has reviewed the policy. 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 5130, *Student Records*.

Motion by _____ Seconded by _____

31. FIRST READING – BOARD POLICY 3580, DISTRICT RECORDS:

The proposed revisions to Board Policy 3580, *District Records*, brings language in alignment to recent changes in law. Assembly Bill 699, signed into law in October 2017, expressly added “immigration status” as a specified protected characteristic for purposes of anti-discrimination and equal protection laws in schools. Revisions also reflect current California School Board Associations sample language. Legal counsel has reviewed the policy. 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: 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 Board Policy 3580, *District Records*.

Motion by _____ Seconded by _____

**DISCUSSION/
ACTION
Page 604
EXHIBIT 30**

**DISCUSSION/
ACTION
Page 615
EXHIBIT 31**

32. SECOND READING – BOARD POLICY 5183, SEXUAL HARASSMENT:

**DISCUSSION/
ACTION
Page 618
EXHIBIT 32**

The District is committed to maintaining a learning environment that is free of harassment and discrimination. The proposed revisions to Board Policy 5183, *Sexual Harassment*, reflect appropriate education code, aligns more appropriately to Title IX requirements and reflects current California School Board Associations sample language. Legal counsel has reviewed the policy. All principals and District management will receive training on this updated policy and associated administrative regulation. Staff has added recommended language from the first reading on July 25, 2018. 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 5183, *Sexual Harassment*.

Motion by _____ Seconded by _____

33. RESOLUTION NO. 1819-01, REQUEST FOR WAIVER – EXEMPTION FROM UNIVERSAL MEAL SERVICE:

**DISCUSSION/
ACTION
Page 625
EXHIBIT 33**

Senate Bill 138, School Meals Programs: Free and Reduced-Price Meals: Universal Meal Service requires the Board of Trustees to adopt a resolution of fiscal hardship with demonstrated reasons it is unable to comply with the universal meal service program requirements of Education Code § 49564. If the resolution is approved by at least a majority of the Board, the District is exempt from the requirements. The Board of Trustees must reconsider the resolution at least once every four years.

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 Resolution No. 1819-01, Request for Waiver – Exemption from Universal Meal Service.

Motion by _____ Seconded by _____

34. RESOLUTION NO. 1819-03, RESOLUTION OF BOARD OF TRUSTEES OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT, ACTING AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 90-2 OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT (TALEGA), AUTHORIZING THE LEVY OF SPECIAL TAXES IN COMMUNITY FACILITIES DISTRICT NO. 90-2 OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT (TALEGA) FOR FISCAL YEAR 2018-2019:

**DISCUSSION/
ACTION
Page 628
EXHIBIT 34**

Resolution No. 1819-03 authorizes the levy of Special Tax in Community Facilities District (CFD) No. 90-2 (Talega) for Fiscal Year 2018-2019. In order to secure the tax roll for CFD No. 90-2 in Fiscal Year 2018-2019, the District must notify the County of Orange Auditor-Controller no later than August 23, 2018, or other duly authorized date, with a certified copy of Resolution No. 1819-03, along with a copy of the annual levy of Special Taxes for Fiscal Year 2018-2019.

David Taussig & Associates will deliver the required documents on the District's behalf to the County of Orange.

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, in adopting Resolution No. 1819-03, Resolution of Board of Trustees of the Capistrano Unified School District, Acting as the Legislative Body of Community Facilities District No. 90-2 of the Capistrano Unified School District (Talega), Authorizing the Levy of Special Taxes in Community Facilities District No. 90-2 of the Capistrano Unified School District (Talega) For Fiscal Year 2018-2019, the Board will designate the amount set forth in the David Taussig & Associates Annual Report designated in Section 4 thereof.

Motion by _____ Seconded by _____

- 35. **RESOLUTION NO. 1819-04, RESOLUTION OF THE BOARD OF TRUSTEES OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT, ACTING AS THE LEGISLATIVE BODY FOR IMPROVEMENT AREA NO. 2002-1 OF COMMUNITY FACILITIES DISTRICT NO. 90-2 IA OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT (TALEGA), AUTHORIZING THE LEVY OF SPECIAL TAXES IN COMMUNITY FACILITIES DISTRICT NO. 90-2 IA OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT (TALEGA) FOR FISCAL YEAR 2018-2019:**

**DISCUSSION/
ACTION
Page 636
EXHIBIT 35**

Resolution No. 1819-04 authorizes the levy of Special Taxes in Community Facilities District (CFD) No. 90-2 Improvement Area No. 2002-1 (Talega) for Fiscal Year 2018-2019. In order to secure the tax roll for CFD No. 90-2 IA in Fiscal Year 2018-2019, the District must notify the County of Orange Auditor/Controller no later than August 23, 2018, or other duly authorized date, with a certified copy of Resolution No. 1819-04, along with a copy of the annual levy of Special Taxes for Fiscal Year 2018-2019. David Taussig & Associates will deliver the required documents on the District's behalf to the County of Orange.

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, in adopting Resolution No. 1819-04, Resolution of Board of Trustees of the Capistrano Unified School District, Acting as the Legislative Body of Community Facilities District No. 90-2 Improvement Area No. 2002-1 of the Capistrano Unified School District (Talega), Authorizing the Levy of Special Taxes in Community Facilities District No. 90-2 IA of the Capistrano Unified School District (Talega) For Fiscal Year 2018-2019, the Board will designate the amount set forth in the David Taussig & Associates Annual Report designated in Section 4 thereof.

Motion by _____ Seconded by _____

36. RESOLUTION NO. 1819-05, RESOLUTION OF BOARD OF TRUSTEES OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT, ACTING AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 92-1 OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT (LAS FLORES), AUTHORIZING THE LEVY OF SPECIAL TAXES IN COMMUNITY FACILITIES DISTRICT NO. 92-1 OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT (LAS FLORES) FOR FISCAL YEAR 2018-2019:

**DISCUSSION/
ACTION**
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EXHIBIT 36

Resolution No. 1819-05 authorizes the levy of Special Taxes in Community Facilities District (CFD) No. 92-1 (Las Flores) for Fiscal Year 2018-2019. In order to secure the tax roll for CFD No. 92-1 in Fiscal Year 2018-2019, the District must notify the County of Orange Auditor/Controller no later than August 23, 2018, or other duly authorized date, with a certified copy of Resolution No. 1819-05, along with a copy of the annual levy of Special Taxes for Fiscal Year 2018-2019. David Taussig & Associates will deliver the required documents on the District's behalf to the County of Orange.

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, in adopting Resolution No. 1819-05, Resolution of Board of Trustees of the Capistrano Unified School District, Acting as the Legislative Body of Community Facilities District No. 92-1 of the Capistrano Unified School District (Las Flores), Authorizing the Levy of Special Taxes in Community Facilities District No. 92-1 of the Capistrano Unified School District (Las Flores) For Fiscal Year 2018-2019, the Board will designate the amount set forth in the David Taussig & Associates Annual Report designated in Section 4 thereof.

Motion by _____ Seconded by _____

37. RESOLUTION NO. 1819-06, RESOLUTION OF BOARD OF TRUSTEES OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT, ACTING AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 98-1A OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT (PACIFICA SAN JUAN), AUTHORIZING THE LEVY OF SPECIAL TAXES IN COMMUNITY FACILITIES DISTRICT NO. 98-1A OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT (PACIFICA SAN JUAN) FOR FISCAL YEAR 2018-2019:

**DISCUSSION/
ACTION**
Page 653
EXHIBIT 37

Resolution No. 1819-06 authorizes the levy of Special Taxes in Community Facilities District (CFD) No. 98-1A (Pacifica San Juan) for Fiscal Year 2018-2019. Such Special Taxes were levied, in prior fiscal years, on a partial basis. It is proposed that for Fiscal Year 2018-2019 the Special Taxes be levied on a partial basis at less than the Assigned Special Tax for CFD No. 98-1A. As in prior fiscal years, this is not a precedent for future fiscal years. In order to secure the tax roll for CFD No. 98-1A in Fiscal Year 2018-2019, the District must notify the County of Orange Auditor-Controller no later than August 23, 2018, or other duly authorized date, with a certified copy of Resolution No. 1819-06, along with a copy of the annual levy of Special Taxes for Fiscal Year 2018-2019. The District's Special Tax Consultant, David Taussig & Associates, will deliver the required documents on the District's behalf to the County of Orange.

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, in adopting Resolution No. 1819-06, Resolution of Board of Trustees of the Capistrano Unified School District, Acting as the Legislative Body of Community Facilities District No. 98-1A of the Capistrano Unified School District (Pacifica San Juan), Authorizing the Levy of Special Taxes in Community Facilities District No. 98-1A of the Capistrano Unified School District (Pacifica San Juan) For Fiscal Year 2018-2019, the Board will designate the amount set forth in the David Taussig & Associates Annual Report designated in Section 4 thereof.

Motion by _____ Seconded by _____

- 38. **RESOLUTION NO. 1819-07, RESOLUTION OF BOARD OF TRUSTEES OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT, ACTING AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 98-1B OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT (PACIFICA SAN JUAN), AUTHORIZING THE LEVY OF SPECIAL TAXES IN COMMUNITY FACILITIES DISTRICT NO. 98-1B OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT (PACIFICA SAN JUAN) FOR FISCAL YEAR 2018-2019:** **DISCUSSION/ ACTION**
Page 661
EXHIBIT 38

Resolution No. 1819-07 authorizes the levy of Special Taxes in Community Facilities District (CFD) No. 98-1B (Pacifica San Juan) for Fiscal Year 2018-2019. It is proposed that for Fiscal Year 2018-2019 the Special Taxes be levied on a partial basis at less than the Assigned Special Tax for CFD No. 98-1B. This is not a precedent for future fiscal years. In order to secure the tax roll for CFD No. 98-1B in Fiscal Year 2018-2019, the District must notify the County of Orange Auditor-Controller no later than August 23, 2018, or other duly authorized date, with a certified copy of Resolution No. 1819-07, along with a copy of the annual levy of Special Taxes for Fiscal Year 2018-2019. The District’s Special Tax Consultant, David Taussig & Associates, will deliver the required documents on the District’s behalf to the County of Orange.

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, in adopting Resolution No. 1819-07, Resolution of Board of Trustees of the Capistrano Unified School District, Acting as the Legislative Body of Community Facilities District No. 98-1B of the Capistrano Unified School District (Pacifica San Juan), Authorizing the Levy of Special Taxes in Community Facilities District No. 98-1B of the Capistrano Unified School District (Pacifica San Juan) For Fiscal Year 2018-2019, the Board will designate the amount set forth in the David Taussig & Associates Annual Report designated in Section 4 thereof.

Motion by _____ Seconded by _____

- 39. **RESOLUTION NO. 1819-08, RESOLUTION OF THE BOARD OF TRUSTEES OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT, ACTING AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 98-2 OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT (LADERA), AUTHORIZING THE LEVY OF SPECIAL TAXES IN COMMUNITY FACILITIES DISTRICT NO. 98-2 OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT (LADERA) FOR FISCAL YEAR 2018-2019:** **DISCUSSION/ ACTION**
Page 668
EXHIBIT 39

Resolution No. 1819-08, authorizes the levy of Special Taxes in Community Facilities District (CFD) No. 98-2 (Ladera) for Fiscal Year 2018-2019. In order to secure the tax roll for CFD No. 98-2 in Fiscal Year 2018-2019, the District must notify the County of Orange Auditor/Controller no later than August 23, 2018, or other duly authorized date, with a certified copy of Resolution No. 1819-08, along with a copy of the annual levy of Special Taxes for Fiscal Year 2018-2019. David Taussig & Associates will deliver the required documents on the District's behalf to the County of Orange.

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, in adopting Resolution No. 1819-08, Resolution of Board of Trustees of the Capistrano Unified School District, Acting as the Legislative Body of Community Facilities District No. 98-2 of the Capistrano Unified School District (Ladera), Authorizing the Levy of Special Taxes in Community Facilities District No. 98-2 of the Capistrano Unified School District (Ladera) For Fiscal Year 2018-2019, the Board will designate the amount set forth in the David Taussig & Associates Annual Report designated in Section 4 thereof.

Motion by _____ Seconded by _____

- 40. **RESOLUTION NO. 1819-09, RESOLUTION OF BOARD OF TRUSTEES OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT, ACTING AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 2004-1 OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT (RANCHO MADRINA), AUTHORIZING THE LEVY OF SPECIAL TAXES IN COMMUNITY FACILITIES DISTRICT NO. 2004-1 OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT (RANCHO MADRINA) FOR FISCAL YEAR 2018-2019:**

**DISCUSSION/
ACTION
Page 676
EXHIBIT 40**

Resolution No. 1819-09 authorizes the levy of Special Taxes in Community Facilities District (CFD) No. 2004-1 (Rancho Madrina) for Fiscal Year 2018-2019. In order to secure the tax roll for CFD No. 2004-1 in Fiscal Year 2018-2019, the District must notify the County of Orange Auditor-Controller no later than August 22, 2018, or other duly authorized date, with a certified copy of Resolution No. 1819-09, along with a copy of the annual levy of Special Taxes for Fiscal Year 2018-2019. The District's Special Tax Consultant, David Taussig & Associates, will deliver the required documents on the District's behalf to the County of Orange.

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, in adopting Resolution No. 1819-09, Resolution of Board of Trustees of the Capistrano Unified School District, Acting as the Legislative Body of Community Facilities District No. 2004-1 of the Capistrano Unified School District (Rancho Madrina), Authorizing the Levy of Special Taxes in Community Facilities District No. 2004-1 of the Capistrano Unified School District (Rancho Madrina) For Fiscal Year 2018-2019, the Board will designate the amount set forth in the David Taussig & Associates Annual Report designated in Section 4 thereof.

Motion by _____ Seconded by _____

41. RESOLUTION NO. 1819-10, RESOLUTION OF BOARD OF TRUSTEES OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT, ACTING AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 2005-1 OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT (WHISPERING HILLS), AUTHORIZING THE LEVY OF SPECIAL TAXES IN COMMUNITY FACILITIES DISTRICT NO. 2005-1 OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT (WHISPERING HILLS) FOR FISCAL YEAR 2018-2019:

**DISCUSSION/
ACTION**
Page 684
EXHIBIT 41

Resolution No. 1819-10 authorizes the levy of Special Taxes in Community Facilities District (CFD) No. 2005-1 (Whispering Hills) for Fiscal Year 2018-2019. In order to secure the tax roll for CFD No. 2005-1 in Fiscal Year 2018-2019, the District must notify the County of Orange Auditor-Controller no later than August 23, 2018, or other duly authorized date, with a certified copy of Resolution No. 1819-10, along with a copy of the annual levy of Special Taxes for Fiscal Year 2018-2019. The District's Special Tax Consultant, David Taussig & Associates, will deliver the required documents on the District's behalf to the County of Orange.

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, in adopting Resolution No. 1819-10, Resolution of Board of Trustees of the Capistrano Unified School District, Acting as the Legislative Body of Community Facilities District No. 2005-1 of the Capistrano Unified School District (Whispering Hills), Authorizing the Levy of Special Taxes in Community Facilities District No. 2005-1 of the Capistrano Unified School District (Whispering Hills) For Fiscal Year 2018-2019, the Board will designate the amount set forth in the David Taussig & Associates Annual Report designated in Section 4 thereof.

Motion by _____ Seconded by _____

ADJOURNMENT

Motion by _____ Seconded by _____

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS
WEDNESDAY, SEPTEMBER 12, 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.