

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

September 9, 2019

Open Session 6:00 p.m.

AGENDA

RECORDING OF SCHOOL BOARD MEETINGS

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

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA

DISCUSSION/ACTION ITEMS

**1. PROCESS TO INTERVIEW CANDIDATE(S) FOR VACANCY WITHIN TRUSTEE AREA 5: INFORMATION/
DISCUSSION**

Area 5 Trustee Gary Pritchard resigned his seat, as of August 9, 2019, on the Board of Capistrano Unified School District. Pursuant to Education Code § 5090-5095, the resignation necessitates action be taken by the Board of Trustees within 60 days of the vacancy to make a provisional appointment or call for a special election. During the August 14, 2019 Special Board meeting, Trustees voted to make a provisional appointment. The District notified the public and made an application available to individuals interested in filling the vacancy. The deadline for application submissions was Wednesday, August 28, 2019 by 12:00 p.m. Supporting documentation is located in Exhibit 1.

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EXHIBIT 1

***CUSD WIG 2: Communications – Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.
Contact: Kirsten M. Vital, Superintendent***

Staff Recommendation

It is recommended the Board President recognize Kirsten M. Vital, Superintendent, to present information on this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

**2. SELECTION OF APPOINTEE FOR TRUSTEE AREA 5: DISCUSSION/
ACTION**

Area 5 Trustee Gary Pritchard resigned his seat, as of August 9, 2019, on the Board of Capistrano Unified School District. Pursuant to Education Code § 5090-5095, the resignation necessitates action be taken by the Board of Trustees within 60 days of the vacancy to make a provisional appointment or call for a special election. During the August 14, 2019 Special Board meeting, Trustees voted to make a provisional appointment. The District notified the public and made an application available to individuals interested in filling the vacancy. The Board has interviewed the potential candidates and will take action to appoint a Board member for Trustee Area 5.

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EXHIBIT 2

***CUSD WIG 2: Communications – Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.
Contact: Kirsten M. Vital, Superintendent***

Staff Recommendation

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

Following discussion, it is recommended the Board of Trustees take action to nominate and appoint a provisional Board member for Trustee Area 5.

Motion by _____ Seconded by _____

3. EXTENSION OF CANDIDATE APPLICATION DEADLINE TO FILL TRUSTEE AREA 5: DISCUSSION/ ACTION

Area 5 Trustee Gary Pritchard resigned his seat, as of August 9, 2019, on the Board of Capistrano Unified School District. Pursuant to Education Code § 5090-5095, the resignation necessitates action be taken by the Board of Trustees within 60 days of the vacancy to make a provisional appointment or call for a special election. During the August 14, 2019 Special Board meeting, Trustees voted to make a provisional appointment. The District notified the public and made an application available to individuals interested in filling the vacancy. The deadline for application submissions was Wednesday, August 28, 2019 by 12:00p.m. The Board will discuss and take action to extend the candidate application deadline to Wednesday, September 18, 2019 by 12:00 p.m. The date to complete the process in this situation is October 8, 2019. This item is placed on the agenda in the event the Board does not find a suitable candidate for appointment on September 9, 2019.

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

Staff Recommendation

It is recommended the Board President recognize Kirsten M. Vital, Superintendent, to present information on this item and answer any questions Trustees may have.

Following discussion, it is recommended the Board of Trustees take action to extend the candidate application deadline to Wednesday, September 18, 2019 by 12:00 p.m.

Motion by _____ Seconded by _____

4. RESOLUTION NO. 1920-19, TO ORDER AN ELECTION TO FILL BOARD VACANCY FOR TRUSTEE AREA 5: DISCUSSION/ ACTION

Area 5 Trustee, Gary Pritchard has resigned his seat, as of August 9, 2019, on the Board of Capistrano Unified School District. Per Board Bylaw, 9223 *Filling Vacancies* and pursuant to Education Code § 5090-5095, the resignation necessitates action be taken by the Board of Trustees within 60 days of the vacancy to make a provisional appointment or call for a special election. This item is placed on the agenda in the event the Board does not find a suitable candidate for appointment on September 9, 2019.

Previously, the estimated fiscal implications were provided by the Orange County Registrar of Voters who notified the Orange County Department of Education that the estimated cost to the District of an election to fill the vacancy would range between \$165,000 and \$185,000. The actual cost will be verified by the OCDE if the Board takes action to call for an election.

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

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EXHIBIT 4

Staff Recommendation

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

Following discussion, it is recommended the Board of Trustees, adopt Resolution No. 1920-19, *To Order an Election to Call for a Special Election to Fill Board Vacancy For Trustee Area 5.*

Motion by _____ Seconded by _____

ADJOURNMENT

Motion by _____ Seconded by _____

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS
WEDNESDAY, SEPTEMBER 18, 2019, 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.