

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

REVISED

September 18, 2019

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

AGENDA

CLOSED SESSION AT 4:30 P.M.

1. CALL TO ORDER

2. CLOSED SESSION COMMENTS

3. CLOSED SESSION (as authorized by law)

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Gregory Merwin/Kathy Purcell

Attorney – Ernest Bell

Significant Exposure to Litigation – Seven Cases

ADR Case Number 20190425

ADR Case Number 20190610

ADR Case Number 20190624

ADR Case Number 20190628

ADR Case Number 20190802

ADR Case Number 20190815

ADR Case Number 20190820

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

EXHIBIT A-1

EXHIBIT A-2

EXHIBIT A-3

EXHIBIT A-4

EXHIBIT A-5

EXHIBIT A-6

EXHIBIT A-7

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Gregory Merwin/Kathy Purcell

Attorney – Ernest Bell

Significant Exposure to Litigation – Four Cases

Federal Case Number 8:18-cv-01896-JVS-DFMx

OAH Case Number 2019020211

OAH Case Number 2019050932

OAH Case Number 2019060196

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

EXHIBIT B-1

EXHIBIT B-2

EXHIBIT B-3

EXHIBIT B-4

C. PUBLIC EMPLOYEE EMPLOYMENT/APPOINTMENT

Tim Brooks

Principal, Elementary School

(Pursuant to Government Code § 54957)

EXHIBIT C-1

D. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Susan Holliday

Two Cases

(Pursuant to Government Code § 54957)

EXHIBIT D-1

E. STUDENT READMISSIONS

Mike Beekman

Four Cases

Case # 2018-019

Case # 2018-042

Case # 2019-014

Case # 2019-026

EXHIBIT E-1

EXHIBIT E-2

EXHIBIT E-3

EXHIBIT E-4

F. STUDENT EXPULSION

Mike Beekman
One Case
Case # 2019-073

EXHIBIT F-1

G. LIABILITY CLAIM

Clark Hampton
Significant Exposure to Litigation – One Case
Rejection of Government Claim No. 1906239
(Pursuant to Government Code § 54956.9 (d) (2) or (3))

EXHIBIT G-1

H. CONFERENCE WITH LABOR NEGOTIATORS

District Negotiators: Kirsten M. Vital/Tim Brooks/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)
Contact: Tim Brooks, Associate Superintendent, Human Resource Services

I. PUBLIC EMPLOYMENT AND EVALUATION OF PERFORMANCE

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

RECORDING OF SCHOOL BOARD MEETINGS

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

OATH OF OFFICE

7:00 p.m.

Trustee Castellanos

OPEN SESSION AT 7:00 P.M.

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

OATH OF OFFICE

ADOPTION OF THE AGENDA

REPORT ON CLOSED SESSION ACTION

SPECIAL RECOGNITIONS

Extra Miler

Mike Beekman, Executive Director of Safety and Student Services, for his significant contributions to school safety. Mike is an award recipient of the 2019 Distinguished Safe Schools Award, presented by the Orange County Department of Education.

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: RESOLUTION NO. 1920-24, STATEMENT OF ASSURANCE FOR INSTRUCTIONAL MATERIALS REALIGNMENT FUND, FISCAL YEAR 2019-2020:** Page 1
EXHIBIT 1

The Board will conduct a public hearing on Resolution No. 1920-24, Statement of Assurance for Instructional Materials Realignment Fund, Fiscal Year 2019-2020. Supporting documentation is located in Exhibit 41.

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.

2. **PUBLIC HEARING: FORMATION OF SCHOOL FACILITIES IMPROVEMENT DISTRICT NO. 2 (“SOUTHERN REGION”):** Page 3
EXHIBIT 2

The Board will conduct a public hearing on the formation of School Facilities Improvement District No. 2 (“Southern Region”). Supporting documentation is located in Exhibit 44.

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 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.

3. **PUBLIC HEARING: FORMATION OF SCHOOL FACILITIES IMPROVEMENT DISTRICT NO. 3 “WESTERN REGION”:** Page 7
EXHIBIT 3

The Board will conduct a public hearing on the formation of School Facilities Improvement District No. 3 (“Western Region”). Supporting documentation is located in Exhibit 45.

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 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.

4. **PUBLIC HEARING: OCASA COLLEGE PREP CHARTER SCHOOL ADMISSIONS PREFERENCES:** Page 11
EXHIBIT 4

A Public Hearing is scheduled before the Board of Trustees which necessitates this Board item. OCASA College Prep charter school has presented a petition for a Charter School within the District that includes admission preferences on page 110. Due to the size of the exhibit, the information can be viewed by clicking [here](#). Pursuant to changes made by Assembly Bill 1360, effective October 13, 2017, a charter school’s petition must include admission policies and procedures. Additionally, any priority order for preferences in admission must be in a charter school’s petition and have been approved by the authorizer

at a public hearing per Education Code § 47605(d) (2) (B) (i). The admission preferences as outlined in Exhibit 24 align with OCASA College Prep Charter Petition Renewal.

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

CONSENT CALENDAR

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

5. DONATION OF FUNDS AND EQUIPMENT:

Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$184,495.12 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

Page 13
EXHIBIT 5

6. PURCHASE ORDERS, COMMERCIAL WARRANTS AND PREVIOUSLY BOARD-APPROVED BIDS AND CONTRACTS:

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 \$18,608,131.69 and the commercial warrants total \$13,836,278.06. 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

Page 17
EXHIBIT 6

7. INDEPENDENT CONTRACTOR, PROFESSIONAL SERVICES, FIELD SERVICE, AND MASTER CONTRACT AGREEMENTS:

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 34 new agreements totaling \$5,612,843.17 and 3 amendments to existing agreements totaling \$117,433.20. 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 [here](#).

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

Page 103
EXHIBIT 7

8. OFF-SITE FACILITY USE AGREEMENT – SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT ADULT EDUCATION PROGRAM:

Approval of an Off-Site Facility Use Agreement with South Orange County Community College District (SOCCCD) to permit SOCCCD to use 14 classrooms at various locations within the District for its adult education classes. The agreement allows SOCCCD the use

Page 307
EXHIBIT 8

of District office spaces, classrooms, labs, restrooms, equipment, and custodial supplies. The term of the agreement would begin retroactively on July 1, 2019 and continue for a period of 5 years, ending on June 30, 2024. The annual rate paid by SOCCCD for the facilities use is \$69,300 which will be deposited into the routine repair and general maintenance account.

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

- 9. AGREEMENT FOR PROFESSIONAL SERVICES FOR LEGAL SERVICES IN CONNECTION WITH 2020 GENERAL OBLIGATION BOND ELECTIONS AND BOND ISSUANCE – DANNIS WOLIVER KELLEY:** Page 314
EXHIBIT 9

Approval of Agreement for Professional Services with Dannis Woliver Kelley to represent, advise, and counsel District on matters related to considering and calling one or more bond elections, including school facilities improvement district bond elections in 2020 and the issuance and sale of general obligation bonds thereafter. The term of this agreement is July 1, 2019 through June 30, 2024. Pre-election legal support is payable on an hourly basis, and estimated to be \$20,000, payable from the general fund; bond counsel fees for each bond issuance from one or more successful elections will be \$36,500, payable from bond proceeds.

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

- 10. CDW CLOUD SERVICE ORDER FORM NEVERWARE, INC. – CDW GOVERNMENT LLC:** Page 320
EXHIBIT 10

Approval of the Cloud Service Order Form with CDW Government LLC to purchase Neverware, Cloudready site licenses. This service will allow the District to apply software to old windows computers to extend the usable life of the device and eliminate Windows 7 from the District. The software turns computing devices into ChromeOS devices. The contract term is from October 1, 2019 through September 31, 2020. Annual expenditures under this contract are limited to \$48,000 funded by the general fund.

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

- 11. CHANGE ORDER NO. 1, BID NO. 1819-18, AMBUEHL ELEMENTARY SCHOOL RENOVATION PROJECT:** Page 322
EXHIBIT 11

Approval of Change Order No. 1, Bid No. 1819-18 for the Ambuehl Elementary School Renovation Project related to unforeseen conditions that arose during the course of construction that were required to be resolved in order to complete the work. 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 \$2,552,000. The new contract sum including Change Order No. 1 is \$2,609,964 funded by Whispering Hills CFD 2005-1. With this change order, the project continues to remain under budget.

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

- 12. CHANGE ORDER NO. 2, BID NO. 1819-14, DANA HILLS HIGH SCHOOL KITCHEN MODERNIZATION PROJECT:** Page 348
EXHIBIT 12

Approval of Change Order No. 2, Bid No. 1819-14 for the Dana Hills High School Kitchen Modernization Project related to Health Department requirements and additional Americans with Disabilities Act (ADA) adjustments required due to unforeseen site conditions. 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 \$708,008. The new contract sum including Change Order No. 2 is \$765,032.34 funded by the cafeteria fund. With this change order, the project continues to remain under budget.

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

- 13. CHANGE ORDER NO. 2, BID NO. 1819-17, PALISADES ELEMENTARY SCHOOL MODERNIZATION PROJECT:** Page 428
EXHIBIT 13

Approval of Change Order No. 2, Bid No. 1819-17 for the Palisades Elementary School

Modernization Project related to unforeseen site conditions, Americans with Disabilities Act (ADA) compliance adjustments to existing grades, additional excavation for the new fire lane and adjustments implemented by the local water authority. 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 \$3,996,000. The new contract sum including Change Order No. 2 is \$4,370,364.40 funded by CFD 98-1A and CFD 98-1B. With this change order, the project continues to remain under budget. Due to the size of the exhibit, the information can be viewed by clicking [here](#).

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

14. CONTRACT FOR E-RATE COMPLIANCE SERVICES – CSM CONSULTING, INC.:

Page 431

EXHIBIT 14

Approval of the Contract for E-Rate Compliance Services with CSM Consulting, Inc. for the purposes of assisting the District with applying for E-Rate funds for Category 1 and Category 2 services. The consultant group will assist the District to ensure all timelines are met, forms are completed, and the greatest amount of discount is achieved through the Universal Service Administrative Company (USAC) program. The contract term is from November 1, 2019 through June 30, 2020. Annual expenditures under this contract are limited to \$41,000 funded by the general fund.

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

15. FINAL ACCEPTANCE AND FILING OF NOTICE OF COMPLETION FOR UNIT BID NO. 1516-25 FOR THE DEL OBISPO ELEMENTARY SCHOOL BIG TOY REPLACEMENT PROJECT:

Page 437

EXHIBIT 15

Approval of the Final Acceptance and filing of the Notice of Completion for Unit Bid No. 1516-25 for the Del Obispo Elementary School Big Toy Replacement Project. In order to obtain Division of State Architect closeout with certification, Notice of Completion is required. All work has been inspected and completed to the satisfaction of staff. The project was funded by deferred maintenance.

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

16. FOURTH EXTENSION OF BID NO. 1516-05, FENCE REPAIRS AND MAINTENANCE – Q FENCE AND FABRICATION, INCORPORATED:

Page 440

EXHIBIT 16

Approval of Fourth Extension of Bid No. 1516-05, Fence Repairs and Maintenance with Q Fence and Fabrication, Incorporated. Bid No. 1516-05 was awarded to the lowest responsive, responsible bidder on June 10, 2015 for the initial term of July 1, 2015 through June 30, 2016 with optional renewal terms. On June 8, 2016, the Board approved the First Extension through June 30, 2017. On May 24, 2017, the Board approved the Second Extension through June 30, 2018. On July 25, 2018, the Board approved the Third Extension through June 30, 2019. The vendor agrees to maintain the pricing as described in Exhibit A-2 for the renewal period of July 1, 2019 through June 30, 2020. Annual expenditures utilizing this contract are estimated to be \$200,000 funded by deferred maintenance and the general fund. Actual expenditures may vary depending on availability of funds and District needs.

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

17. MASTER OPERATION AND MAINTENANCE AGREEMENT FOR SAN JUAN HILLS HIGH SCHOOL SOLAR PROJECT – REC SOLAR COMMERCIAL CORPORATION:

Page 461

EXHIBIT 17

Approval of the Master Operation and Maintenance Agreement with REC Solar Commercial Corporation for San Juan Hills High School solar project. Under this agreement, REC Solar will monitor operations of the system and provide both planned preventative maintenance and repair services as necessary. As required by the contract with REC Solar, an operation and maintenance agreement is necessary to secure performance guarantees. This agreement has a five-year term with expenditures of \$44,468.32 funded by Clean Renewable Energy Bonds. Due to the size of the exhibit D,

the information can be viewed by clicking [here](#).

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

18. **RESOLUTION NO. 1920-21, INTENT TO CONSIDER THE CONVEYANCE OF AN EASEMENT TO SAN DIEGO GAS & ELECTRIC COMPANY FOR THE PURPOSES OF PROVIDING NECESSARY ELECTRICAL AND COMMUNICATION FACILITIES TO PALISADES ELEMENTARY SCHOOL:** Page 486
EXHIBIT 18
- San Diego Gas & Electric (SDG&E) requires an easement for the purposes of providing the necessary electrical and communication facilities to Palisades Elementary School. The District has the authority to grant easements pursuant to Education Code § 17556 *et seq.* Before granting an easement under this process; however, the Board must first adopt a “Resolution of Intent”. The Resolution of Intent currently before the Board will set a public hearing for October 16, 2019, after which the Board may consider a resolution to convey the easement.
- Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

CURRICULUM AND INSTRUCTION

19. **BROADENING THE COURSE OF STUDY – NEW SECONDARY COURSE, HONORS MARINE ECOLOGY:** Page 496
EXHIBIT 19
- Approval of Broadening the Course of Study: New Secondary Course, Honors Marine Ecology. The following high school course is proposed for the 2019-2020 course catalog in accordance with Board Policy 6143, *Courses of Study: Honors Marine Ecology*. Prerequisites for this course include a C or better in Chemistry, Physics, or Science Research and overall 3.0 GPA. Upon approval, the course will be offered in the 2019-2020 school year.
- Contact: Susan Holliday, Associate Superintendent, Education Services*
20. **BROADENING THE COURSE OF STUDY – NEW SECONDARY COURSE, COLLEGE MATH:** Page 508
EXHIBIT 20
- Approval of Broadening the Course of Study: New Secondary Course, College Math. The following high school course is proposed for the 2019-2020 course catalog in accordance with Board Policy 6143, *Courses of Study: College Math*. Prerequisites for this course include successful passage of Geometry B. Upon approval, the course will be offered in the 2019-2020 school year.
- Contact: Susan Holliday, Associate Superintendent, Education Services*
21. **AGREEMENT FOR USE OF DOCUMENT TRACKING SERVICES SCHOOL YEAR 2019-2020:** Page 511
EXHIBIT 21
- Approval of the Agreement for Use of Document Tracking Services School Year 2019-2020 to provide a web-based application that allows staff to streamline the completion of various school and District-level reports. Some key features are pre-population of data, customization, application for up to five separate reports, document history, multiple logins and translation services. The District has previously used Document Tracking Services to complete the mandated, annual, School Accountability Report Card, School Plan for Student Achievement and Local Control Accountability Plan documents. Expenditures under this contract are estimated to be \$13,128 funded by general funds.
- Contact: Susan Holliday, Associate Superintendent, Education Services*
22. **AGREEMENT FOR PARTICIPATION WITH INSIDE THE OUTDOORS SCHOOL PROGRAM PUBLIC SCHOOLS 2019 - 2020 AGREEMENT NUMBER 12025:** Page 517
EXHIBIT 22
- Approval of Agreement for Participation with Inside the Outdoors School Program Public Schools 2019-2020 Agreement Number 12025. 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 2019-2020 school year, which will provide school assemblies by traveling naturalists on various science topics. The estimated expenditure under this contract is \$25,237.50 funded by site grant and/or gift funds from each participating school site.

Contact: Susan Holliday, Associate Superintendent, Education Services

23. MEMORANDUM OF UNDERSTANDING WITH MIND RESEARCH INSTITUTE 2019-2020: Page 535
EXHIBIT 23

Approval of Memorandum of Understanding (MOU) with MIND Research Institute July 1, 2019 through June 30, 2020 to outline the collaborative work between the District and MIND Research Institute regarding an analysis of data to examine a correlation between Smarter Balanced Assessment Mathematics scores and ST Math scores. There is no financial impact.

Contact: Susan Holliday, Associate Superintendent, Education Services

24. OCASA COLLEGE PREP CHARTER SCHOOL ADMISSIONS PREFERENCES: Page 545
EXHIBIT 24

Approval of the admissions preferences identified in OCASA College Prep Charter School’s Charter Petition in the following priority order: (1) Children of Staff: Biological, foster or adopted children or wards of any fulltime employee of OCASA College Prep will receive an admission preference. (2) Siblings of students admitted or attending OCASA College Prep: Siblings of students admitted or attending the Charter School will receive an admission preference. Proof of sibling relationship will be required for the admission preference. Siblings must share a custodial parent and reside in the same household for the majority of the year. Siblings must be residents of Orange County. (3) Residents of the District: Students who reside in the District boundaries will receive an admission preference in the case of a public random drawing. OCASA College Prep will accommodate as many District students as there is available space. Pursuant to changes made by Assembly Bill 1360, effective October 13, 2017, a charter petition must include admission policies and procedures. Additionally, any priority order for preferences in admission must be included in the charter petition and be approved by the chartering authority at a public hearing per Education Code § 47605(d)(2)(B)(i). The admissions preferences provided in the exhibit align to the OCASA College Prep Charter Petition.

Staff is recommending that Preference 1 be edited to include language stating that no more than 10 percent of the school’s enrollment during a school year shall be comprised of children of staff members and that Preference 2 be revised to state that in-District siblings have preference over out-of-District siblings.

Contact: Susan Holliday, Associate Superintendent, Education Services

25. AMENDMENT NO. 2 TO THE MOBILE HEALTH CARE SERVICES AGREEMENT WITH CHILDREN’S HOSPITAL OF ORANGE COUNTY, DBA CHOC CHILDREN’S HOSPITAL: Page 549
EXHIBIT 25

Approval of the Amendment No. 2 to the Mobile Health Care Services Agreement with Children’s Hospital of Orange County, dba CHOC Children’s Hospital (CHOC), a non-profit public benefit Corporation. The amendment will extend current mobile health care service opportunities to students in the District from July 1, 2019 to June 30, 2022. Based on the current mobile health care schedule, no mobile health care services were provided by CHOC to District schools for the 2018-2019 school year. Past services have focused on the CHOC Breathmobile providing services for students with asthma. Future services, per the service agreement, may include treatment of asthma, minor medical conditions, acute and well-child physical examinations, adolescent services, immunizations and appropriate medical referrals for follow-up care and writing prescriptions, which may or may not include dispensing medications for the 2019-2020, 2020-2021, and 2021-2022 school years. District school sites opting to extend the mobile health care services to students will provide an accessible safe condition and a 220V electrical outlet for the

mobile unit. All participants will require parent permission to participate in the services offered. There is no financial impact.

Contact: Gregory Merwin, Associate Superintendent, Student Support Services

26. AGREEMENT WITH CALIFORNIA STUDENT AID COMMISSION FOR FAFSA/DREAM ACT COMPLETION PROGRAM 2019-2021:

Page 563
EXHIBIT 26

Approval of Agreement with California Student Aid Commission for FAFSA/Dream Act Completion Program for the 2019-2021. The California Student Aid Commission is a State Grant Agency authorized to receive certain data received or generated by the United States Department of Education concerning Free Application of Federal Student Aid (FAFSA) applicants because it administers state programs that provide financial assistance to students attending institutions of higher education. WebGrants is the Commission's web-based portal for submission of high school grade point average (GPA) for Cal Grant consideration. WebGrants provides users the ability to upload Cal Grant GPA data, access reports and use online services. As a condition of WebGrants access, a signed copy of the FAFSA/Dream Act Completion Program Agreement must be submitted. There is no financial impact.

Contact: Susan Holliday, Associate Superintendent, Education Services

27. AGREEMENT FOR SERVICES WITH ORANGE COUNTY DEPARTMENT OF EDUCATION TO PROVIDE GIFTED AND TALENTED EDUCATION CERTIFICATION TRAINING FOR ELEMENTARY TEACHERS IN 2019-2020:

Page 572
EXHIBIT 27

Approval for services with Orange County Department of Education (OCDE) to provide Gifted and Talented Education (GATE) Certification Training for up to 60 elementary teachers and up to 90 middle school teachers of GATE students. OCDE provides teachers with a comprehensive 3 day training by which upon completion teachers will receive a certification recognized across Orange County districts. Five cohorts of 30 teachers will participate in 15 hours of seat time, plus lesson development, implementation, and portfolio development. The required certification content includes the characteristics and social-emotional needs of gifted learners including underserved populations, differentiation of instruction, depth and complexity thinking skills, curriculum compacting, and universal themes. The estimated total expenditure for this agreement is \$32,000 funded by the general fund.

Contact: Susan Holliday, Associate Superintendent, Education Services

28. MEMORANDUM OF UNDERSTANDING WITH SANDY HOOK PROMISE FOUNDATION:

Page 584
EXHIBIT 28

Approval of the Memorandum of Understanding (MOU) with Sandy Hook Promise Foundation (SHPF). The District has utilized Text-A-Tip as a confidential student reporting system for approximately 10 years. A committee, comprised of District staff and site administration, completed a review of innovative confidential reporting systems in an effort to identify a replacement system with more advanced features as well as an educational component. After reviewing a variety of monitored confidential reporting systems, staff identified Say Something Anonymous Reporting System (Say Something) as the system most appropriate for the District to adopt. The system has multiple 24 hour, 7 day a week monitored modalities. Say Something, is provided at no cost to the District and includes a robust educational component. There is no financial impact.

Contact: Susan Holliday, Associate Superintendent, Education Services

29. MEMORANDUM OF UNDERSTANDING WITH SCHOOL MOBILE ASSESSMENT RESOURCE TEAM:

Page 605
EXHIBIT 29

Approval of the Memorandum of Understanding (MOU) with the School Mobile Assessment Resource Team (SMART), for one year from July 1, 2019 through June 30, 2020. Since July 2001, SMART has provided the District with a rapid response law enforcement team to investigate suspected threats to District students and campuses. The idea behind SMART is to be proactive rather than reactive in addressing potentially dangerous situations. SMART extends the capacities of a school to more effectively deal

with a suspected threat, by handing off the investigation to law enforcement partners at the appropriate time. There is no financial impact.

Contact: Susan Holliday, Associate Superintendent, Education Services

- 30. AGREEMENT FOR PARTICIPATION WITH TEACHING ONE MOORE TO PROVIDE SERVICES TO PALISADES ELEMENTARY SCHOOL IN 2019-2020:** Page 620
EXHIBIT 30
- Approval of agreement for participation with Teaching One Moore to provide services to Palisades Elementary School in 2019-2020. Danielle Moore, Founder and Director of Teaching One Moore, will provide teachers with two full days of professional development to support deeper understanding and implementation of Cognitively Guided Instruction (CGI). The services include understanding the structure of a CGI lesson, planning lessons to meet the Common Core State Standards in Math, coaching support, and co-teaching the implementation of a CGI Math lesson in the classroom. Additionally, the consultant will lead and facilitate a parent involvement meeting that addresses CGI and Math. The support will take place in October 2019. The estimated expenditure under this contract is \$3,500 funded by site funds.
- Contact: Susan Holliday, Associate Superintendent, Education Services*
- 31. AGREEMENT FOR PARTICIPATION WITH THE YMCA OF ORANGE COUNTY LAGUNA NIGUEL TO PROVIDE A PHYSICAL EDUCATION PROGRAM FOR STUDENTS AT BERGESON ELEMENTARY SCHOOL 2019-2020:** Page 624
EXHIBIT 31
- Approval of agreement for participation with the YMCA of Orange County Laguna Niguel to provide Physical Education (P.E.) Programs for students at Bergeson Elementary School for the 2019-2020 school year. The YMCA provides supplemental P.E. lessons that are aligned to the Physical Education Content Standards for California Public Schools. This program supplements the required 100 minutes of P.E. instruction per week that students must receive per Education Code as well as providing them with rich, engaging and challenging P.E. instruction. Since 2014-2015, several District schools have successfully partnered with the YMCA to support P.E. instruction to students. Bergeson Elementary School would like to utilize this program for their students in 2019-2020. The total estimated expenditure under this agreement is \$20,000 funded by the Bergeson Elementary School Foundation.
- Contact: Susan Holliday, Associate Superintendent, Education Services*
- 32. MEMORANDUM OF UNDERSTANDING WITH LAGUNA BEACH UNIFIED SCHOOL DISTRICT:** Page 632
EXHIBIT 32
- Approval of the ratification of the Memorandum of Understanding (MOU) with Laguna Beach Unified School District (LBUSD) for the purpose of implementing special education services and programs to students referred by their Individual Education Program team. This agreement will allow the District to provide Adult Transition Program services to students whose current residence is within LBUSD boundaries for the term of July 1, 2019 - June 30, 2020. Services will include access to local community supports and independent living. The District will provide oversight of the program and collaborate in decisions related to educational services. The annual rate paid by LBUSD to the District is approximately \$60,000 deposited into the general fund. There is no financial impact to the District.
- Contact: Gregory Merwin, Associate Superintendent, Student Support Services*
- 33. MEMORANDUM OF UNDERSTANDING WITH ANAHEIM UNION HIGH SCHOOL DISTRICT:** Page 639
EXHIBIT 33
- Approval of the ratification 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 7, 2019 through June 30, 2020. The District is projected to have two students in the AUHSD program, but the approval of the MOU allows the District to place additional students as determined by the 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 \$110,000 funded by special education funds.

Contact: Gregory Merwin, Associate Superintendent, Student Support Services

HUMAN RESOURCE SERVICES

34. **AFFILIATION AGREEMENT WITH UNIVERSITY OF WISCONSIN - EAU CLAIRE FOR SPEECH LANGUAGE PATHOLOGY FIELDWORK:** Page 648
EXHIBIT 34
Approval of the Affiliation Agreement with University of Wisconsin - Eau Claire for Speech Language Pathology Fieldwork, effective September 1, 2019 and continuing through June 30, 2022. University students enrolled in a Speech and Language Pathology (SLP) program will be paired with a veteran District Speech and Language Pathologist as they complete practicum/fieldwork/intern hours required to earn their SLP credential.
Contact: Tim Brooks, Associate Superintendent, Human Resource Services
35. **COMMUNICATIVE DISORDERS PROGRAM AGREEMENT IN A SCHOOL SETTING WITH CALIFORNIA STATE UNIVERSITY, FULLERTON:** Page 654
EXHIBIT 35
Approval of the Communicative Disorders Program Agreement in a School Setting with California State University, Fullerton, effective on date agreement is fully signed and executed and continuing for five years from that date. University students enrolled in a Speech and Language Pathology (SLP) program will be paired with a veteran District Speech and Language Pathologist as they complete practicum/fieldwork/intern hours required to earn their SLP credential.
Contact: Tim Brooks, Associate Superintendent, Human Resource Services
36. **CUSTOMER MASTER AGREEMENT AND STATEMENT OF WORK WITH FOODA, INC.:** Page 662
EXHIBIT 36
Approval of the Customer Master Agreement and Statement of Work with Fooda to provide food from outside vendors once or twice a week. This service allows food to be purchased at the cost of the employee as a convenience during lunch time, rather than having to drive off site to purchase lunch. Proof of insurance liability is provided to the District as part of this agreement. There is no fiscal impact.
Contact: Tim Brooks, Associate Superintendent, Human Resource Services
37. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT - CERTIFICATED EMPLOYEES:** Page 667
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: Tim Brooks, Associate Superintendent, Human Resource Services
38. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT - CLASSIFIED EMPLOYEES:** Page 695
EXHIBIT 38
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, Associate Superintendent, Human Resource Services

GENERAL FUNCTIONS

39. **SCHOOL BOARD MINUTES:** Page 724
EXHIBIT 39
Approval of the August 14, 2019 Special Board meeting minutes.
Contact: Colleen Hayes, Manager II, Board Operations/Superintendent's Office
40. **SCHOOL BOARD MINUTES:** Page 727
EXHIBIT 40
Approval of the August 21, 2019 Regular Board meeting minutes.

DISCUSSION/ACTION ITEMS

- 41. RESOLUTION NO. 1920-24, STATEMENT OF ASSURANCE FOR INSTRUCTIONAL MATERIALS REALIGNMENT FUND, FISCAL YEAR 2019-2020:** **DISCUSSION/ ACTION**
Page 741
EXHIBIT 41

Education Code § 60119 specifies a public hearing shall be held in order to receive funding for the Pupil Textbook and/or Instructional Materials Realignment Program and encourages participation by parents, teachers, members of the community and bargaining unit leaders. Education Code § 60252 specifies all purchases of instructional materials made from State Instructional Materials Fund shall conform to the law and applicable rules and regulations. The Board of Trustees shall make a determination through a resolution as to whether each pupil in each school in the District has sufficient textbooks and/or instructional materials in each of the following subject areas: English/Language Arts, History/Social Science, Health, Mathematics, Science, World Languages and science laboratory equipment. 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 adopt the Resolution No.1920-24 Statement of Assurance for Instructional Materials Realignment Fund, Fiscal Year 2019-2020.

Motion by _____ Seconded by _____

- 42. PRESENTATION REGARDING DISTRICT ACCOMPLISHMENTS FROM 2014-2019:** **INFORMATION/ DISCUSSION**
Page 765
EXHIBIT 42

Staff presents a review of 2014-2019 District accomplishments. 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.

- 43. PRESENTATION REGARDING 2019-2020 DISTRICT GOALS:** **INFORMATION/ DISCUSSION**
Page 783
EXHIBIT 43
- This evening, staff presents a review of 2019-2020 District goals. These goals 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. The information can be viewed by clicking [here](#).

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.

- 44. RESOLUTION NO. 1920-22 OF THE BOARD OF TRUSTEES OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT ORDERING FORMATION OF SCHOOL FACILITIES IMPROVEMENT DISTRICT NO. 2 (“SOUTHERN REGION”):** **DISCUSSION/ ACTION**
Page 785
EXHIBIT 44

The Board is asked to consider adoption of a resolution ordering formation of a School Facilities Improvement District (SFID) in the southern region (San Clemente and Capistrano Beach, excluding CFD 90-2 and Improvement Area 2002-1 (Talega)).

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 adopt Resolution No. 1920-22 of the Board of Trustees of the Capistrano Unified School District Ordering Formation of School Facilities Improvement District No. 2 (“Southern Region”).

Motion by _____ Seconded by _____

- 45. RESOLUTION NO. 1920-23 OF THE BOARD OF TRUSTEES OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT ORDERING FORMATION OF SCHOOL FACILITIES IMPROVEMENT DISTRICT NO. 3 (“WESTERN REGION”):** **DISCUSSION/ ACTION**
Page 789
EXHIBIT 45

The Board is asked to consider adoption of a resolution ordering formation of a School Facilities Improvement District (SFID) in the western region (Dana Point (excluding Capistrano Beach), Laguna Niguel, and Aliso Viejo).

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 adopt Resolution No. 1920-23 of the Board of Trustees of the Capistrano Unified School District Ordering Formation of School Facilities Improvement District No. 3 (“Western Region”).

Motion by _____ Seconded by _____

46. RESOLUTION NO. 1920-25 TO APPROVE THE PETITION FOR OCASA COLLEGE PREP CHARTER SCHOOL WITH CONDITIONS:

**DISCUSSION/
ACTION**
Page 793
EXHIBIT 46

OCASA College Prep (“OCASA”) submitted a charter petition on July 17, 2019. The school proposes to open in the Fall of 2020, with an approximate enrollment of 350 students in sixth through ninth grade. OCASA plans to expand to include grades 10 through 12, increasing total enrollment to 875 students, in the 2024-2025 school year. Pursuant to Education Code § 47605, subd. (b), the governing board of a school district may deny a petition for the establishment of a charter school only if it makes written factual findings, specific to the petition, setting forth specific facts to support one or more of the following findings: 1) The charter school presents an unsound educational program for the pupils to be enrolled in the charter school; 2) The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition; 3) The petition does not contain the required number of signatures; 4) The petition does not contain an affirmation of each of the required conditions as set forth in Education Code section 47605, subd. (d); 5) The petition does not contain a reasonably comprehensive description of one or more of the fifteen (15) specified elements of the program in accordance with Education Code § 47605, subd. (b)(5)(A-O); or 6) The petition does not contain a declaration of whether or not the charter school shall be deemed the exclusive public employer of the employees of the charter school for purposes of Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code. In accordance with Education Code § 47605, the Board held a public hearing on August 14, 2019 to consider the level of support for the petition by District teachers, other employees, parents, and community members. District education, finance and operations staff, as well as legal counsel, conducted a thorough review of OCASA’s petition. This review revealed numerous, material concerns regarding the OCASA College Prep petition, which form the basis of the staff recommendation and the findings in Resolution No. 1920-25.

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, Assistant Superintendent, Education Services

Staff Recommendation

It is recommended that the Board President recognize Susan Holliday, Associate Superintendent, Education Services, to present this item.

Following discussion, it is recommended that the Board of Trustees adopt Resolution No. 1920-25, approving the charter petition with conditions.

Motion by _____ Seconded by _____

47. RESOLUTION NO. 1920-26 TO DENY THE PETITION FOR OCASA COLLEGE PREP CHARTER SCHOOL:

**DISCUSSION/
ACTION**
Page 807
EXHIBIT 47

OCASA College Prep (“OCASA”) submitted a charter petition on July 17, 2019. The school proposes to open in the Fall of 2020, with an approximate enrollment of 350 students in sixth through ninth grade. OCASA plans to expand to include grades 10 through 12, increasing total enrollment to 875 students, in the 2024-2025 school year. Pursuant to Education Code § 47605, subd. (b), the governing board of a school district may deny a petition for the establishment of a charter school only if it makes written factual findings, specific to the petition, setting forth specific facts to support one or more of the following findings: 1) The charter school presents an unsound educational program for the pupils to be enrolled in the charter school; 2) The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition; 3) The petition does not contain the required number of signatures; 4) The petition does not contain an affirmation of each of the required conditions as set forth in Education Code section 47605, subd. (d); 5) The petition does not contain a reasonably comprehensive description of one or more of the fifteen (15) specified elements of the program in accordance with Education

Code § 47605, subd. (b)(5)(A-O); or 6) The petition does not contain a declaration of whether or not the charter school shall be deemed the exclusive public employer of the employees of the charter school for purposes of Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code. In accordance with Education Code § 47605, the Board held a public hearing on August 14, 2019 to consider the level of support for the petition by District teachers, other employees, parents, and community members. District education, finance and operations staff, as well as legal counsel, conducted a thorough review of OCASA’s petition. This review revealed numerous, material concerns regarding the petition, which form the basis of the staff recommendation and the findings in Resolution No. 1920-26.

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, Assistant Superintendent, Education Services

Staff Recommendation

It is recommended that the Board President recognize Susan Holliday, Associate Superintendent, Education Services, to present this item.

Following discussion, it is recommended that the Board of Trustees adopt Resolution No. 1920-26, denying the charter petition and stating the findings, contained in the Resolution, upon which the denial is based.

Motion by _____ Seconded by _____

48. SECOND READING OF POTENTIAL BALLOT MEASURE FOR SCHOOL FACILITIES IMPROVEMENT DISTRICT NO. 2 “SOUTHERN REGION”:

Following a first reading at the August 21, 2019 Board meeting, the Board is asked to review the updated potential ballot measure for SFID No. 2 “Southern Region” and provide feedback.

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.

49. SECOND READING OF POTENTIAL BALLOT MEASURE FOR SCHOOL FACILITIES IMPROVEMENT DISTRICT NO. 3 “WESTERN REGION”:

Following a first reading at the August 21, 2019 Board meeting, the Board is asked to review the updated potential ballot measure for SFID No. 3 “Western Region” and provide feedback.

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.

**INFORMATION/
DISCUSSION**

Page 817

EXHIBIT 48

**INFORMATION/
DISCUSSION**

Page 834

EXHIBIT 49

- 50. PRESENTATION ON ASSEMBLY BILL 300 WITH NEXT STEPS:** **INFORMATION/
DISCUSSION**
The Board of Trustees will be provided with a presentation on Assembly Bill (AB) 300. AB 300 requires the Department of General Services to evaluate the state’s public school buildings for seismic safety. **Page 853
EXHIBIT 50**
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.

- 51. 2019 SUMMER CONSTRUCTION PROJECTS PRESENTATION:** **INFORMATION/
DISCUSSION**
The Board of Trustees will be provided with a presentation on the construction projects completed over Summer 2019. **Page 875
EXHIBIT 51**
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.

- 52. FIRST READING – BOARD POLICY 3554, OTHER FOOD SALES:** **DISCUSSION/
ACTION**
Revisions to Board Policy 3554, *Other Food Sales* were approved by the Board on August 21, 2019. Trustees requested to further review this Board policy as it relates to competitive food sales. **Page 894
EXHIBIT 52**
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 this item.

Following discussion, it is recommended the Board of Trustees review the first reading of Board Policy 3554, *Other Food Sales* and provide staff with direction on further revisions to the policy.

Motion by _____ Seconded by _____

- 53. RESOLUTION NO. 1920-27, RESOLUTION IN SUPPORT OF THE
PRIORITIZATION OF CALIFORNIA RESIDENT STUDENTS FOR
ADMISSION TO THE UNIVERSITY OF CALIFORNIA:** **DISCUSSION/
ACTION**
The Board of Trustees for the Capistrano Unified School District believes that the University should serve primarily those who provide for its financial and civic support – California residents. This Resolution No. 1920-27 recommends that the University of California reflect the intent of the Master Plan by increasing the educational opportunity for California resident students by prioritizing admission of all graduates of California Public High Schools that are in the top 1/8, (12 1/2 per cent) of their high school graduating class, and by amending the admission standards to admit only non-residents with academic credentials that place them in the upper half of the residents admitted. **Page 897
EXHIBIT 53**

***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 Trustee McNicholas to present information on this item and answer any questions Trustees may have.

Following discussion, it is recommended the Board of Trustees discuss and take action on Resolution No. 1920-27, Resolution in Support of the Prioritization of California Resident Students for Admission to the University of California.

Motion by _____ Seconded by _____

ADJOURNMENT

Motion by _____ Seconded by _____

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS
WEDNESDAY, OCTOBER 16, 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.