

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

June 24, 2020

Closed Session 5:00 p.m.  
Open Session 7:00 p.m.

*Due to the nature of the COVID-19 pandemic and in accordance with Governor Newsom's Executive Order N-29-20, issued on March 17, 2020, the Board members will have the option to attend the meeting and take action on any item telephonically. Members of the public may live stream the meeting from our District website at [CAPOUSD.org](http://CAPOUSD.org).*

*There will be no physical meeting location open to the public. For this meeting, public input will not be facilitated in person. The District has provided the following option for the public to address the Board telephonically. Please submit your request to address the Board by clicking [here](#). Those who have registered to comment will receive an email prior to the meeting with information on how to join and comment telephonically. A speaker card will need to be submitted prior to the agenda item per Bylaws of the Board 9323, Meeting Conduct. 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 (3) 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. Detailed guidelines and information on what to do if you wish to address the Board of Trustees, is provided at the end of this agenda.*

**AGENDA**

**CLOSED SESSION AT 5:00 P.M.**

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

**A. PUBLIC HEALTH EMERGENCY**

Consultation with Agency Counsel  
Attorney – Anthony De Marco  
Kirsten Vital/Greg Merwin/Josh Hill  
(Pursuant to Government Code § 54957(a))

**B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

Tim Brooks/Susan Holliday  
Three Cases  
(Pursuant to Government Code § 54957)

**EXHIBIT B-1**  
**EXHIBIT B-2**  
**EXHIBIT B-3**

**C. PUBLIC EMPLOYEE EMPLOYMENT/APPOINTMENT**

Tim Brooks/Kirsten Vital  
Chief Academic Officer, Education and Support Services,  
[Change of title and duties only] from Associate Superintendent  
(Pursuant to Government Code § 54957)

**EXHIBIT C-1**

**D. 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)

**EXHIBIT D-1**

**E. PUBLIC EMPLOYMENT AND EVALUATION OF PERFORMANCE**

Superintendent

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

**EXHIBIT E-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. **LIMITED USE LICENSE AGREEMENT WITH RANCHO SANTA MARGARITA LANDSCAPE AND RECREATION CORPORATION FOR THE USE OF ARROYO VISTA PARK:** Page 1 **EXHIBIT 1**

Approval of the renewal of the Limited Use License Agreement with Rancho Santa Margarita Landscape and Recreation Corporation (SAMLARC) for student use of Arroyo Vista Park. Arroyo Vista K-8 School is located adjacent to Arroyo Vista Park in the City of Rancho Santa Margarita. The Limited Use License Agreement was developed to provide general provisions defining each agency’s responsibilities. Terms of the agreement include a defined amount of student use of the park for the 2020-2021 school year for a fee of \$6,250 funded by the general fund. The original Limited Use License Agreement was reviewed and approved by District and SAMLARC legal counsel.

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

- 2. **LIMITED USE LICENSE AGREEMENT WITH RANCHO SANTA MARGARITA LANDSCAPE AND RECREATION CORPORATION FOR USE OF TIJERAS CREEK PARK:** Page 47 **EXHIBIT 2**

Approval of the renewal of the Limited Use License Agreement with Rancho Santa Margarita Landscape and Recreation Corporation (SAMLARC) for student use of Tijeras Creek Park. Tijeras Creek Elementary School is located adjacent to Tijeras Creek Park in the City of Rancho Santa Margarita. The Limited Use License Agreement was developed to provide general provisions defining each agency’s responsibilities. Terms of the agreement include a defined amount of student use of the park for the 2020-2021 school year for a fee of \$8,900 funded by the general fund. The original Limited Use License Agreement was reviewed and approved by District and SAMLARC legal counsel.

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

**3. EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY MASTER CONTRACT – INSTRUCTURE, INC. DBA CANVAS:** Page 97  
**EXHIBIT 3**

Approval to utilize the Education Technology Joint Powers Authority (Ed Tech JPA) Master Contract, awarded to Instructure Inc. dba Canvas and any subsequent revisions, amendments, and extensions, for the purchase and warranty of certain education support software, specifically learning management system, as needed by the District. The District can utilize such contracts pursuant to California Public Contract Code § 20118 without going to bid. The prices offered by the contractor have been assessed to be fair, reasonable, and competitive. Staff determined it is in the best interest of the District to utilize the Ed Tech JPA contract for the purchase and warranty of this electronic learning management system. Anticipated annual expenditures utilizing this contract are approximately \$227,000 funded by the 2020-2021 CARES Act funds. Actual expenditures will vary depending on the availability of funds and selected components and training. Due to the size of the contract and award, the documentation is posted online on the District’s Board Agendas and Supporting Documentation page [here](#).

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

**CURRICULUM AND INSTRUCTION**

**4. AGREEMENT FOR SERVICES WITH CURRICULUM ASSOCIATES:** Page 106  
**EXHIBIT 4**

Approval of agreement for services with Curriculum Associates to provide software licenses for students in grades K-5 to support Districtwide math online instruction and diagnostic assessments for the 2020-2021 school year. In 2019-2020, the District purchased use of the i-Ready diagnostic assessments. For 2020-2021, staff propose that the District purchase both the diagnostic assessments and the personalized online learning program. Students had free access to these online licenses throughout the school closure from March to June 2020, and continue to have free access through Summer 2020. This free access ends in August 2020. Students will take the “i-Ready Diagnostic” assessment three times a year (at the beginning, middle, and end of the year). Students are then put on an individualized learning path of online instruction to support their individual learning needs. The license for both the diagnostic assessments and the online learning is for one year and would need to be renewed annually. The estimated total expenditure for the site licenses is \$364,149, funded by 2020-2021 CARES Act.

*Contact: Susan Holliday, Associate Superintendent, Education Services*

**HUMAN RESOURCE SERVICES**

**5. CONSIDER AND APPROVE JOB DESCRIPTIONS, SALARY RANGE AND TITLE PAGE FOR CLASSIFIED AND CERTIFICATED MANAGEMENT:** Page 130  
**EXHIBIT 5**

Approval of job descriptions for the positions of Assistant Superintendent, School Leadership and Instruction, Secondary; Assistant Superintendent, School Leadership and Instruction, Elementary; Chief Academic Officer, Education and Support Services; Chief Administration Officer, Education and Support Services; Coordinator II, Charter Schools and Strategic Initiatives; and Manager, Early Childhood Programs. The descriptions for Assistant Superintendents were updated to reflect the priority of supervising, coaching, and evaluating site principals. The Coordinator description was updated to reflect oversight and management of complaints. The new manager position supports the restructuring of the Early Education department. The addition of the Chief Academic Officer and Chief Administration Officer positions increase efficiency in support of leadership and learning throughout the District. There is no financial impact to the approval of these management job descriptions, it reflects greater efficiencies in the Education Services and Student Support Services departments for phase 1 of 2 phases of restructuring. The departments have been prioritizing work and propose these new job descriptions to be able to reduce some redundancies in the two areas. The estimated savings is \$39,084.

*Contact: Tim Brooks, Associate Superintendent, Human Resource Services*

6. **RESOLUTION NO. 1920-62, REDUCTION OR ELIMINATION OF CERTAIN CLASSIFIED SERVICES:** Page 150  
**EXHIBIT 6**  
Adoption of Resolution No. 1920-62, Reduction or Elimination of Certain Classified Services for the 2020-2021 school year, based on efficiency restructure.  
*Contact: Tim Brooks, Associate Superintendent, Human Resource Services*

7. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT - CERTIFICATED EMPLOYEES:** Page 154  
**EXHIBIT 7**  
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*

**DISCUSSION/ACTION ITEMS**

8. **RECOMMENDATION TO APPROVE AMENDMENT NO. 4 TO AMENDED CONTRACT FOR EMPLOYMENT OF DEPUTY SUPERINTENDENT, BUSINESS AND SUPPORT SERVICES, JULY 1, 2016 – JUNE 30, 2024:** DISCUSSION/  
**ACTION**  
Page 157  
**EXHIBIT 8**  
Approval of Amendment No. 4 to Amended Contract for Employment Agreement between the District and the Deputy Superintendent, Business and Support Services.  
*CUSD WIG 2: Communications – Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.*  
*Contact: Kirsten Vital, Superintendent*

Staff Recommendation

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

Following discussion it is recommended the Board of Trustees approve Amendment No. 4 to Amended Contract for Employment Agreement between the District and the Deputy Superintendent, Business and Support Services.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

9. **RECOMMENDATION TO APPROVE AMENDMENT NO. 5 TO EMPLOYMENT AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT AND KIRSTEN M. VITAL, SUPERINTENDENT, AUGUST 26, 2014 – JUNE 30, 2024:** DISCUSSION/  
**ACTION**  
Page 161  
**EXHIBIT 9**  
Approval of Amendment No. 5 to Employment Agreement between the Board of Trustees of the District and Kirsten M. Vital, Superintendent.  
*CUSD WIG 2: Communications – Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.*  
*Contact: Jim Reardon, Board President*

Staff Recommendation

It is recommended the Superintendent recognize Jim Reardon, Board President, to present this item.

Following discussion it is recommended the Board of Trustees approve Amendment No. 5 for the Employment Agreement between the District and Kirsten M. Vital, Superintendent.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

**10. BOARD ACTION TO ADOPT RESOLUTION NO. 1920-61, RESOLUTION RESERVING THE RIGHT TO MAKE 2020-2021 EMPLOYEE COMPENSATION REDUCTIONS FOR EMPLOYEES:** **DISCUSSION/ ACTION**

Page 165  
**EXHIBIT 10**

Based on the current economic crisis resulting in changed District financials, the Board will consider adoption of a Resolution permitting the District to make reductions to the salaries of all District employees, and declare salaries for the 2020-2021 fiscal year to be indefinite and undetermined at this time.

*CUSD WIG 2: Communications – Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.*  
*Contact: Tim Brooks, Associate Superintendent, Human Resource Services*

Staff Recommendation

It is recommended the Board President recognize Tim Brooks, Associate Superintendent, Human Resource Services, to present this item.

Following discussion, it is recommended the Board of Trustees adopt Resolution No. 1920-61, Resolution Reserving the Right to Make 2020-2021 Employee Compensation Reductions for Employees.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

**11. FIRST READING – TEMPORARY BOARD POLICY 5121.1, GRADES/EVALUATION OF STUDENT ACHIEVEMENT:** **DISCUSSION/ ACTION**

Page 169  
**EXHIBIT 11**

As we prepare for the 2020-2021 school year, due to the COVID-19 pandemic, staff is recommending a temporary policy to create maximum flexibility for reopening. In April 2020, Trustees waived Board Policy 5121.1 and replaced it with Emergency Board Policy E5121.2, *Grades/Evaluation of Student Achievement* to temporarily replace Board Policy 5121.1. Staff has now modified Board Policy 5121.1, to add temporary language to address school closures, and to allow weighted grading for approved college level courses and International Baccalaureate courses, in addition to Honors and Advanced Placement courses that are already approved. This temporary proposal supports improving high school outcomes, specifically for juniors and seniors. 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 temporary Board Policy E5121.1, *Grades/Evaluation of Student Achievement*.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

**12. FIRST READING – TEMPORARY BOARD POLICY 6111, SCHOOL CALENDAR:** **DISCUSSION/ ACTION**

Page 175  
**EXHIBIT 12**

As we prepare for the 2020-2021 school year, due to the COVID-19 pandemic, staff is recommending a temporary policy, to create maximum flexibility for reopening. Staff is recommending Trustees approve temporary Board Policy 6111, *School Calendar*. Staff modified the policy to allow grade 9 and grade 10 students to take a minimum of 5 classes in District schools, and grade 11 and grade 12 students to take a minimum of 4 classes in District schools. This would allow students to take classes through educational institutions such as community colleges.

High school bell schedules may need to be adjusted and instructional minutes added to the day to ensure students are able to meet the minimum instructional minutes required by statute. This temporary proposal is to support our focus on juniors and seniors completing their requirements. 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 temporary Board Policy 6111, *School Calendar*.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

**13. FIRST READING – TEMPORARY BOARD POLICY 6146.1, HIGH SCHOOL GRADUATION REQUIREMENTS: DISCUSSION/ ACTION**

To prepare for the 2020-2021 school year, during the COVID-19 pandemic, staff is recommending a temporary policy to create maximum flexibility for reopening. Staff is recommending Trustees approve temporary Board Policy 6146.1, *High School Graduation Requirements*. Staff modified the policy by reducing the required number of classes needed to graduate from high school from 220 to 200, for the classes of 2021 through 2022. This change would reduce the number of elective credits students would need to take in order to graduate from high school. Staff also adjusted language to allow students to take more than 1 class at a community college, and the ability to take those college classes regardless of the class being offered on their high school campus. This temporary proposal is to support our focus on juniors and seniors completing their requirements. 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 temporary Board Policy 6146.1, *High School Graduation Requirements*.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

**14. DELEGATION OF AUTHORITY TO SUPERINTENDENT OR DESIGNEE TO ENTER INTO AGREEMENT WITH APEX LEARNING: DISCUSSION/ ACTION**

Apex Learning provides online curriculum for courses taught in Grades 6 through 12. This action item allows the District to purchase additional licenses to expand District programs. The cost of \$8.15 per student will be funded by 2020-2021 CARES Act funding. This Board action delegates to the Superintendent or designee, pursuant to Education Code section 17604, to enter into a contract with Apex Learning, not to exceed \$400,000, for the 2020-2021 school year. The contract will be subject to subsequent Board ratification.

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

**Contact: Susan Holliday, Associate Superintendent, Education Services**

Page 179  
**EXHIBIT 13**

Page 190  
**EXHIBIT 14**

Staff Recommendation

It is recommended the Board President recognize Susan Holliday, Associate Superintendent, Education Services, to present information on this item and answer any questions Trustees may have.

Following discussion it is recommended the Board of Trustees approve Delegation of Authority to Superintendent or Designee to Enter into Agreement with Apex Learning.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

- 15. **RESOLUTION NO. 1920-63, RESOLUTION DENOUNCING ALL ACTS OF RACISM, INTOLERANCE, AND UNLAWFUL DISCRIMINATION:** **DISCUSSION/ ACTION**  
*CUSD WIG 2: Communications - Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.* Page 192  
*Contact: Krista Castellanos, Trustee* **EXHIBIT 15**

Staff Recommendation

It is recommended the Board President recognize Krista Castellanos, Trustee, to present information on this item and answer any questions Trustees may have.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

- 16. **REOPENING OF SCHOOLS FOR 2020-2021 SCHOOL YEAR: COMPONENT #1 - CLEANING AND COMPONENT #2 - ONLINE CURRICULUM:** **INFORMATION/ DISCUSSION**  
Staff presents additional information regarding the Reopening of Schools for 2020-2021 School Year. The plan to reopen schools has 4 foundational components: 1) health and safety; 2) curriculum and instruction; 3) mental health, emotional support, and cultural diversity for students, families, and staff; and 4) flexible and innovative program models. Staff is providing information regarding cleaning protocol and custodial services as part of Component #1, Health and Safety, and online curriculum as part of Component #2, Curriculum and Instruction. In response to Component #1, Health and Safety, the Custodial Department has implemented additional measures to ensure all hard surfaces at all school sites are clean and sanitized using Food and Drug Administration (FDA) approved solutions. In response to Component #2, Curriculum and Instruction, teachers and staff have considered different curriculum models and online learning platforms for both the elementary and secondary grade levels. Page 195  
**EXHIBIT 16**  
*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.*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*  
*Contact: Gregory Merwin, Associate Superintendent, Student Support Services*  
*Contact: Joshua Hill, Assistant Superintendent, Secondary Education*

Staff Recommendation

It is recommended the Board President recognize Gregory Merwin, Associate Superintendent, Student 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.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

**ADJOURNMENT**

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS  
WEDNESDAY, JULY 15, 2020 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](http://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**

If you wish to register to be a public speaker, please register by clicking [here](#).

**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.*