

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

**REVISED**

March 13, 2020

Closed Session 5:45 p.m.  
Open Session Immediately Following

**AGENDA**

**CLOSED SESSION AT 5:45 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  
(Pursuant to Government Code § 54957(a))
  - B. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**  
Kirsten Vital/Clark Hampton  
Attorney – Terry Tao  
Significant Exposure to Litigation – One Case  
(Pursuant to Government Code § 54956.9(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 - IMMEDIATELY FOLLOWING CLOSED SESSION**

**CALL TO ORDER – ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF THE AGENDA**

**REPORT ON CLOSED SESSION ACTION**

**DISCUSSION/ACTION ITEMS**

1. **CALENDARING REGARDING COVID 19 AND OTHER RELATED ITEMS:**  
*CUSD WIG 2: Communications - Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.*  
*Contact: Gregory Merwin, Associate Superintendent, Student Support Services*  
*Contact: Susan Holliday, Associate Superintendent, Education Services*
- DISCUSSION/  
ACTION  
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EXHIBIT 1**

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

**ADJOURNMENT**

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

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS  
WEDNESDAY, MARCH 18, 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**

**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.*

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California  
**2019-2020 SCHOOL CALENDAR**

Packet Pick-up, High School

Registration Window, High School

Packet Pick-up, Middle School

Registration Window, Middle School

ATP OPENING DAY OF SCHOOL

Elementary School Professional Development

**OPENING DAY OF SCHOOL**

(MINIMUM DAY for Elementary and Middle School Students)

Back-to-School Night, Middle School

(MINIMUM DAY per individual school site calendar)

*LABOR DAY (Legal Holiday)*

Back-to-School Night, High School

(MINIMUM DAY per individual school site calendar)

Back-to-School Night, Elementary

(MINIMUM DAY per individual school site calendar)

End of First Progress Reporting Period (High School)

End of First Quarter (Middle School)

End of First Reporting Period (Elementary)

MINIMUM DAY Parent Conferences, Elementary only

*NO SCHOOL K-12 Pupil Free Day*

*(Secondary Prof. Dev.)(Elementary Parent Conferences)*

End of Second Progress Reporting Period (High School)

*VETERANS DAY (Legal Holiday)*

*THANKSGIVING RECESS (Recess for Students and Teachers)*

**SCHOOL RESUMES**

Final Exam Days, High School (Minimum Days, High School)

End of First Semester (High School)

End of Second Quarter (Middle School)

*NO SCHOOL-K-12 Pupil-Free Day*

*(Secondary Semester Wrap-up)*

*WINTER RECESS (Recess for Students and Teachers)*

*CHRISTMAS HOLIDAYS (Local and Legal Holiday)*

**SCHOOL RESUMES**

Second Semester Begins

*DR. MARTIN LUTHER KING, JR. DAY (Legal Holiday)*

*LINCOLN DAY (Legal Holiday)*

*WASHINGTON DAY (Legal Holiday)*

End of First Progress Reporting Period (High School)

End of Second Progress Reporting Period (Elementary)

MINIMUM DAY Parent Conferences, Elementary only

End of Third Quarter (Middle School)

*SPRING RECESS (Recess for Students and Teachers)*

**SCHOOL RESUMES**

End of Second Progress Reporting Period (High School)

*MEMORIAL DAY (Legal Holiday)*

ATP LAST DAY OF SCHOOL

Final Exam Days, High School (Minimum Days, High School)

End of Second Semester (High School)

End of Fourth Quarter (Middle School)

End of Third Progress Reporting Period (Elementary)

**LAST DAY OF SCHOOL FOR ALL STUDENTS**

**(MINIMUM DAY for All Students/Graduation Ceremonies)**

July 22, 2019 9:00AM to 12:00 Noon

July 23, 2019 4:00PM to 7:00PM

July 24, 2019 9:00AM to 12:00 Noon

July 29<sup>th</sup>-August 2<sup>nd</sup>, 2019

July 30<sup>th</sup>, 2019 9:00AM to 12:00 Noon

July 31<sup>st</sup>, 2019 4:00PM to 7:00PM

Aug. 1<sup>st</sup>, 2019 9:00AM to 12:00 Noon

Aug. 5<sup>th</sup>-9<sup>th</sup>, 2019 and Aug. 12<sup>th</sup>-16<sup>th</sup> 2019

Monday, August 19, 2019

Thursday, August 15, 2019

**Tuesday, August 20, 2019**

Tuesday-Thursday, August 27-29, 2019

*Monday, September 2, 2019*

Tuesday-Thursday, September 3-5, 2019

Tuesday-Thursday, September 10-12, 2019

Friday, September 27, 2019

Friday, October 11, 2019

Friday, October 25, 2019

Monday-Thursday, October 28-31, 2019

*Friday, November 1, 2019*

Friday, November 8, 2019

*Monday, November 11, 2019*

*Monday-Friday, November 25-29, 2019*

**Monday, December 2, 2019**

Tuesday-Thursday, December 17-19, 2019

Thursday, December 19, 2019

Thursday, December 19, 2019

*Friday, December 20, 2019*

*Monday-Friday, December 23, 2019-January 3, 2020*

*Tuesday-Wednesday, December 24-25, 2019*

**Monday, January 6, 2020**

Monday, January 6, 2020

*Monday, January 20, 2020*

*Friday, February 14, 2020*

*Monday, February 17, 2020*

Friday, February 21, 2020

Friday, February 28, 2020

Tuesday-Friday, March 3-6, 2020

Friday, March 13, 2020

*Monday-Friday, April 6-10, 2020*

**Monday, April 13, 2020**

Friday, April 17, 2020

*Monday, May 25, 2020*

Wednesday, June 3, 2020

Tuesday-Thursday, June 2-4, 2020

Thursday, June 4, 2020

Thursday, June 4, 2020

Thursday, June 4, 2020

**Thursday, June 4, 2020**

**Instruction**

BP 6111(a)

**SCHOOL CALENDAR**

The Superintendent or designee shall recommend to the Board of Trustees a calendar for each school that will meet the requirements of law as well as the needs of the community, students, and the work year as negotiated for all personnel.

Each school calendar shall show the beginning and ending school dates, legal and local holidays, minimum days, vacation periods, and other pertinent dates.

As required by law, the District shall certify to the Superintendent of Public Instruction that the District offers 180 days or more of instruction per school year.

Notifications of the schedule of minimum days shall be sent to all parents/guardians at the beginning of the school year. If any minimum days are added to the schedule, the District shall notify the parents/guardians of the affected students as soon as possible and at least one month before the scheduled minimum day (Education Code §48980). With the exception of emergency situations, all changes shall be approved by the Board.

**SCHOOL DAY**

1. Opening and closing hours of the school day shall be approved annually by the Board of Trustees upon consideration of recommendations of the Superintendent.
2. Minimum days, including elementary/middle school ACE days and secondary late start/early out days, shall be approved annually by the Board of Trustees upon submission of individual school site bell schedules.
3. The duration of the school day shall not be less than that required as a minimum day for apportionment purposes by the California Department of Education.
4. The annual number of instructional minutes in the District shall in all cases exceed the minimum number required by the state. As required in Education Code §46201, the minimum number of instructional minutes offered at the grade level annually are as follows:

Kindergarten	36,000 min.
Grades 1-3	50,400 min.
Grades 4-8	54,000 min.
Grades 9-12	64,800 min.

With Board approval, instructional minutes may be adjusted to accommodate furlough days as allowed by the state.

Students in Grades 9 and 10 shall be required to take a minimum of six classes each semester. Students in Grades 11 and 12 shall be required to take a minimum of five classes each semester. Additional classes may be taken upon student and parent request and with the approval of the school principal in accordance with District policy.

Students in Grades 11 and 12 who will attain the age of 16 during the first semester of such enrollment may take one of the minimum five classes each semester in a Regional Occupational course, excluding paid work experience, on or off campus.

5. No less than a total of 17 minutes daily shall be devoted to recesses in any grade in the elementary schools.

Policy  
adopted: February 8, 1999  
Revised: May 25, 2011

**CAPISTRANO UNIFIED SCHOOL DISTRICT**  
San Juan Capistrano, California