

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

April 15, 2020

Closed Session 5:00 p.m.  
Open Session 6:00 p.m.

**AGENDA**

*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; accordingly, the District has provided the following option for the public to address the Board telephonically. If you wish to address the Board telephonically on any agenda item, you may do so by registering before the start of the item on the evening of April 15, 2020. 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. Please follow the instructions to register provided by clicking [here](#).*

**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

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

**EXHIBIT A-1**

**B. 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 B-1**

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

Kirsten Vital

*(Pursuant to Government Code § 54957)*

**EXHIBIT C-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 6:00 P.M.**

**CALL TO ORDER – ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF THE AGENDA**

**REPORT ON CLOSED SESSION ACTION**

## 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.

## CURRICULUM AND INSTRUCTION

1. **RATIFICATION OF THE 2019-2020 SCHOOL CALENDAR:** Page 1  
Approval of the ratification of the 2019-2020 school calendar with Distance Learning through June 4, 2020. On March 25, 2020 the Board approved to extend the school closure through May 1, 2020, and approved schools opening May 4, 2020. The Board of Trustees affirms the Superintendent's decision to extend the School Closure/Distance Learning date to June 4, 2020. **EXHIBIT 1**  
*Contact: Susan Holliday, Associate Superintendent, Education Services*

## GENERAL FUNCTIONS

2. **SCHOOL BOARD MINUTES:** Page 3  
Approval of the March 18, 2020 Special Board Meeting Minutes. **EXHIBIT 2**  
*Contact: Colleen Hayes, Manager II, Board Operations/Superintendent's Office*
3. **SCHOOL BOARD MINUTES:** Page 5  
Approval of the March 18, 2020 Regular Board Meeting Minutes. **EXHIBIT 3**  
*Contact: Colleen Hayes, Manager II, Board Operations/Superintendent's Office*
4. **SCHOOL BOARD MINUTES:** Page 16  
Approval of the March 25, 2020 Special Board Meeting Minutes. **EXHIBIT 4**  
*Contact: Colleen Hayes, Manager II, Board Operations/Superintendent's Office*

## DISCUSSION/ACTION ITEMS

5. **DISTANCE LEARNING PROGRAM AND SUPPORT FOR FAMILIES:** INFORMATION/  
In response to the COVID-19 pandemic, and to maintain the safety of District students, families, and staff while mitigating the spread of the virus, Trustees approved temporary closure of all schools from March 16, 2020 to May 1, 2020, with spring recess being moved to March 16-20, 2020. In order to provide all students with educational opportunities during temporary school closure, the District has implemented a Distance Learning Program, which includes innovative ways to provide differentiated instruction and social emotional support in a remote learning environment. This report will provide Trustees and the community with an update on Distance Learning including but not limited to; Chromebook deployment, Asynchronous (interactions not in real time) and Synchronous (live real time interactions) learning supports, monitoring student participation and workload, grading and supports for students and families. **DISCUSSION**  
*CUSD WIG 1: Teaching and Learning - Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.* Page 20  
*CUSD WIG 2: Communications - Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.* **EXHIBIT 5**  
*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 and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

**6. FIRST READING – EMERGENCY BOARD POLICY E5121.2, GRADES/EVALUATION OF STUDENT ACHIEVEMENT: DISCUSSION/ ACTION**

Page 44  
**EXHIBIT 6**

As a result of the continued school closure, through June 4, 2020, due to the COVID-19 pandemic, staff is recommending Trustees waive Board Policy 5121.1, *Grades/Evaluation of Student Achievement*, and in its place, approve an Emergency Board Policy E5121.2, *Grades/Evaluation of Student Achievement*, to temporarily replace Board Policy 5121.1. Emergency Board Policy E5121.2 updates language for the process of administering grades. During the period of the school closure, teachers shall provide grades to students that reflect a “do no harm” approach. A student’s grade on the report card should not be negatively impacted by the school closure. If a student received a particular mark at an earlier reporting period prior to the closure, the student would be unable to receive a lower mark on the subsequent reporting period. Grading will continue with a mark of 2 through 4 for elementary grades and letter grades (A-C) with the proposed option of Credit, No Credit or Incomplete at the secondary level. 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 Emergency Board Policy E5121.2, *Grades/Evaluations of Student Achievement*.

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

**7. WAIVER OF BOARD POLICY 5121.1, GRADES/EVALUATION OF STUDENT ACHIEVEMENT: DISCUSSION/ ACTION**

Page 52  
**EXHIBIT 7**

As a result of the continued school closure, through June 4, 2020, due to the COVID-19 pandemic, staff is recommending Trustees waive Board Policy 5121.1, *Grades/Evaluation of Student Achievement*. Staff will also be recommending Trustees approve an Emergency Board Policy E5121.2, *Grades/Evaluation of Student Achievement*, to temporarily replace Board Policy 5121.1. 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 waiving Board Policy 5121.1, *Grades/Evaluation of Student Achievement*.

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

**ADJOURNMENT**

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

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS  
WEDNESDAY, APRIL 29, 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.*