

CAPISTRANO UNIFIED SCHOOL DISTRICT
33122 Valle Road
San Juan Capistrano, CA 92675

REVISED
3-20-15

BOARD OF TRUSTEES
Regular Meeting

March 25, 2015

Closed Session 5:30 p.m.
Open Session 7:00 p.m.

AGENDA

CLOSED SESSION AT 5:30 P.M.

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

A. STUDENT EXPULSIONS

Deliberations of Findings of Fact and Recommendations
(Pursuant to Education Code §48918{c} and §35145)

EXHIBIT A1-A5

B. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION **EXHIBIT B**

Significant Exposure to Litigation – One Case
(Pursuant to Government Code §54956.9)

C. CONFERENCE WITH LABOR NEGOTIATORS

Kirsten Vital/Jodee Brentlinger/Clark Hampton/Attorney Jon Pearl

Employee Organization:

- 1) Capistrano Unified Education Association (CUEA)
- 2) California School Employees Association (CSEA)
- 3) Teamsters
- 4) Unrepresented Employees (CUMA)

(Pursuant to Government Code §54957.6)

D. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

(Pursuant to Government Code §54957)

EXHIBIT D

E. PUBLIC EMPLOYEE EMPLOYMENT/APPOINTMENT

1. Supervisor IV, Custodial Services (4 positions)
2. Manager III, Grounds Operations
3. ~~Manager III, Maintenance Trades~~
4. Manager III, Custodial Services (2 positions)
5. Executive Director, Curriculum and Instruction 6-12, K-8, Alternative Education
6. Executive Director, Curriculum and Instruction Preschool – Grade 5
7. ~~Executive Director, Districtwide Professional Development~~
8. Executive Director, Secondary/Adult Transition Special Education Programs
(Pursuant to Government Code §54957)

EXHIBIT E1-E8

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

SPECIAL RECOGNITIONS

Fabiane Penny – Response to Recent Shelter-in-Place Incident
Mr. and Mrs. Polk –Volunteers at Kinoshita Elementary School
Student Body President’s Report – San Clemente High School

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.

DISCUSSION/ACTION ITEMS

- 1. DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE UPDATE:**
Each California public school district, grades kindergarten through 12, with 51 or more English learners, must form a District-level English Learner Advisory Committee (DELAC). This committee is responsible for advising the district's local governing board on issues relating to the services and programs provided to the English Learner. This year the DELAC has met to review and revise the Master Plan for English Learners, review data regarding English Learners academic achievement, and review revision of services and programs related to English Learners.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Michelle Le Patner, Assistant Superintendent, Education Services

INFORMATION
DISCUSSION
Page 1
EXHIBIT 1

Staff Recommendation

It is recommended the Board President recognize Michelle Le Patner, Assistant Superintendent, Education 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.

- 2. HIGH SCHOOL GRADUATION REQUIREMENTS:**
This presentation will review the current District graduation requirements, the State of California Education Code requirements (EC51125.3), California State University, and University of California graduation requirements. Staff will provide a recommendation and timeline regarding a thorough analysis of graduation requirements and possible changes that are appropriate for a District high school graduate. The new University of California policy regarding Honors courses will also be addressed.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contacts: Michelle Le Patner, Assistant Superintendent, Education Services

INFORMATION/
DISCUSSION
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EXHIBIT 2

Staff Recommendation

It is recommended the Board President recognize Michelle Le Patner, Assistant Superintendent, Education Services, to present information on this item. This is an information item only and no Board action is necessary.

3. SOUTH COAST REGIONAL OCCUPATIONAL PROGRAM JOINT POWERS AGREEMENT:

DISCUSSION/
ACTION
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EXHIBIT 3

The District would like to maintain and amend the Regional Occupational Program (ROP) Joint Powers Agreement (JPA) in order to ensure an integrated high school program so all students are ready for college and career through better articulation with ROP and Career Technical Education programs and services; addressing the duplicative infrastructure of ROP; and reducing the \$2.9 million funding allocated to ROP in order to develop additional pathways and courses for students, and provide additional counselors and academic advisors (guidance support). This item will focus on a review of the amended ROP JPA.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Michelle Le Patner, Assistant Superintendent, Education Services

Staff Recommendation

It is recommended the Board President recognize Michelle Le Patner, Assistant Superintendent, Education Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve the South Coast Regional Occupational Program amended Joint Powers Agreement.

Motion by _____ Seconded by _____

4. SCHOOL BOARD MEETING SCHEDULE FOR JANUARY THROUGH JUNE 2016:

DISCUSSION/
ACTION
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EXHIBIT 4

Regular Board meetings are held on the second and fourth Wednesday of each month. This item presents to the Board of Trustees the proposed schedule of Board meetings for the period January through June 2016.

CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Kirsten M. Vital, Superintendent

Staff Recommendation

It is recommended the Board of Trustees approve the proposed January through June 2016 School Board Meeting Schedule.

Motion by _____ Seconded by _____

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, staff, or the public 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.

GENERAL FUNCTIONS

5. SCHOOL BOARD MINUTES:

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EXHIBIT 5

Approval of the minutes of the March 11, 2015, regular Board meeting.
Contact: Jane Boos, Manager, Board Office Operations

6. SCHOOL BOARD MINUTES:

Page 25
EXHIBIT 6

Approval of the minutes of the March 13, 2015, special Board meeting.
Contact: Jane Boos, Manager, Board Office Operations

CURRICULUM & INSTRUCTION

7. EXPULSION READMISSIONS:

Approval to readmit students from expulsion. Due to the confidential nature of this item, the supporting information for this item is provided to Trustees under separate cover.

CUSD Strategic Plan Pillar 2: Safe and Healthy Schools
Contact: Michelle Le Patner, Assistant Superintendent, Education Services

8. THREE-YEAR EXPULSION PLAN:

The District is required to adopt a three-year Expulsion Plan that is developed in collaboration with Orange County school districts and the Orange County Department of Education (OCDE). OCDE in turn submits the three-year county plan to the California Department of Education. The previous three-year plan was adopted by Trustees on February 13, 2012.

CUSD Strategic Plan Pillar 2: Safe and Healthy Schools

Contact: Michelle Le Patner, Assistant Superintendent, Education Services

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EXHIBIT 8

BUSINESS & SUPPORT SERVICES

9. 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 \$1,807,526.54 and the commercial warrants total \$5,535,432.65. 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 by vendor warrants exceeding \$250,000.

CUSD Strategic Plan Pillar 5: Effective Operations

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

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EXHIBIT 9

10. DONATION OF FUNDS AND EQUIPMENT:

Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$156,471.12 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.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

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EXHIBIT 10

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

Approval of the District standardized Independent Contractor, Professional Services, Master Contract, and Field Service Agreements. Due to state budget cuts to schools over the last several years, staff requests contractors to reduce their fees for services by ten percent. The expenditures related to the listed agreements were previously authorized as part of the District's budget approval process. The exhibit shows two new agreements totaling \$7,600, three amendments to existing agreements totaling \$94,595.24, three extensions to existing agreements totaling \$314,800, one amendment to an existing agreement totaling \$15,400, one amendment extension totaling \$2,500, one extension amendment ratification to an existing agreement totaling \$30,000, and three amendment ratifications to existing agreements totaling \$60,000. 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.

CUSD Strategic Plan Pillar 2: Safe and Healthy Schools

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

CUSD Strategic Plan Pillar 5: Effective Operations

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

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EXHIBIT 11

12. SPECIAL EDUCATION INFORMAL DISPUTE RESOLUTION AGREEMENT:

Approval of the ratification of special education Informal Dispute Resolution Case #023715. Due to the confidential nature of the Agreement, supporting information is provided to Trustees under separate cover. There is no financial impact.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations

13. SPECIAL EDUCATION SETTLEMENT AGREEMENT:

Approval of the ratification of special education Settlement Agreement Case #2014100253. Due to the confidential nature of the Agreement, supporting information is provided to Trustees under separate cover. Expenditures under this Agreement are limited to \$5,000, funded by special education funds.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations

14. RESOLUTION NO. 1415-40 – POSITION ON CALSTRS/CALPERS CONTRIBUTION INCREASES:

Approval of Resolution No. 1415-40, Position on CalSTRS/CalPERS Contribution Increases. This Resolution will acknowledge the District's desire to encourage the Governor and the State of California to keep the promised funding goal of the Local Control Funding Formula by providing additional funding to address the added CalSTRS and CalPERS contributions. There is no financial impact.

CUSD Strategic Plan Pillar 5: Effective Operations

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

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EXHIBIT 14

15. QUINTESSENTIAL SCHOOL SYSTEMS SERVICES AND SUPPORT AGREEMENT (FY 15-16):

Approval of the Quintessential School Systems Services and Support Agreement (FY 15-16), a business administrative software. The contract for annual support services expires June 30, 2015. The Agreement provides professional consulting services related to regular support and maintenance for the product, as well as system software updates and opportunities for free professional training for staff. By taking advantage of the early payment discount of three percent, the annual fee of \$76,408.00 will be reduced to \$74,115.76, funded by the general fund.

CUSD Strategic Plan Pillar 5: Effective Operations

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

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EXHIBIT 15

16. ADVOCACY AGREEMENT:

Approval of the Advocacy Agreement between the District and Capital Advisors Group, LLC, a legislative consulting and advocacy firm, providing strategic counsel and assistance in developing mutually-beneficial partnerships. The contract for providing such consulting services expires June 30, 2016. The Agreement provides professional consulting services related to legislative, administrative, and regulatory guidance. The fee for these services will be \$4,000 per month for the term of the contract, funded by the general fund.

CUSD Strategic Plan Pillar 5: Effective Operations

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

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EXHIBIT 16

17. COMMERCIAL SERVICE AGREEMENT WITH COX COMMUNICATIONS RANCHO SANTA MARGARITA, LLC DBA COX BUSINESS; COX CALIFORNIA TELCOM, LLC:

Approval of the Commercial Service Agreement for an alternative Internet connection provided by Cox Communications Rancho Santa Margarita, LLC (Cox). Currently, the District's Internet connection is provided by the Corporate for Education Network Initiatives for California and the Orange County Office of Education. With Smarter Balance Assessment Consortium (SBAC) assessments nearing, Technology and Information Services has identified an option to provide for an alternative Internet connection in the event the primary connection is inadequate. Under this contract, Cox will install an additional Internet connection for a three-month window (March 2015 through June 2015), for when SBAC testing is scheduled, at the price of \$7,750 per month. Expenditures related to this Agreement are estimated to be \$23,250, paid from the general fund.

CUSD Strategic Plan Pillar 5: Effective Operations

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

18. ADVERTISE BID NO. 1516-01, PAPER AND PLASTIC PRODUCTS FOR FOOD AND NUTRITION SERVICES:

Approval to advertise for bids for paper and plastic products, as needed by the District. Annual expenditures under this contract are estimated at \$275,000, funded by Food and Nutrition Services. Due to the size of the bid packet, the documents will be posted online on the District Board Agendas and Supporting Documentation page.

CUSD Strategic Plan Pillar 5: Effective Operations

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

19. ADVERTISE BID NO. 1516-03, PLUMBING SERVICES:

Approval to advertise for bids for plumbing services. This contract will be utilized for emergency, on-call plumbing services for all sites within the District. Annual expenditures utilizing this contract are estimated to be \$100,000, funded by deferred maintenance funds and routine restricted maintenance funds. Due to the size of the bid packet, the documents will be posted online on the District Board Agendas and Supporting Documentation page.

CUSD Strategic Plan Pillar 5: Effective Operations

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

20. ADVERTISE BID NO. 1516-04, WEED ABATEMENT SERVICE:

Approval to advertise for bids for weed abatement service. This contract will provide competitive, set pricing for weed abatement service, on an as-needed basis, at all sites throughout the District. Annual expenditures utilizing this contract are estimated to be \$75,000, funded by deferred maintenance funds and routine restricted maintenance funds. Due to the size of the bid packet, the documents will be posted online on the District Board Agendas and Supporting Documentation page.

CUSD Strategic Plan Pillar 5: Effective Operations

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

21. ADVERTISE BID NO. 1516-05, FENCE REPAIRS AND MAINTENANCE:

Approval to advertise for bids for fence repairs and maintenance. This contract will provide competitive, set pricing for fence repairs and maintenance, on an as-needed basis, at all sites throughout the District. Annual expenditures utilizing this contract are estimated to be \$75,000, funded by deferred maintenance funds, routine restricted maintenance funds, modernization funds, and site funds. Due to the size of the bid packet, the documents will be posted online on the District Board Agendas and Supporting Documentation page.

CUSD Strategic Plan Pillar 5: Effective Operations

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

22. AWARD OF REQUEST FOR PROPOSAL NO. 4-1415, ONLINE CURRICULUM FOR VIRTUAL SCHOOLS TO FLORIDA VIRTUAL SCHOOL AND EDGENUITY, INCORPORATED:

Approval of the Award of Request for Proposal (RFP) No. 4-1415, Online Curriculum for Virtual Schools to Florida Virtual School, for grades 9 through 12 at California Preparatory Academy and Edgenuity, Incorporated, for grades 6 through 8 at Capistrano Virtual School. Capistrano Virtual School elected to retain the current provider for online curriculum for grades TK through 5. The District received nine proposals from the following vendors: Accelerate Education, Blended Schools Network, Compass Learning, Edgenuity, Edmentum, Florida Virtual School, Fuel Education, Odysseyware, and Pearson. The awarded vendor was selected based on criteria specified in the RFP No. 4-1415 documents to provide online curriculum for the District's virtual schools: California Preparatory Academy (9-12) and Capistrano Virtual School (K-8). The proposals addressed the District's program needs relating to online courses for students at virtual school sites and in home settings, allowing students the opportunity to complete some or all required courses of study. The District sought a comprehensive, integrated, full-featured program design using a web-based architecture, which would be compatible with the District's Technology and Information Systems current infrastructure. The Agreement will begin on July 1, 2015, for an initial one-year term with four one-year renewals period, at the option of the Board. The total annual expenditure under this contract is estimated to be approximately \$120,000, funded by Lottery funds. The proposals, evaluation criteria, and rating sheets are available in the Purchasing Department for review.

CUSD Strategic Plan Pillar 5: Effective Operations

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

23. DANA HILLS HIGH SCHOOL NEW PORTABLE WRESTLING ROOM BUILDING, NEW PORTABLE RESTROOM BUILDING AND ASSOCIATED SITE WORK PROJECT; APPROVAL OF ARCHITECTURAL AND RELATED SERVICES AGREEMENT; APPROVAL TO ADVERTISE FOR BIDS:

Approval of the Dana Hills High School New Portable Wrestling Room Building; New Portable Restroom Building and Associated Site Work Project; Approval of the Architectural and Related Services Agreement; Approval to Advertise for Bid No. 1415-20. The District will replace one existing portable wrestling room building beyond repair with a new portable wrestling room building. Due to low fixture-to-student count, Division of State Architect (DSA) requires the District to also provide, place, and connect one portable restroom building. WLC Architects, Incorporated, has provided an estimate of \$510,433 for the total project cost. The architectural-related services for this project are \$66,224, as detailed in the Agreement for Architectural and Related Services. The project will be completed utilizing Board approved "piggyback" contracts and the District will bid the remaining site work portion of the project. School boards have the authority to "piggyback" on another public agency's bid, per Public Contract Code §20118, when it is in the best interest of a district. Due to the size of the Agreement for Architectural and Related Services, the document will be posted online on the District Board Agendas and Supporting Documentation page. The project will begin pending DSA approval. This project is funded by Fund 25, Developer Fees and School Facility Improvement District funds.

CUSD Strategic Plan Pillar 5: Effective Operations

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

24. LAS FLORES ELEMENTARY SCHOOL NEW PORTABLE RESTROOM BUILDING AND ASSOCIATED SITE WORK PROJECT; APPROVAL OF ARCHITECTURAL AND RELATED SERVICES AGREEMENT; AND APPROVAL TO ADVERTISE FOR BIDS:

Approval of Las Flores Elementary School New Portable Restroom Building and Associated Site Work Project; Approval of the Agreement for Architectural and Related Services; and Approval to Advertise for Bid No. 1415-19. Las Flores Elementary School currently has only one set of restrooms for all elementary students. This is problematic due to the low fixture-to-student count, and the distance students need to travel in order to access the current restrooms. To address these concerns, the District will provide, place, and connect one 12'x40' portable restroom building and perform any necessary relocation and conversion of above-ground drain connections to an underground system and remove portions of existing fence. WLC Architects, Incorporated, has provided an estimate of \$303,326 for the total project cost. The architectural-related services for this project are \$40,353, as detailed in the Agreement for Architectural and Related Services. The project will be completed utilizing Board approved "piggyback" contracts and the District will bid the remaining site work portion of the project. School boards have the authority to "piggyback" on another public agency's bid, per Public Contract Code §20118, when it is in the best interest of a district. Due to the size of the Agreement for Architectural and Related Services, the document will be posted online on the District Board Agendas and Supporting Documentation page. The project will begin pending Division of the State Architect approval. This project is funded by CFD No. 92-1 Las Flores.

CUSD Strategic Plan Pillar 5: Effective Operations

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

25. OXFORD PREPARATORY ACADEMY NEW PORTABLE RESTROOM BUILDING AND ASSOCIATED SITE WORK PROJECT; AND APPROVAL TO ADVERTISE FOR BIDS:

Approval of Oxford Preparatory Academy New Portable Restroom Building and Associated Site Work Project; Approval to Advertise for Bid No. 1415-21. At the October 9, 2014, Board meeting, the Board approved the Facilities Use Agreement with Oxford Preparatory Academy. The District will provide, place, and connect one portable restroom building at Oxford Preparatory Academy. At the December 10, 2014, Board meeting, the Board approved the Architectural and Related Services Agreement with WLC Architects, Incorporated, and authorized staff to proceed with Division of State Architecture (DSA) approval process. WLC Architects, Incorporated, has provided an estimate of \$224,016 for the total project cost. The architectural services for this project are \$40,845, as detailed in the Agreement for Architectural and Related Services. The project will be completed utilizing Board approved "piggyback" contracts and District unit price bids. The District will bid the site work portion of the project. School boards have the authority to "piggyback" on another public agency's bid, per Public Contract Code §20118, when it is in the best interest of a district. Due to the size of the Agreement for Architectural and Related Services, the document will be posted online on the District Board Agendas and Supporting Documentation page. The project will begin pending DSA approval. This project is funded by Fund 25, Developer Fees.

CUSD Strategic Plan Pillar 5: Effective Operations

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

PERSONNEL SERVICES

26. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES:

Page 197
EXHIBIT 26

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.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

27. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:

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EXHIBIT 27

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.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

28. MEMORANDUM OF UNDERSTANDING, SOUTH COAST REGIONAL OCCUPATIONAL PROGRAM INTERIM ADMINISTRATOR SERVICES:

Page 200
EXHIBIT 28

Approval of a Memorandum of Understanding (MOU) with South Coast Regional Occupational Program to provide interim administrative services. The MOU authorizes the necessary administrative oversight of educational, operational and business services of the South Coast Regional Occupational Program during an interim period. The South Coast Regional Occupational Program will reimburse the District for administrative services coverage as specified in the terms of the MOU. There is no financial impact.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

Motion by _____ Seconded by _____

ROLL CALL:

Student Advisor Akhil Patel	_____	Trustee McNicholas	_____
Trustee Alpay	_____	Trustee Pritchard	_____
Trustee Hanacek	_____	Trustee Reardon	_____
Trustee Jones	_____	Trustee Hatton-Hodson	_____

NOTE: BY USING A ROLL-CALL VOTE FOR THE CONSENT CALENDAR, IT WILL MEET THE NEED FOR ACTION ITEMS, WHICH REQUIRE A SIMPLE MOTION OR ROLL-CALL VOTE.

ADJOURNMENT

Motion by _____ Seconded by _____

THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS WEDNESDAY, APRIL 22, 2015, 7:00 P.M. AT THE CAPISTRANO UNIFIED SCHOOL DISTRICT OFFICE BOARD ROOM, 33122 VALLE ROAD, SAN JUAN CAPISTRANO, CALIFORNIA

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

ITEMS ON THE AGENDA. Any person may address the Board concerning any item on the agenda and may, at the discretion of the Board, be granted three (3) minutes to make a presentation to the Board at the time a specific item is under discussion. However, the time assigned for individual presentations could be fewer than three (3) minutes depending upon the total number of speakers who wish to address a specific agenda topic. Prior to the opening of the meeting, a Request to Address the Board card (located in the foyer) should be completed and submitted to the Secretary of the Board. The total time devoted to presentations to the Board shall not exceed twenty (20) minutes, unless additional time is granted by the Board. All presentations shall be heard by the Board prior to the formal discussion 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.

ORAL COMMUNICATIONS (Non-Agenda Items). Citizens may address the Board on any item not appearing on the agenda. Individual presentations are limited to three (3) minutes per individual, with twenty (20) minutes in total being devoted for this purpose, 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. However, at its discretion, the Board may refer items to the administration for follow-up or place topics on a future Board agenda.

PUBLIC HEARINGS. Anytime the Board schedules a separate public hearing on any 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 policy or recommended actions which are directed at the time of the hearing.

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.

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.