

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

BOARD OF TRUSTEES
Regular Meeting

September 26, 2011

Closed Session 6:00 p.m.
Open Session 7:00 p.m.

AGENDA

CLOSED SESSION AT 6:00 P.M.

1. **CALL TO ORDER**
2. **CLOSED SESSION COMMENTS**
3. **CLOSED SESSION** (as authorized by law)
 - A. **CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION**
Number of Cases – One
United States District Court – Central District
Case No. SACV 11-01024 MLG
(Pursuant to Government Code §54956.9(a))
 - B. **CONFERENCE WITH LABOR NEGOTIATORS**
Dr. Joseph M. Farley/Jodee Brentlinger/Ron Lebs/Julie Hatchel/Sara Jocham
Employee Organizations:
 - 1) Capistrano Unified Education Association (CUEA)
 - 2) California School Employees Association (CSEA)
 - 3) Teamsters
 - 4) Unrepresented Employees (CUMA)(Pursuant to Government Code §54957.6)

OPEN SESSION AT 7:00 P.M.

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA – ROLL CALL

REPORT ON CLOSED SESSION ACTION

SPECIAL RECOGNITIONS

Savannah Zoller, Act of Heroism

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.

RECORDING OF SCHOOL BOARD MEETINGS

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

DISCUSSION/ACTION ITEMS

1. **MEMORANDUM OF UNDERSTANDING WITH NATIONAL PARK SERVICE:**
The Memorandum of Understanding (MOU) outlines collaboration between the District and entities associated with National Park Service (NPS). The project centers on bringing science, technology, engineering, and math (STEM) resources from remote locations to students in the District by virtual field trip learning experiences. The program is a one year pilot that involves nine schools with at least one class participating at each school. Teachers will work with scientists and historians at the parks to develop instructional units that promote STEM careers. Students will participate in a minimum of three virtual field trips during the year. Accompanying the MOU, there will be a demonstration from NPS representatives to show the virtual field trip experience the students will have. Approval of the MOU allows the District to collaborate with multiple federal agencies. There are no financial implications associated with this agenda item.

DISCUSSION/
ACTION
Vote _____
Page 1
EXHIBIT 1

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Julie Hatchel, Assistant Superintendent, Education

Staff Recommendation:

It is recommended the Board President recognize Julie Hatchel, Assistant Superintendent, Education Services, to present this item.

Following the discussion, it is recommended the Board of Trustees approve the Memorandum of Understanding with the National Park Service.

Motion by _____ Seconded by _____

2. **DEVELOPMENT OF A MANDARIN CHINESE IMMERSION PROGRAM:**
This item provides the Board with an opportunity to receive a report on a proposed Mandarin Chinese Immersion Program (MIP) in the District. Acquisition of fluency in Mandarin Chinese would allow enrolled students the ability to become fully bilingual and biliterate in English and Mandarin Chinese. If this proposed specialized program is approved by the Board, it would be established within an existing school. MIP would not cause or create any changes in current attendance boundaries as students would be selected using the existing Open Enrollment process already approved and utilized for the Spanish Two-Way Immersion program that currently operates at three elementary school locations, two middle schools and one high school. There is strong evidence of organized parental support for MIP (both within and outside the District); an interest list currently shows 142 students committed to enroll, including 61 kindergartners and 12 first graders for 2012-2013 alone. Because MIP does not exist elsewhere in Orange County, the District would be able to reap additional ADA from students who reside outside the District but wish to enroll (provided space is available). While we cannot accurately project the potential increase in additional ADA, MIP start-up costs would be approximately \$15,000 to cover necessary curriculum and supplies. Personnel costs are dependent upon the type and size of program offered. Ongoing costs are unknown at this time and are dependent upon attrition rates as students move through the program.

DISCUSSION/
ACTION
Vote _____
Page 15
EXHIBIT 2

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Julie Hatchel, Assistant Superintendent, Education Services

Staff Recommendation:

It is recommended the Board President recognize Julie Hatchel, Assistant Superintendent, Education Services, to present this item.

Following discussion, it is recommended the Board of Trustees provide direction to staff regarding the implementation of a Mandarin Chinese Immersion Program.

Motion by _____ Seconded by _____

3. **RECOMMENDATION OF SUPPLEMENTAL TEXTBOOK – NOTHING RHYMES WITH ORANGE:** DISCUSSION/
ACTION
Vote _____

The City of Aliso Viejo requested to distribute the book *Nothing Rhymes with Orange*, published by Stan Oftelie, at its “Gift of History” event to be held September 30, 2011, for all third grade students. *Nothing Rhymes with Orange* was brought forward to the Instructional Materials Review Committee (IMRC) at its last adoption cycle. An IMRC member requested a meeting to discuss concerns with the book. In order to consider adoption of the book prior to the Gift of History event, the IMRC met on Tuesday, September 6, 2011. IMRC members voted 10-1 to recommend the approval of *Nothing Rhymes with Orange* for supplemental use to support the third grade social science curriculum. There is no financial impact at this time.

CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment
Contact: Julie Hatchel, Assistant Superintendent, Education Services

Staff Recommendation:

It is recommended the Board recognize Julie Hatchel, Assistant Superintendent, Education Services, who will present this agenda item.

Following discussion, it is recommended the Board of Trustees approve the adoption of *Nothing Rhymes with Orange* for supplemental use to support the third grade social science curriculum.

Motion by _____ Seconded by _____

4. **AWARD OF RFQ/P NO. 5-1112 – TRUSTEE AREA REDISTRICTING ANALYSIS AND ADJUSTMENT SERVICES, NATIONAL DEMOGRAPHICS CORPORATION:** DISCUSSION/
ACTION
Vote _____
Page 19
EXHIBIT 4

With the passage of Measure H on November 2, 2010, the District changed the current method of election to a “by trustee area” method of election requiring each member of the Board of Trustees to reside within, and be elected by, the voters living within that particular Trustee area or district. Voters in a Trustee area will no longer elect members of the Board of Trustees for other Trustee areas. These changes become effective with the election scheduled for Tuesday, November 6, 2012.

Staff recommends the award of the contract to National Demographics Corporation (NDC) to assist the Board in reapportioning Trustee areas. NDC has extensive experience in providing redistricting services to state and local governments, special districts, and school districts. NDC is knowledgeable of the federal and state issues regarding the Voting Rights Act and has provided redistricting services to over 130 school districts. More specifically, NDC has provided redistricting services to 20 school districts moving from the “at-large” trustee election process to “area specific” trustee elections. The financial impact of the Trustee redistricting analysis to be completed by National Demographics Corporation is estimated at \$27,500 to \$38,000 depending upon the scope of work requested. Costs will be paid from the general fund.

CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Ron Lebs, Deputy Superintendent, Business & Support Services

Staff Recommendation:

It is recommended the Board President recognize Ron Lebs, Deputy Superintendent, Business and Support Services, who will present this item.

Following discussion, it is recommended the Board of Trustees approve the award of RFQ for Trustee Area Redistricting Analysis and Adjustment Services to National Demographics Corporation.

Motion by _____ Seconded by _____

5. RECOMMENDATION OF TENTATIVE AGREEMENT WITH TEAMSTERS FOR JULY 1, 2011 – JUNE 30, 2012:

DISCUSSION/
ACTION
Vote _____
Page 27
EXHIBIT 5

The purpose of this agenda item is to seek approval of the tentative agreement between the District and the Teamsters from the Board of Trustees. In addition to the tentative agreement, the Public Disclosure of the Collective Bargaining Agreement is attached. The total estimated fiscal impact of this agreement is a continued savings to the District of approximately \$400,000 for the 2011-2012 fiscal year.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

Staff Recommendation:

It is recommended the Board President recognize Jodee Brentlinger, Assistant Superintendent, Personnel Services, who will present this item.

Following discussion, it is recommended the Board of Trustees approve the tentative agreement between the District and the Teamsters.

Motion by _____ Seconded by _____

6. REVIEW OF 2010-2011 PRELIMINARY FINANCIAL STATEMENT (UNAUDITED ACTUALS) and 2011-2012 REVISED BUDGET:

INFORMATION/
DISCUSSION

The Board of Trustees approved the 2010-2011 Unaudited Actuals at the September 12, 2011, Board meeting. Staff will present an overview of the 2010-2011 fiscal year closing information, the 2011-2012 revised budget, and potential changes/impact to the 2011-2012 budget and multi-year projection from the proposed mid-year reductions.

Due to the size of the supporting documentation for this item, the backup information will be posted online on the District Board Agendas and Supporting Documentation page.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Ron Lebs, Deputy Superintendent, Business & Support Services

Staff Recommendation:

It is recommended the Board President recognize Ron Lebs, Deputy Superintendent, Business and Support Services, who will present this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

7. SCHOOL FACILITY MITIGATION AGREEMENTS AND COMMUNITY FACILITIES DISTRICTS:

INFORMATION/
DISCUSSION

The District currently operates ten Community Facilities Districts (CFDs) which are used to fund capital improvements at various school sites. Staff will present an overview of school facility mitigation, CFD mechanics, Capistrano Unified School District CFDs, and facility funding options with the goal of laying the foundation for policy decisions and operational direction as it relates to future housing development and subsequent school facility needs.

Due to the length of the presentation and quantity of information it contains, this item will be delivered over the course of two meetings and is broken into components as follows:

- Part One – CFD Background and Mechanics
- Part Two – Existing CFDs and Prospective CFD Policies

The PowerPoint presentation and supporting information will be posted online on the District Board Agendas and Supporting Documentation page prior to the close of business on Wednesday, September 21.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Ron Lebs, Deputy Superintendent, Business & Support Services

Staff Recommendation:

It is recommended the Board President recognize Ron Lebs, Deputy Superintendent, Business and Support Services, who will provide the CFD update and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

8. SECOND READING – REVISIONS TO BOARD POLICY 1230, SCHOOL-CONNECTED ORGANIZATIONS:

Revisions to existing Board policy and administrative regulations are necessary as the District adopts policies and procedures to comply with state law regarding student fees. Legislation pending before the state legislature will further clarify the rules surrounding this issue. In order to effectively develop new policies and procedures, District staff has engaged school site leaders, community groups, and student organizations to discuss the implications of the new rules surrounding student fees. This agenda item presents for consideration revisions to Board Policy 1230, *School-Connected Organizations*. The revisions outline expectations for school-connected organizations. There is no financial impact. Proposed additions to the Board policy are underlined; deletions are struck through.

CUSD Strategic Plan Pillar 1: Community Relations

Contact: Marcus Walton, Chief Communications Officer

Staff Recommendation:

It is recommended the Board President recognize Marcus Walton, Chief Communications Officer, to present the revision to Board Policy 1230, *School-Connected Organizations*.

Following discussion, it is recommended the Board approve revisions to Board Policy 1230, *School-Connected Organizations*.

Motion by _____ Seconded by _____

9. AWARD BID NO. 1011-15 – SAN JUAN HILLS HIGH SCHOOL STADIUM PHASE II, OHNO CONSTRUCTION:

On February 8, 2011, the Board of Trustees authorized District staff to commence the bidding of the revised plans and specifications for the remaining home-side bleachers and associated improvements at San Juan Hills High School once property issues were resolved with Whispering Hills, LLC. This work completes construction of the previously deleted project items that include: the home-side stadium bleachers, the press box, and the related electrical and public address systems. The synthetic track is part of the overall project but will be performed by a specialty contractor under a separate agreement.

The bids were received and opened on September 8, 2011. The lowest base bid was selected as the method to determine the lowest responsive bidder. At \$1,640,000, Ohno Construction Company was the lowest responsive bidder.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Ron Lebs, Deputy Superintendent, Business & Support Services

Staff Recommendation:

It is recommended the Board President recognize Ron Lebs, Deputy Superintendent, Business and Support Services, who will present this item.

Following discussion, it is recommended the Board of Trustees approve the award of Bid No. 1011-15, San Juan Hills High Stadium Phase II in the amount of \$1,640,000 to Ohno Construction Company.

Motion by _____ Seconded by _____

DISCUSSION/
ACTION
Page 41
EXHIBIT 8

DISCUSSION/
ACTION
Page 43
EXHIBIT 9

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

10. SCHOOL BOARD MINUTES:

Approval of the minutes of the September 12, 2011, regular Board meeting.

Contact: Jane Boos, Manager, Board Office Operations

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EXHIBIT 10

CURRICULUM & INSTRUCTION

11. MEMORANDUM OF UNDERSTANDING BETWEEN ORANGE COUNTY SUPERINTENDENT OF SCHOOLS AND CAPISTRANO UNIFIED SCHOOL DISTRICT:

Approval of the Memorandum of Understanding (MOU) between the Orange County Superintendent of Schools and Capistrano Unified School District will allow Orange County Department of Education (OCDE) to conduct special education programs and services for eligible District students July 1, 2011, through June, 30, 2012. The OCDE Division of Special Education Services operates a program to provide special education programs and services to pupils with exceptional needs. Students are referred by their Individualized Education Program (IEP) teams when it is jointly determined by the District and OCDE that the students' educational needs, as specified in the IEP, can be appropriately met by the programs and services operated by OCDE. Approximately 99 District students are currently enrolled in OCDE programs. There are three cost categories for OCDE programs: classroom, transportation, and special circumstance aide. The average classroom cost per student is \$40,737. Based on current enrollment, the estimated District cost for students attending OCDE classes for the 2011-2012 school year is approximately \$4,032,963. The estimated District cost for transportation provided by OCDE is approximately \$469,656. The estimated District cost for required special circumstance aides in classrooms or on buses is approximately \$937,863.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

Contact: Sara Jocham, Assistant Superintendent, Special Education Services

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EXHIBIT 11

BUSINESS & SUPPORT SERVICES

12. DONATION OF FUNDS AND EQUIPMENT:

A number of gifts have been donated to the District, including \$112,667.17 in cash. These funds will be deposited in the appropriate school accounts. Items other than cash gifts have no financial impact on the budget. The District does not guarantee maintenance of those items or the expenditure of any District funds for their continued use.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

Contact: Ron Lebs, Deputy Superintendent, Business & Support Services

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EXHIBIT 12

13. RESOLUTION NO. 1112-22 INCREASE IN THE WORKERS' COMPENSATION RATE:

Approval of Resolution No. 1112-22 authorizing an increase in the Workers' Compensation Rate from \$1.61 per \$100 to \$2.00 per \$100. This will reduce the current unfunded liability in the Workers' Compensation account.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Ron Lebs, Deputy Superintendent, Business & Support Services

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EXHIBIT 13

14. **INDEPENDENT CONTRACTOR AGREEMENT – STAFF DEVELOPMENT TRAINING, MARY MERCHANT:** Page 81
EXHIBIT 14
 Approval of an independent contractor agreement with Mary Merchant to provide staff development training for school psychologists and counselors. Mary Merchant will provide services at the rates indicated on the fee schedule for the 2011-2012 school year, on an as-needed basis, paid out of Medi-Cal funds. Scheduled services under this contract are estimated to be \$1,050.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Ron Lebs, Deputy Superintendent, Business & Support Services
15. **INDEPENDENT CONTRACTOR AGREEMENT – STATE-MANDATED HEARING AND VISION SCREENING SERVICES, PACIFIC AUDIOLOGICS:** Page 89
EXHIBIT 15
 Approval of an independent contractor agreement with Pacific Audiologies to provide state-mandated hearing and vision screening services for grades kindergarten, second, fifth, and eighth. Pacific Audiologies will provide services at the rates indicated on the fee schedule for the 2011-2012 school year, on an as-needed basis, paid out of the general fund. Scheduled services under this contract are estimated to be \$69,250.
CUSD Strategic Plan Pillar 2: Safe & Healthy Schools
Contact: Ron Lebs, Deputy Superintendent, Business & Support Services
16. **AWARD BID NO. 1112-10 – TREE TRIMMING MAINTENANCE SERVICE, WEST COAST ARBORISTS, INCORPORATED:** Page 101
EXHIBIT 16
 Approval of the award of bid for tree trimming maintenance service to West Coast Arborists, Incorporated. The initial base contract is August 27, 2011, through August 26, 2012. The contract may be extended by mutual agreement and upon Board approval, for a renewal term not to exceed two additional one-year periods. This contract provides competitive, set pricing for pruning, trimming, and maintenance of trees throughout the District, on an as-needed basis, at the prices shown on the Bid Form. The total annual expenditures under this contract are estimated to be \$80,000 funded from the routine restricted maintenance account.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Ron Lebs, Deputy Superintendent, Business & Support Services
17. **EXTENSION AGREEMENT RFQ NO. 2-1011 – CONSTRUCTION MANAGER/ OWNER’S REPRESENTATIVE, EDENCO, INCORPORATED:** Page 113
EXHIBIT 17
 Approval of extension agreement with Edenco, Incorporated. In light of the fiscal crisis, a letter was sent to the firm requesting reduced costs for the 2011-2012 renewal period. The firm has proposed a reduction in rates for services, at the new rate of \$150 per hour as opposed to \$155 per hour in the original agreement. The reduced hourly rate represents a cost savings of approximately 3.5 percent. This contract provides competitive, hourly rates for owner’s representative construction management services for the Capistrano Valley High School (CVHS) Performing Arts Theater, the San Juan Hills High School (SJHHS) Aquatics Center, and the stadium project. All three construction projects will run concurrently through February 2012, which is the scheduled completion of the SJHHS Aquatics Center. The construction of the second phase of the SJHHS stadium is expected to be completed by April/May 2012, and the CVHS Performing Arts Theater is anticipated to be finished by May 2013.
- The extension of Agreement RFQ No. 2-1011 for an additional year is anticipated to cost approximately \$312,000. Fees for construction management services traditionally represent approximately 8 percent of a project’s construction cost. This estimated fee can be influenced by a variety of construction and non-construction related factors including project complexity, contractor performance, and unforeseen conditions. A detailed review of Edenco’s construction management fees is attached. Funding for these services depends upon the specific project and will come from Community Facilities Districts 87-1 and 98-2.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Ron Lebs, Deputy Superintendent, Business & Support Services

18. INCOME AGREEMENT – VISION ASSESSMENTS AND CONSULTATIONS, ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:

Page 159
EXHIBIT 18

Approval of an income agreement with the Orange County Superintendent of Schools to provide the services of Jane Vogel for vision assessments and consultations for students. Services will be provided at the rates indicated in the agreement for the 2011-2012 school year, on an as-needed basis, paid out of special education funds. Scheduled services under this contract are estimated to be \$6,500.

CUSD Strategic Plan Pillar 2: Safe & Healthy Schools

Contact: Ron Lebs, Deputy Superintendent, Business & Support Services

19. AMENDMENT TO SCHOOL BUS SERVICE AGREEMENT – JSERRA CATHOLIC HIGH SCHOOL:

Page 165
EXHIBIT 19

Approval of amendment to the school bus service agreement with JSerra Catholic High School adding the ability to provide services for additional buses. Through this agreement, the District provides servicing, inspections, maintenance, roadside assistance, and driver training. This agreement provides a positive revenue stream into the District’s general fund to offset a portion of the Transportation Department’s encroachment.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Ron Lebs, Deputy Superintendent, Business & Support Services

20. CORRECTED RENTAL AGREEMENT – CAPO BEACH CALVARY:

Page 175
EXHIBIT 20

Approval of corrected rental agreement with Capo Beach Calvary changing the name and contact information. On August 8, 2011, the Board approved the original rental agreement inadvertently stating the incorrect vendor information. This agreement provides parking for a bus owned by Capo Beach Calvary at the South Transportation Yard. Fees charged for this service are \$75 per month. This agreement provides a positive revenue stream into the District’s general fund to offset a portion of the Transportation Department’s encroachment.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Ron Lebs, Deputy Superintendent, Business & Support Services

Motion by _____ Seconded by _____

ROLL CALL:

Student Advisor Ryan Pallas _____

Trustee Addonizio _____

Trustee Alpay _____

Trustee Bryson _____

Trustee Hatton _____

Trustee Palazzo _____

Trustee Pritchard _____

Trustee Brick _____

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 MONDAY, OCTOBER 10, 2011, 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

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.