

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

BOARD OF TRUSTEES
Regular Meeting

May 23, 2012

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. CONFERENCE WITH LABOR NEGOTIATORS

Joseph M. Farley/Jodee Brentlinger/Clark Hampton/
Julie Hatchel/Sara Jocham/Jeff Bristow

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)

B. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION EXHIBIT B

Number of Cases: One

Informal Dispute Resolution Case No. 34912

(Pursuant to Government Code §54956.9{a})

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.

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA – ROLL CALL

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.

DISCUSSION/ACTION ITEMS

- | | |
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| <p>1. 2011-2012 UPDATED FINANCIAL STATEMENTS - THIRD INTERIM REPORT:</p> | <p>DISCUSSION/
ACTION
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EXHIBIT 1</p> |
|---|---|

Approval of the 2011-2012 Third Interim Report. In accordance with Education Code §42131(c), a school district, which is qualified or negative as of the Second Interim Report, shall submit financial statement projections of the district’s fund and cash balances to the Orange County Department of Education, State Controller, and the Superintendent of Public Instruction. These financial statement projections and cash balances are typically referred to as the “Third Interim Report.” The Third Interim Report covers the period of July 1, 2011, through April 30, 2012, and includes the following:

- Third Interim General Fund Financial Report 2011-2012
- Cash flow projections for fiscal year 2011-2012

The Third Interim Report is not required to be certified as positive, qualified, or negative, and is required only to be submitted to the Orange County Department of Education and the various state agencies for review and comment.

CUSD Strategic Plan Pillar 5: Effective Operations

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

Staff Recommendation

It is recommended the Board President recognize Clark Hampton, Deputy Superintendent, Business and Support Services, to present this item.

Following discussion, it is recommended the Board of Trustees acknowledge receipt of the financial documents related to the Third Interim Report, and authorize their filing with the Orange County Department of Education, the State Controller’s Office, and the State Superintendent of Public Instruction.

Motion by _____

Seconded by _____

2. PRESENTATION OF THE COMMON CORE STATE STANDARDS:

On August 2, 2010, the State Board of Education approved the Common Core State Standards (CCSS). The standards are aligned with national Common Core Standards (CCS) across the United States. States adopting the CCS will be expected to fully implement the CCSS by 2014-2015, and national assessments will be administered to students in grades three through eleven in spring, 2015. The District has begun to educate stakeholders about the CCSS transition beginning with administration and teaching staff. This item presents an overview of CCSS.

CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment

Contact: Julie Hatchel, Assistant Superintendent, Education Services

Staff Recommendation

It is recommended the Board President recognize Julie Hatchel, Assistant Superintendent, Education Services, who will provide information on this item. This is an information item and no Board action is necessary.

3. TEAMSTERS CONTRACT REOPENER PROPOSAL, 2012-2013 SCHOOL YEAR:

The current collective bargaining agreement between the District and Teamsters expires on June 30, 2012. On March 12, 2012, the Board adopted the District's proposal to reopen negotiations for the 2012-2013 school year. Board Policy 4143.1, Public Notice-Issues of Meeting and Negotiations, describes the steps to be taken by the Board and its authorized representatives in order to enter into a new agreement with an exclusive bargaining unit. The District has approved its proposal to reopen six articles. On May 15, 2012, Teamsters presented the District with the association's proposal.

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, to present this item.

Following discussion, it is recommended the Board of Trustees accept receipt of the Teamsters contract reopener proposal.

Motion by _____ Seconded by _____

4. PROPOSED REFUNDING OF 2002 CERTIFICATE OF PARTICIPATION AND MEASURE A GENERAL OBLIGATIONS BONDS:

The Board of Trustees will receive an update on proposed refunding of 2002 Certificate of Participation and Measure A general obligation bonds. The update will include data on the potential savings to the District and taxpayers based on an analysis by the District's financial advisors, Government Financial Strategies, Incorporated.

CUSD Strategic Plan Pillar 5: Effective Operations

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

Staff Recommendation

It is recommended the Board President recognize Clark Hampton, Deputy Superintendent, Business and Support Services, who will provide information on this item and answer any questions Trustees may have. This is an information item and no Board action is necessary.

INFORMATION/
DISCUSSION
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EXHIBIT 2

DISCUSSION/
ACTION
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EXHIBIT 3

INFORMATION/
DISCUSSION
Page 23
EXHIBIT 4

5. AWARD BID NO. 1112-14 NEWHART MIDDLE SCHOOL MULTI-PURPOSE ROOM REMODEL PROJECT, CONSTRUCT 1 ONE, CORPORATION:

DISCUSSION/
ACTION
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EXHIBIT 5

On March 28, 2012, the Board of Trustees authorized District staff to commence bidding the Newhart Middle School Multi-Purpose Room (MPR) Remodel Project. This work includes removing an existing common wall between the MPR and the library to provide a 45 foot-wide view of the stage from the library. This modernization is required to enlarge the stage and to accommodate the number of spectators appropriate for a middle school facility. The project also provides new carpet, "T-Bar" ceiling, and lighting in both rooms. The existing faculty restrooms will be renovated to meet compliance with American Disabilities Act standards.

The bids were received and opened on May 15, 2012. The lowest base bid was selected as the method to determine the lowest responsive bidder. At \$798,532, Construct 1 One, Corporation was the lowest responsive bidder.

CUSD Strategic Plan Pillar 5: Effective Operations

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

Staff Recommendation:

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

Following discussion, it is recommended the Board of Trustees approve and award Bid No. 1112-14 Newhart Middle School MPR Remodel Project in the amount of \$798,532 to Construct 1 One, Corporation, funded by CFD 87-1 and State Facilities Program Modernization Funds.

Motion by _____ Seconded by _____

6. REVIEW OF PREVIOUS DECISION TO WITHDRAW DISTRICT MEMBERSHIP IN THE CALIFORNIA SCHOOL BOARDS ASSOCIATION:

DISCUSSION/
ACTION
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EXHIBIT 6

Last August the Board of Trustees suggested a review of the decision to withdraw District membership in the California School Boards Association (CSBA), consistent with another interest in increasing legislative advocacy on behalf of the District. This item will provide Trustees with an opportunity to discuss its CSBA membership for the 2012-2013 school year. District membership in the state-wide organization is \$21,306 per year. The exhibit to this item includes a letter from CSBA President Jill Wynns concerning the lobbying and advocacy work of CSBA.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Joseph M. Farley, Superintendent

Staff Recommendation

It is recommended that the Board discuss this item.

Following discussion, it is recommended the Board of Trustees provide direction to the Superintendent concerning potential renewal of membership in the California School Boards Association or approve membership in the California School Boards Association.

Motion by _____ Seconded by _____

7. SECOND READING – REVISION OF BOARD BYLAW 9220, BOARD OF TRUSTEES ELECTIONS:

DISCUSSION/
ACTION
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EXHIBIT 7

Board Bylaw 9920, *Board of Trustees Elections*, is being revised due to the recent redistricting of Trustee areas. Proposed additions to the Board policy are underlined; deletions are struck through.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Joseph M. Farley, Superintendent

Staff Recommendation:

It is recommended the Board President recognize Joseph M. Farley, Superintendent, to present this item.

Following discussion, it is recommended the Board of Trustees approve the revisions to Board Bylaw 9220, *Board of Trustees Elections*.

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

8. SCHOOL BOARD MINUTES:

Approval of the minutes of the May 9, 2012, special Board meeting and the May 14, 2012, regular Board meeting.

Contact: Jane Boos, Manager, Board Office Operations

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EXHIBIT 8

CURRICULUM & INSTRUCTION

9. PETITION TO WAIVE CALIFORNIA HIGH SCHOOL EXIT EXAM:

Approval to waive California Education Code §60851(c) and Board Policy 6162.52 in accordance with §60851(c) for three students who have completed all requirements for passing the California High School Exit Examination (CAHSEE) subtest in Mathematics and/or English/Language Arts, case numbers 1112-031 through 1112-033. California Education Code §60851(c) and Board Policy 6162.52 provide authority for the Board of Trustees to review and approve waivers for special education students to pass the CAHSEE with modifications stated in the pupil's Individualized Education Program. Supporting information for this item is provided to Trustees under separate cover so that individual student rights under the Family Educational Rights and Privacy Act are protected.

CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment

Contact: Julie Hatchel, Assistant Superintendent, Education Services

10. AGREEMENT TO REFER STUDENTS TO ALTERNATIVE COMMUNITY AND CORRECTIONAL EDUCATIONAL SCHOOLS AND SERVICES:

Approval of the agreement to refer students to alternative community and correctional schools and services for July and August 2012. Since July 2010, Alternative Community and Correctional Educational Schools and Services (ACCESS) has provided District high school students the opportunity to remediate credit deficiencies during the months of July and August. In July and August 2011, more than 700 District students were able to make up over 1,000 five-unit courses, ensuring they would graduate on time with their class. Each year the District must enter into the agreement. This agreement allows ACCESS to enroll District students for the purposes of remediating high school credit deficiencies during the months of July and August. There is no financial impact.

CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment

Contact: Julie Hatchel, Assistant Superintendent, Education Services

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EXHIBIT 10

11. CONSOLIDATED APPLICATION AND REPORTING SYSTEM:

Approval of the May 25, 2012, and June 30, 2012, Consolidated Application and Reporting System (CARS) Data Collections. CARS has been revised from a two-part to a three-part application and reporting process for multiple state and federal, formula-driven categorical program funds submitted annually to the California Department of Education (CDE) to fund supplemental programs. The Consolidated Application is used by CDE to distribute categorical funds from various state and federal programs. In June of each year, districts are required to submit part of the application to document program participation in categorical programs and provide assurances of compliance with the legal requirements of each program. In October, Title III information is reported and in January of the following year, the information submitted contains the district's entitlements for each funded program. Due to the release of the newly revised Consolidated Application system, the due date of the January submittal was pushed back to the above due dates. The federal programs coordinated through the Consolidated Application include Title 1, Part A, Title II, Part A, Title III, Part A, and Title IV, Part A. State Economic Impact Aid is also coordinated through the Consolidated Application. The complete Consolidated Application is on file for review in the State and Federal Programs office. As required by CDE, the District English Language Advisory Committee also approved this document.

CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment

Contact: Julie Hatchel, Assistant Superintendent, Education Services

12. CALIFORNIA INTERSCHOLASTIC FEDERATION REPRESENTATIVES:

Approval of the six comprehensive high school principals as league representatives to the California Interscholastic Federation (CIF) for 2012-2013. As a member of CIF, the District is required by Education Code §33353 (a) to designate its representatives to CIF on a yearly basis. League representatives vote on issues that impact school athletic programs.

CUSD Strategic Plan Plan 5: Effective Operations

Contact: Julie Hatchel, Assistant Superintendent, Education Services

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EXHIBIT 12

BUSINESS & SUPPORT SERVICES

13. DONATION OF FUNDS AND EQUIPMENT:

A number of gifts have been donated to the District, including \$296,801.89 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: Clark Hampton, Deputy Superintendent, Business and Support Services

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EXHIBIT 13

14. AUTHORIZATION TO ENTER INTO A LEASE/PURCHASE FINANCING AGREEMENT WITH KEY GOVERNMENT FINANCE, CISCO CAPITAL'S FINANCING PARTNER:

Approval of a lease/purchase financing agreement with Key Government Finance, Cisco Capital's financing partner, for data storage, and video conference equipment services and support. The agreement will support the replacement of the District's seven-year-old core storage infrastructure, as well as provide video conferencing capabilities for virtual learning opportunities. The agreement includes schedules and terms, services provided, and have been approved by legal counsel. The five-year lease/purchase is an agreement with FusionStorm, Dell, and Digital Network Group for services, support, and equipment totaling \$917,765.20, funded by the general fund. The fixed interest rate on this agreement is 2.62 percent. The financial implications of the District's core storage hardware replacements were previously authorized as part of the District's budget approval process.

CUSD Strategic Plan Pillar 5: Effective Operations

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

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EXHIBIT 14

15. AMENDMENT TO A SPECIAL EDUCATION INFORMAL DISPUTE RESOLUTION AGREEMENT:

Approval of an amendment to a special education Informal Dispute Resolution agreement case #5711. Due to the confidential nature of the agreement, supporting information is provided to Trustees under separate cover.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

16. EXTENSION OF SCHOOL BUS SERVICE AGREEMENT NO. I0910045 – SANTA MARGARITA CATHOLIC HIGH SCHOOL:

Approval of extension of School Bus Service Agreement No. I0910045 to provide school bus inspections, servicing, maintenance, repair, parking, and school bus driver training services for buses owned by Santa Margarita Catholic High School. The pricing structure remains the same as negotiated last year. This agreement provides a positive revenue stream into the general fund to offset a portion of the Transportation Department's encroachment.

CUSD Strategic Plan Pillar 5: Effective Operations

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

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EXHIBIT 16

17. AWARD BID NO. 1213-02 WEED ABATEMENT, E. STEWART AND ASSOCIATES, INCORPORATED:

Approval of the award of bid for weed abatement services to E. Stewart and Associates, Incorporated. The initial base contract is from June 1, 2012, through June 30, 2013. 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 set pricing for weed abatement services, as needed, for all sites within the District. Expenditures will be funded from the deferred maintenance and the routine restricted maintenance accounts. Annual expenditures under this contract are limited to \$100,000.

CUSD Strategic Plan Pillar 5: Effective Operations

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

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EXHIBIT 17

18. AGREEMENT – JUVENILE COURT WORK PROGRAM SERVICES, THE COUNTY OF ORANGE:

Approval of an agreement with the County of Orange Juvenile Court Work Program Services to provide weed abatement services on District slopes and grounds. The services are performed by juvenile probationers under the administration of the County of Orange Chief Probation Officer. The contractor will provide services at the rates indicated in the agreement, paid from the general fund. Expenditures are limited to \$20,000.

CUSD Strategic Plan Pillar 5: Effective Operations

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

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EXHIBIT 18

19. EXTENSION OF BID NO. 1011-01 ASPHALT PAVING, SEALCOATING, AND REPAIR – BEN'S ASPHALT, INCORPORATED:

Approval of extension of Bid No. 1011-01 for asphalt paving, sealcoating, and repair to be provided by Ben's Asphalt, Incorporated. The vendor has agreed to maintain the same pricing structure negotiated last year. Funding for these expenditures will depend upon the types of services rendered, which may include, but are not limited, to routine restricted maintenance, deferred maintenance, and developer fees. Annual expenditures under this contract are limited to \$150,000.

CUSD Strategic Plan Pillar 5: Effective Operations

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

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EXHIBIT 19

20. AWARD BID NO. 1213-01 PLUMBING SERVICES, PACIFIC PLUMBING COMPANY OF SANTA ANA:

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EXHIBIT 20

Approval of the award of bid for plumbing services to Pacific Plumbing Company of Santa Ana. The initial base contract is from July 1, 2012, through June 30, 2013. 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 set pricing for emergency and on-call plumbing services for all sites within the District. These expenditures will be funded from the deferred maintenance and the routine restricted maintenance accounts. Annual expenditures under this contract are limited to \$150,000.

CUSD Strategic Plan Pillar 5: Effective Operations

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

21. EXTENSION OF CONSULTANT AGREEMENT NO. C1011064 – STUTZ, ARTIANO, SHINOFF & HOLTZ APC:

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EXHIBIT 21

Approval of extension of Consultant Agreement No. C1011064 for general legal services, as required by the District, provided by Stutz, Artiano, Shinoff & Holtz APC. The vendor has agreed to maintain the same pricing structure negotiated last year. Funding for these expenditures will be from the general fund. Annual expenditures under this agreement are limited to \$250,000.

CUSD Strategic Plan Pillar 5: Effective Operations

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

22. PROFESSIONAL SERVICES AGREEMENTS:

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EXHIBIT 22

Ratification and approval of District standardized Professional Services Agreements. The expenditures related to the listed agreements were previously authorized as part of the District's budget approval process. The agreements total \$18,000.

Due to the size of the contract documents, the General Conditions will be posted online on the District's Board Agendas and Supporting Documentation page.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

23. COUNTY OF ORANGE MASTER AGREEMENT NO. MA-017-10011795 OFFICE SUPPLIES – STAPLES CONTRACT & COMMERCIAL, INCORPORATED DBA STAPLES ADVANTAGE:

Approval to utilize the County of Orange Master Agreement No. MA-017-10011795 for the purchase of office supplies from Staples Contract & Commercial, dba Staples Advantage, as needed, under the same terms and conditions of the public agency's contract. This contract provides competitive set pricing for office supplies, as needed, throughout the District. Anticipated annual expenditures utilizing this contract are approximately \$100,000. Funding for these expenditures may include, but are not limited to, site funds, gift funds, and the general fund. 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. It is often advantageous to utilize piggyback bids when contract items are identical to the district's specifications. Using piggyback contracts saves time and often provides lower prices than a single jurisdiction would be able to obtain.

Due to the size of the contract and award, the documentation will be posted online on the District's Board Agendas and Supporting Documentation page.

CUSD Strategic Plan Pillar 5: Effective Operations

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

PERSONNEL SERVICES

24. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES:

Page 181
EXHIBIT 24

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

25. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:

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EXHIBIT 25

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

26. MASTER TEACHER PAYMENT:

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EXHIBIT 26

Approval of payment to District master teachers who supported a student teacher during the 2011 fall and 2012 spring semester. Student teachers from various universities are placed in the District throughout the school year. Current university agreements specify that institutions pay master teachers a nominal stipend for their supervision and support of student teachers. California State University, Fullerton has agreed to reimburse the District for all costs associated with compensating master teachers. The compensation amounts vary because of different statutory costs.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

Motion by _____

Seconded by _____

ROLL CALL:

Student Advisor Ryan Pallas _____

Trustee Addonizio _____

Trustee Alpay _____

Trustee Brick _____

Trustee Bryson _____

Trustee Hatton _____

Trustee Palazzo _____

Trustee Pritchard _____

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, JUNE 11, 2012, 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.