Western Placer Unified School District
Regular Meeting of the Board of Trustees
February 4, 2009, 7:00 P.M.
LINCOLN HIGH SCHOOL – PERFORMING ARTS THEATER
790 J Street, Lincoln, CA

MINUTES

2008-2009 Goals & Objectives (G & 0) for the Management Team: Component I: Quality Student Performance; **Component II:** Curriculum Themes; **Component III:** Special Student Services; **Component IV:** Staff & Community Relations; **Component V:** Facilities/Administration/Budget.

All Open Session Agenda related documents are available to the public for viewing at the Western Placer Unified School District Office located at 600 Sixth Street, Fourth Floor in Lincoln, CA 95648.

Members Present

Paul Carras, President
Brian Haley, Vice President
Ana Stevenson, Clerk
Paul Long, Member

Members Absent

James McLeod, Member

Others Present

Scott Leaman, Superintendent
Mary Boyle, Assistant Superintendent of Educational Services
Bob Noyes, Assistant Superintendent of Personnel
Cathy Allen, Assistant Superintendent of Facilities and Maintenance Services
Terri Ryland, Interim Assistant Superintendent of Business
Student – Jerusha Loya
Press - Brandon Darnell, Lincoln News Messenger

6:25 P.M. START

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE** – LHS Performing Arts Theater

6:30 P.M.

2. **CLOSED SESSION** – Lincoln High School - Office Conference Room

   2.1 LIABILITY
   Rejection of Claim, (Marlow) pursuant to Government Code 910 & 910.2.

   2.2 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

   2.3 RESCIND BOARD ACTION TO NON-REELECT ONE CERTIFICATED INSTRUCTOR DURING THE 2006-2007 SCHOOL YEAR AND ACCEPT RESIGNATION

7:00 P.M.

3. ADJOURN TO OPEN SESSION – Lincoln High School Performing Arts Theater

DISCLOSURE OF ACTION TAKEN IN CLOSED SESSION, IF ANY

3.1 LIABILITY

Rejection of Claim, (Marlow) pursuant to Government Code 910 & 910.2.

Motion by Mrs. Stevenson, seconded by Mr. Long, and passed by unanimous vote to reject claim for Marlow.

3.2 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Motion by Mrs. Stevenson, seconded by Mr. Haley, and passed by unanimous vote to accept the administrations recommendation for dismissal of one para-professional employee.

3.3 RESCIND BOARD ACTION TO NON-REELECT ONE CERTIFICATED INSTRUCTOR DURING THE 2006-2007 SCHOOL YEAR AND ACCEPT RESIGNATION

Motion by Mrs. Stevenson, seconded by Mr. Long, and passed by unanimous vote to rescind board action to non-reelect one certificated instructor during the 2006-2007 school year and accept the resignation.

SPECIAL ORDER OF BUSINESS:

8.3 (I/D) **MIDDLE SCHOOL BOUNDARY CHANGES** – **Boyle** *(08-09 G & O Component IV, V)*

- Information of changing middle school attendance boundaries was provided to the Board at the December 16, 2008 Board meeting, and to the public through the WPUSD website. Two parent meetings were held at Carlin C. Coppin School in December, 2008 and one parent meeting was held in Sheridan School in January 2009. A Public Hearing notice was posted in the Lincoln News Messenger and was held on January 21, 2009. At the Public Hearing, it became evident that not all parents at Carlin C. Coppin School had received notification about the parent meetings. Consequently, two parent meetings were held again at Carlin C. Coppin School on January 27, 2009, at which the parents who were present spoke passionately about their concern re changing the middle school boundaries. They requested more time to study the issue and to engage in further discussion.

Mary Boyle addressed item 8.3 on boundary changes that was brought before the board in December. There were parent meetings held for both Sheridan and Carlin Coppin parents. She reported Carlin Coppin parents felt very strong and wanted to be part of the discussion on the changes. She reported Parents also spoke passionately on the reason they did not want the changes, and that there would not be any boundary changes at this time, the changes have been postponed.

COMMENTS:

Monica Cline spoke on behalf of the growth in the community, and does not feel there is a reason to make the change, nor should it be brought up next year. She would like to see the board engage with the parents on this discussion. She has

met with the Principal, Cathy Allen, and parents who have sent emails. Parents had understood that going to Twelve Bridges Middle School was permanent. She requested that the district work together with parents and address the issues during this postponement of the boundary changes. Further down the line, she feels the students attending Carlin Coppin should be allowed to go to Twelve Bridges Middle School. She also feels there should be timelines and defined criteria for the changes. She reported there are parents and grandparents who have built homes because Carlin Coppin feeds into Twelve Bridge Middle School. She also feels there is an issue with safety, like crossing Hwy 65, the train tracks, and facilities at the Glen Edwards. She would to see the district more active engaging with parents and community, getting more numbers, and more facts, to see if it is feasible for Carlin Coppin to feed Twelve Bridges Middle School.

Maria Boatman talked about the capacity of Twelve Bridges Middle School, and Glen Edwards Middle School, she talked about the amount of students that would transfer due to lack of growth. She likes Twelve Bridges Middle Schools, wants to be guaranteed that her students will be going to Twelve Bridges Middle School. Would like to see the current students at Carlin Coppin to be grandfathered in. She feels if the boundaries are put off for another year, there will never be a fair cut without parents being angry. Parent just needs be given a date of the changes.

Mike Agrippino addressed the board as a teacher in Western Placer for 15 years, 13 of those at Glen Edwards Middle School. He shared some of the comments that were made about Glen Edwards during the boundary changes issue he felt compelled to speak. He feels it has been implied by some because Glen Edwards is an older facility, somehow it is an inferior school, "nothing could be further from the truth" the teachers and staff are dedicated and hard working with a true passion to help and encourage students to strive for excellence on every aspect of their education. The educators at Glen Edwards are constantly evaluating the curriculum and programs, and there is an outstanding administration that supports their effort. He also shared it has been implied by some that Glen Edwards is inferior because of low test scores, once again he expressed "nothing could be further from the truth" he expressed with time allotted he could not explain how test scores are calculated. He did report the Glen Edwards met the goals set by the State of California. We should not be deceived that one random number tells an entire story about a school, it doesn't and the testing system needs to be changed. Many of the Teachers were disappointed in the public comments made about Glen Edwards, it was very disheartening since most people did not bother to do much investigating before they spoke. They didn't bother to talk with staff, visit classrooms, or check out the outstanding learning that goes on every day. He expressed "at a time when our country is finally embracing the high idea of judging people by content of their character and not on their outward appearance, I think the same ideal should apply to all of our schools in Lincoln as well".

4. CONSENT AGENDA

4.1 Approval of Minutes Regular Meetings of:
- January 21, 2009

4.2 Approval of Warrants.

4.3 Approve Classified Personnel Report.

4.4 Approve State Funding Application for Lincoln High School Addition/Expansion.

4.5 Approve Annual E-rate Form 471 for continuing telecommunications discounts.
4.6 Ratification of New Classified Job description for Certification Occupational Therapy Assistant.
4.7 Ratification of New Classified Job Description for the Position of Intervention Services Provider.
4.8 Approve Consolidated Application.

Mrs. Stevenson requested item 4.4 be pulled from the agenda. Motion by Mr. Haley, seconded by Mr. Long, and passed by a unanimous vote with the exception of item 4.4 that was pulled for discussion.

Mrs. Stevenson expressed the need to learn more on the application process of what we're doing to facilitate all of the students at Lincoln High school. Cathy Allen spoke on the application process. She gave rough numbers out of four different pots of money, new construction is 50/50. There is a construction fund which is the 60/40 program that could be used with deferred maintenance dollars. This application is just for the new construction portion, and will bring back a modernization project application. For modernization there is a minimum grant amount that we would have to apply for, which would equal $466,000 from the state. DSA will let us know what to do. There are portables that are called "Generation Seven Classrooms" these are modular classes and consider ecology with 99% of the products recyclable at the cost of $165.00 per square foot. The district could possibly look at piggy backing with other school districts and talked about other changes for Lincoln High like fencing, and new marquee. She reported we will be on a waiting list for funding.
Motion by Stevenson, seconded by Mr. Haley, and passed by unanimous vote to approve the application for state funding for the addition and extension of Lincoln High School.

5. COMMUNICATION FROM THE PUBLIC

Lyndell Grey/Barbara Stephens, Lyndell discussed Fruitvale Country School, they talked about the different programs available for students. There is an after school program, they also have theater, art, music, baking, pen pals, homework tutoring, exercise and farm animals for the students to see. Barbara Stephens focused on the history of Lincoln and its living history fieldtrip, it's a great program, kids get excited when they participate in the program, and she hopes the district will help support the program.
Jennifer Nelson/Ersala Bombard, Jennifer reviewed the WASC program, start in December of 2007 to go until March of 2009. The primary goals are to provide certification to the public that the school is a trustworthy institution. She invited the board of trustees to the welcoming dinner for the WASC team. The WASC team also asked to meet with the district office staff and two board members on February 24th. *Ersala reported that Lincoln High School received was nominated to receive an award.*
Maria Guzman shared her daughter is playing soccer for Lincoln High and feels there are things going on at the high school and things need to change. She expressed her concern on how Michelle Thixton spoke to the girl's soccer team, and did not feel that was acceptable. She did not agree with the way she addressed the students in that matter.

She would like to see changes in the school. She feels Jason has great skills as well as Frank and feel they should both work together.

Greg Lawley has had four students who have attended Lincoln High School, and have participated in sports at Lincoln High School. He shared having seen a lot of coaches. The successful coaches he has seen at Lincoln High have developed a program like Frank. He has worked with these young ladies, and has gotten them to reach their potential. He encouraged the board of trustees to do what is right for the girls, and offered his support to Frank.

Michelle Ruiz-Thixton introduced herself and apologized to the girls' soccer team if she yelled at them, that was not how she wanted it to come across. She shared knowing Frank for more then ten years and watched him build this program. She feels the biggest thing about coaches is their dedication, with practices, the hours and money they spend on the program. They become roll models, they teach teamwork, as a coach you need to be present. Her biggest concern is as coaches we're roll models, and the way this was handled. She does not think Jason is the best person for the job, he may have soccer experience but that doesn't always mean he the best person for the job. She thanked everyone for coming out tonight to support Frank Banuelos. She asked the girl's soccer team to continue on and wished them well.

Mike Murphy shared he knows both Jason and Frank. He shared his purpose for being at the meeting was to speak on behalf of off campus coaches. He coaches basketball, and feels as an off campus coaching job is a year round position, there is much more to being a coach. They have fundraisers, conditioning, and spring league. Feels the need to work with the teachers union on the wording, to address the off campus coaches.

Angie Balderas expressed for the record she attended Glen Edwards, and Lincoln High School and came out okay. She spoke on behalf of her brother. She feels the board has to make a difficult decision on what it right versus what is convenient. Frank has coached the girls for many years and has been involved in many soccer organizations. He works hard for the girls, and she knows this because he often hits her up for funding. The family has been residents of Lincoln for three generations. She reported that Jason has filed a grievance against the district to gain the position as varsity coach. She expressed that a coaches position must be earned. She feels, yes it is the teacher's union's obligation to protect your members, but sometimes entitlement sours public opinion and is not in the best interest of the students. She asked the board to think about what kind of message we are sending to the students, and to do the right thing for the girls and keep Frank as the coach.

Grace Everett a senior at Lincoln High School, she expressed the coaching situation. She was very disappointed in how it was handled. This has affected the students, and the timing has impacted the season, which will cause there to be a division on the team. She expressed it will be hard to adjust. And feels it should have been handled earlier, and was handled wrongly. She is calling the board's attention for future athletics, that there be guidelines in place before making changes like this.

Cindy Murphy is speaking on behalf of the Booster club, and feels off campus coaches do not have any rights. Off campus coaches give so much of their time. The Boosters Club would like the board to change wording so there is some security and confidence for the off campus coaches. She feels they need to make changes for all the sacrifices they make as off campus coaches, and the thought that someone can take that position away really upsets her. Feels the board needs to implement something to prevent this from happening again.

Frank Banuelos he reported he has coached for the past 16 years and has put in hundreds of hours and has raised over $35,000.00. He reported on his conversation with Donna Tofft regarding any changes for the up coming season. He then reported he received a phone call from Donna releasing him from the position of Varsity Coach for the girl's soccer team, and that Mr. Treanor had filed a grievance with the district. Frank feels Mr. Treanor is setting a bad precedent putting his priorities before the girls. He thanked the administration, Parents and coaches from the past for all they have done for the program. He comes forward today because he cares about the girls. He thanked those who spoke on his behalf, and feels you don't have to be a teacher to be a great coach. He expressed that something needs to be set in place for off campus coaches, and feels this is unacceptable, and thanked the board for listening.

Doug Croall is a Varsity coach for Cross Country. He to is an off campus coach, and was personally asked by Dave Butler to coach. He expressed the district has outstanding teachers, and has two daughters that graduated from Lincoln High and are currently attending outstanding colleges, and thanked the teachers. He also feels the district has dedicated coaches, some teachers, some not, and they use there own monies. He expressed how much time a coach will put into the position knowing the coach could be dismissed because a teacher decides they want the job is right. This is something the board needs to make an effort for long term changes for off campus coaches, and he is willing to work with the district to put together a policy.

6. REPORTS & COMMUNICATION

6.1 Lincoln High School, Student Advisory – Jerusha Loya reported it was a busy week with basketball homecoming, a king and queen will be announced at the dance, there was dress up day, Tuesday was snow day, Wednesday was wildcats day, Thursday is cowboy Indian day, and Friday a Rally is scheduled. The Wrestling team is having their senior night Thursday night.

6.2 Western Placer Teacher's Association – Mike Agrippino reported without a doubt the teachers association acknowledges and expresses any thanks to our community that takes the time to work with our students. The occurrences of last week in no way shall be construed as a lack of respect or gratitude. He shared that that we are experiencing change, this can be upsetting, and educators understand the upset and have gotten the message. He requested to speak of his own coaching experience with the girl's 8th grade softball team at Glen Edwards. Teachers association has made some attempt for guideline on coaching. He feels both parties need to sit down and work out some contractual language so we do not have any further misunderstandings like the one we have now.

6.3 Western Placer Classified Employee Association – Chris Hawley had no report.

6.4 Superintendent, Scott Leaman reported on the budget, and how we are being diligent in that aspect. There will be a budget update presentation at the next board meeting. We will be having a budget committee meeting next Wednesday. He reported on a few upcoming events that will include the presence of the board of trustees:

- Academic Decathlon, February 10, 2009

- WASC Welcoming Dinner, February 22, 2009
- ROP Luncheon, February 26, 2009

A note for Lincoln High School a crew will be coming in to film Scott Seacrist and Barrett Hess's Program. They are also finalists for distinguished school award.

6.5 Assistant Superintendent, Business Services
Terri Ryland reported on the State Budget, she spoke with someone on Tuesday that said there may be a budget by Thursday. Class size reduction is still being looked at, and district could keep funding but would be held to the 20. She reported if we don't know anything by the next board meeting there won't be much to report, but our district will be okay, we will meet payroll we do have cash in the bank. And reported we should know by March 4th on the dollars the district is waiting on.

7. PUBLIC HEARING:

7.1 SPECIFIC WAIVER REQUEST – INSTRUCTIONAL MATERIALS FUNDING REALIGNMENT PROGRAM (IMFRP) – ELEMENTARY MATHEMATICS K – 5

As the State of California considers its present budget crisis, funding of certain categorical programs is uncertain for the coming school year (2009 – 2010), including funding for the Instructional Materials Funding Realignment Program (IMFRP – Resource Code 7156). The deadline for implementing new mathematics programs for grades K – 8 is November 15, 2009. Our District mathematics Adoption Committee will bring forward its recommendations in late February or early March for Board consideration and adoption and is fully prepared to meet that deadline. However, without state funding for new textbooks through the IMFRP funds, it would be impossible to fully implement this adoption by the required deadline. This waiver is being sought to extend the deadline for implementation by one year for grades K – 5 Mathematics in the event that the state does not fully fund this program.

Mary Boyle reported she is working on completing math adoption, if we do not have the funds, we will request a waiver. She reported the purpose of the waiver is to allow us another year for adoption, so delaying adoption would allow time due because of funding.

Virginia Cosh questioned the AYP, and questioned the long term planning for the adoption.

7.2 SPECIFIC WAIVER REQUEST – INSTRUCTIONAL MATERIALS FUNDING REALIGNMENT PROGRAM (IMFRP) – ENGLISH LANGUAGE ARTS K – 8

As the State of California considers its present budget crisis, funding of certain categorical programs is uncertain for the coming school years (2009/10 and 210/11), including funding for the Instructional materials Funding Realignment Program (IMFRP – Resource Code 7156). The deadline for implementing new English Language Arts programs for grades K – 8 is November 2010. Our

District Language Arts Adoption Committee will begin its formal process later this spring to prepare for that adoption, bringing forward its recommendations in late February or early march 2010 for Board consideration. Without state funding for new textbooks through the IMFRP fund, it would be impossible to fully implement this adoption by the required deadline. This waiver is being sought to extend the deadline for implementation by one year for grades K – 8 English Language Arts in the event that the state does not fully fund this program.

8. ♦ACTION ♦DISCUSSION ♦INFORMATION
CODE: (A) = Action (D) = Discussion (I) = Information

8.1 (I/A) **SPECIFIC WAIVER REQUEST – INSTRUCTIONAL MATERIALS FUNDING REALIGNMENT PROGRAM (IMFRP) – ELEMENTARY MATHEMATICS K – 5 – Boyle** *(08-09 G & O Component II, IV, V)*

• As the State of California considers its present budget crisis, funding of certain categorical programs is uncertain for the coming school year (2009 – 2010), including funding for the Instructional Materials Funding Realignment Program (IMFRP – Resource Code 7156). The deadline for implementing new mathematics programs for grades K – 8 is November 15, 2009. Our District mathematics Adoption Committee will bring forward its recommendations in late February or early March for Board consideration and adoption and is fully prepared to meet that deadline. However, without state funding for new textbooks through the IMFRP funds, it would be impossible to fully implement this adoption by the required deadline. This waiver is being sought to extend the deadline for implementation by one year for grades K – 5 Mathematics in the event that the state does not fully fund this program.

Motion by Mr. Haley, seconded by Mr. Long, and passed by unanimous vote to summit the waiver delaying the adoption for one year.

8.2 (I/A) **SPECIFIC WAIVER REQUEST – INSTRUCTIONAL MATERIALS FUNDING REALIGNMENT PROGRAM (IMFRP) – ENGLISH LANGUAGE ARTS K – 8 – Boyle** *(08-09 G & O Component II, IV-V)*

•As the State of California considers its present budget crisis, funding of certain categorical programs is uncertain for the coming school years (2009/10 and 210/11), including funding for the Instructional materials Funding Realignment Program (IMFRP – Resource Code 7156). The deadline for implementing new English Language Arts programs for grades K – 8 is November 2010. Our District Language Arts Adoption Committee will begin its formal process later this spring to prepare for that adoption, bringing forward its recommendations in late February or early march 2010 for Board consideration. Without state funding for new textbooks through the IMFRP fund, it would be impossible to fully implement this adoption by the required deadline. This waiver is being sought to extend the deadline for implementation by one year for grades K – 8 English Language Arts in the event that the state does not fully fund this program.

Motion by Mr. Long, seconded by Mrs. Stevenson, and passed by unanimous vote to summit the waiver delaying the adoption for one year.

8.4 (D/A) **ACCEPTANCE OF BOARD MEMBER RESIGNATION – Leaman** *(08-09 G & O Component IV)*

•The Board of Trustees will officially accept the resignation of James McLeod, Area III Board of Trustee Member. The appointment process will be discussed as per time frame, etc.

Mr. Leaman reported James McLeod has resigned his position on the school board. He reviewed the vacancy process timeline. There was some discussion on the process of the questions for the applicants. The applications will be available starting Friday, February 6, 2009, as well as online. The questions will be given to the board members only for review at the next board meeting.

8.5 (I/D/A) **ZEBRA HOUSING – Leaman** *(08-09 G & O Component IV-V)*

•The City of Lincoln is requesting Board interest in continuing the Zebra Housing Project. The Board has discussed the project on numerous occasions. Specific financial information is attached. The project site is projected to be available this fall and the city is willing to hold four lots in the development for us to build on at no cost. The subdivision is expected to be completed in three to five years. The Zebra Housing fund currently has balance of approximately $250,000.00 but the district will need to set each of the houses selling price to a level at which families that earn 50% of the Placer County median income can afford them. This is a laudable goal, but has a dramatic effect on the income for the project.

Scott discussed the Zebra Housing Program, and presented a cost analysis sheet with expenditures and revenues. There is currently $143,000 in this fund. The city has a new program, and the district would get four lots. The problem would be the location of the lots they are not walking distance for the students. There was some discussion on the cost of the instructor. There was questions on the current fund balance, and what would happen to the funds in that account. There was motion by Mr. Long, seconded by Mr. Haley, and passed by unanimous vote not to move forward with the Zebra Housing Program.

8.6 (I) **DEVELOPER FEE EXPENDITURE REPORT FISCAL YEAR 2007-2008 - Allen** *(08-09 G & O Component IV, V)*

• The Board of Trustees will receive information on activity reported in the Capital Facilities Fund regarding developer fee expenditures for the 2007-2008 fiscal year. The detail report as prepared by Carrie Carlson, Director of Business Services is attached.

Cathy gave an up date and reported on developer fees.

8.7 (I/D) **ROCKWELL RANCH – Leaman** *(08-09 G & O Component IV, V)*

•The district was approached by Caltrans to acquire a 500 acre parcel of land north of the Lincoln High School Farm (LHSF) known as the Rockwell Ranch. The ranch is fully mitigated and will have an endowment assigned to the property from Caltrans. At a meeting with LHSF teachers, it was established that

ownership of the property had to meet educational, financial, and liability criteria to move forward.

- **Educational**–The property allows for the expansion of the farm at the teachers fully support the district obtaining the property for educational purposes.
- **Financial**–Caltrans will assign an endowment for the property, but the district will not be allowed to retain the funds as they must be held by a second party with a conservation easement. Wildlife Heritage Foundation is willing to hold the funds, and the district will not be allotted funds beyond management fees on a yearly basis which must be requested from the foundation.
- **Liability**–Because the district will own the property, all liability is assigned to the district.

Scott gave the board information on Rockwell Ranch and reported the Caltrans is interested. He introduced Mike Trueblood and Chant Level to speak on the 500 acre parcel.

Mike Trueblood spoke about the use of the land. The endowment is $38,000 a year that would be income. He feels there are some educational opportunities in the property, and there is still room to negotiate. It would be more like a satellite location. He feels they can handle the portion of acreage, and make it work.

Chant Level spoke on Land is general, and it is moving quickly. The cost of vernal pools per acre is in the thousands. It is very possible to generate income. Conservation easement can be changed, it has not been written yet. There are currently barns on the property and this can be used to put classrooms on this. Caltrans would pay for the removal of the current structures. There is room for improvement of property for things that need to be done. Caltrans scheduled 38,000 per year. Caltans would write a check yearly and we would manage the money, and wildlife will hold the easement. There are things that we would need to do like fencing, and taxes can be put in the endowment. We would own the property and would be responsible for the liability of the property.

9. BOARD OF TRUSTEES

9.1 FUTURE AGENDA ITEMS

The following are a number of agenda items that the Board of Trustees has been monitoring. They are NOT action items for tonight's meeting, but are noted here for continuing purposes and to ensure that when there are changes or new information they will be called up as Action/Discussion/Information.

- Relationship with Sierra Community College
- Twelve Bridges High School
- Gladding Parkway Carlin C. Coppin

9.2 BOARD MEMBER REPORTS/COMMENTS

Mr. Haley had no report.
Mr. Long had no report.

Mrs. Stevenson reported she had attended a conference and it was really a great learning experience. It was great to meet other administrators, and felt there was great progress made. We have great teachers, and great things are happening in our schools.
Mr. Carras thank Mike Agrippino for speaking.

10. ESTABLISHMENT OF NEXT MEETING(S)

- The President will establish the following meeting(s):
  - February 18, 7:00 P.M., Lincoln High School Performing Arts Center

11. ADJOURNMENT

There being no other business the meeting was adjourned at 9:45 p.m.

Paul Carras, Board President

Ana Stevenson, Clerk

Scott Leaman, Superintendent

Rosemary Knutson, Secretary to the Superintendent

Adopted: March 4, 2009

Ayes: Stevenson, Long, Gage, Haley, Carras

Noes:

Absent:

BOARD BYLAW 9320: Individuals requiring disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing at least two days prior to meeting date. (American Disabilities Act) Government Code 54954.1