

SPECIAL MEETING

**CAPISTRANO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES**

33122 Valle Road
San Juan Capistrano, CA 92675

March 24, 2009

6:00 p.m.

I. PRELIMINARY

Meeting was called to order by _____

Pledge of Allegiance to the Flag

Board consideration and adoption of the agenda.

Motion by _____ Seconded by _____

Public comments to agenda items only.

ROLL CALL:

Ellen M. Addonizio, President
Mike Winsten, Vice President
Larry Christensen, Clerk
Jack Brick, Member
Anna Bryson, Member
Ken Maddox, Member
Sue Palazzo, Member

Present

Absent

CLOSED SESSION COMMENTS

CLOSED SESSION

5:00 p.m.

REPORT ON CLOSED SESSION ACTION

OPEN SESSION

6:00 p.m.

SPECIAL MEETING/BUDGET SESSION V

- A. CONFERENCE WITH LEGAL COUNSEL—PENDING LITIGATION
- B. LIABILITY CLAIM
- C. CONFERENCE WITH CHIEF LABOR NEGOTIATOR
- D. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT

RECORDING OF SCHOOL BOARD MEETINGS

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

II. 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 Section 35146 and Government Code Section 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.

III. DISCUSSION/ACTION

1. **BUDGET REDUCTION DISCUSSION V:** Presentation and review of initial budget reductions for 2009-10 fiscal year.
(Supporting Information)
Contact: Ron Lebs, Deputy Superintendent, Business & Support Services INFORMATION/
DISCUSSION
Page 1
2. **AWARDS TO EMPLOYEES:** Approval, suspension of Board Policy 4156.2, 4256.2 and 4356.2, Awards to Employees for the 2008-2009 and 2009-2010 school years.
(Supporting Information)
Contact: Julie Hatchel, Chief Communications Officer DISCUSSION/
ACTION
Page 7
3. **TEAMSTERS CONTRACT REOPENER PROPOSAL:** Consideration and approval, Teamsters Contract Reopener Proposal for 2008-09 and 2009-10 school years.
(Supporting Information)
Contact: Suzette Lovely, Deputy Superintendent, Personnel DISCUSSION/
ACTION
Page 15
4. **CUEA CONTRACT REOPENER PROPOSAL:** Consideration and approval, CUEA Contract Reopener Proposal for 2009-10 school year.
(Supporting Information)
Contact: Suzette Lovely, Deputy Superintendent, Personnel DISCUSSION/
ACTION
Page 19
5. **CSEA CONTRACT REOPENER PROPOSAL:** Consideration and approval, CSEA Contract Reopener Proposal for 2009-10 school year.
(Supporting Information)
Contact: Suzette Lovely, Deputy Superintendent, Personnel DISCUSSION/
ACTION
Page 22
6. **SUPERINTENDENT SEARCH FIRM:** Approval, authorization to prepare request for proposal (RFP) for superintendent executive search firm.
(Supporting Information)
Contact: Suzette Lovely, Deputy Superintendent, Personnel DISCUSSION/
ACTION
Page 25

IV. ADJOURNMENT

A SPECIAL MEETING OF THE GOVERNING BOARD (BUDGET SESSION VI) WILL BE HELD ON THURSDAY, APRIL 2, 2009, AT 6:00 P.M. IN THE CAPISTRANO UNIFIED SCHOOL DISTRICT OFFICE BOARD ROOM, 33122 VALLE ROAD, SAN JUAN CAPISTRANO, CALIFORNIA

THE NEXT REGULAR MEETING OF THE GOVERNING BOARD WILL BE HELD ON MONDAY, APRIL 13, 2009, 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

IV. CLOSED SESSION

7. Closed Session (as authorized by law)

A. CONFERENCE WITH LEGAL COUNSEL–PENDING LITIGATION

Number of cases: Two

(Pursuant to Government Code §54956.9(a))

Case No. 1

Superior Court of the State of California

County of Orange – Central Justice Center

Case Number 00180049

Petition for writ of Mandate Pursuant to the California Environmental Quality Act (CEQA), Public Resources Code Section 21000, et seq.
City of Mission Viejo, a municipal corporation v. Capistrano Unified School District.

Case No. 2

Superior Court of the State of California

County of Orange – Central Justice Center

Case No. 00207543

Petition for writ of Mandate Pursuant to the California Environmental Quality Act (CEQA), Public Resources Code Section 21000, et seq.
City of Rancho Santa Margarita, a municipal corporation, v. Capistrano Unified School District.

B. LIABILITY CLAIM

Claimant: Claim No. 09-70558JW (AC)

Agency Claimed Against: Capistrano Unified School District

(Pursuant to Government Code §54956.9)

C. CONFERENCE WITH CHIEF LABOR NEGOTIATOR

Agency designated representative:

Suzette Lovely, Chief Labor Negotiator

Employee Organizations:

1) Capistrano Unified Education Association (CUEA)

2) Capistrano School Employees Association (CSEA)

3) Unrepresented Employees/ Management & Confidential Personnel

(Pursuant to Government Code §54957.6)

D. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT

1) Elementary Interim Principal

2) Interim Superintendent

(Pursuant to Government Code §54957)


CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

March 24, 2009

TO: Ellen Addonizio, President
and Members
Board of Trustees, Capistrano Unified School District

FROM: Ronald N. Lebs, Deputy Superintendent Business & Support Services

SUBJECT: **2008-09/2009-10 BUDGET DISCUSSION V: PRESENTATION AND
REVIEW OF INITIAL BUDGET REDUCTIONS FOR FISCAL
YEAR 2009/10**



BACKGROUND INFORMATION

On February 20, 2009, Governor Arnold Schwarzenegger approved the 2008/09 - 2009/10 18-month budget. Staff presented information pertaining to this budget at the Budget Study Session on February 25, 2009 and a discussion with the Board of Trustees at the regular Board meeting on March 9, 2009. Budget information from previous Board meetings can be found at:
http://capousd.ca.schoolloop.com/cms/page_view?d=x&piid=&vpid=1219972013336.

CURRENT CONSIDERATION

Continuation of the discussions from:

January 21, 2009 - Budget Discussion I
February 9, 2009 - Budget Discussion II
February 25, 2009 - Budget Discussion III
March 9, 2009 - Budget Discussion IV

Staff will present additional information to the Board of Trustees regarding the budget for the 2009/10 fiscal year. Due to reduced levels of funding from the state, a shortfall of \$25 million is projected for 2009/10 and another \$10 million is projected for 2010/11. Staff will present its initial recommendations regarding these cuts and be available for questions from the Board. These cuts will be presented to the Board of Trustees for action on April 13, 2009. An additional budget discussion is scheduled for April 2, 2009, when a finalized recommendation will be presented to the Board for review/discussion in anticipation of the April 13, 2009, Board meeting.

Attachments:

2009/10 Program Costs (3-3-09)
Budget Calendar March - April

**2008-09/2009-10 BUDGET DISCUSSION V: REVIEW OF INITIAL BUDGET
REDUCTIONS FOR 2009/10 FISCAL YEAR**

March 24, 2009

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Additional supporting documentation and back up materials will be provided at the Board Meeting.

FINANCIAL IMPLICATIONS

The financial impact of this agenda item will depend upon direction received from the Board.

STAFF RECOMMENDATION

It is respectfully requested that Board President Ellen Addonizio recognize Ron Lebs, Deputy Superintendent, Business & Support Services, who will introduce this item and be available for Trustee questions.

INFORMATION/
DISCUSSION

Selected Programs and Operational Costs					
Program	Description of Program	Type	FTE	Fund	Est. Cost
Reduction amounts are independent of each other and are not cumulative/Average new teacher cost varies depending on number of layoffs					
Programs					
K-3 Class Size Reduction - 30% penalty	31.5:1 for all classes 1-3	IH	217.00	01	\$9,700,000
K-3 Class Size Reduction - 30% penalty	25:1 for all classes 1-3	IH	122.00	01	\$3,905,000
K-3 Class Size Reduction - 30% penalty	67 classes @ 25:1 and the rest at 31.5:	IH	202.00	01	\$8,778,000
K-3 Class Size Reduction	Reduce custodians to reflect fewer classes	IH		01	
Handwriting without Tears	Cost - handwriting without tears program	HF	0.00	01	\$102,000
AVID	Cost of AVID program	HF	0.40	01	\$80,000
Advanced Placement	Cost of AP program	HF		01	\$0
K-8 Dual Immersion	Cost of dual immersion program at K-8	HF	0.00	01	\$0
PAL	Cost of PAL program	HF		01	\$15,000
TLC	Cost of the TLC program	HF	5.00	01	\$380,000
3rd Party Investigator	Discontinue using T. Davis	HF	0.00	01	\$40,000
Ed Join	Discontinue using San Joaquin COE-Ed Join	IH	0.00	01	\$4,900
CASS Sub Finder	Discontinue using CRS Inc.	HF	0.00	01	\$12,500
Mandated Costs	Abandon mandated cost program	IH	0.00	01	\$42,000
New Principal Coaching	Cost of the new principal coaching program	HF		01	\$20,000
ConnectEd	Cost of ConnectEd	AB	0.00	01	\$130,000
Open Enrollment	Adherence to the open enrollment	HF	0.00	01	\$0
Personal Electric Appliances in Classrooms	Remove all personal appliances from classrooms	AB	0.00	01	TBD
Laptop Program	Cost of supporting the laptop program	AB		01	TBD
Conferences	Cost of professional growth conferences	HF	0.00	01	\$300,000
Summer School Transportation	Cost of transportation for summer school	HF		01	\$30,820
Transportation	Decrease from 45 to 30 inspections per state	HF		01	\$50,000
Transportation	Reduce to funded level	HF		01	\$280,000
South Yard	Repurpose south yard	HF		01	
Use of Facilities	Eliminate special pricing for coaches camps.	HF		01	\$100,000
Network for a Healthy California	Stop participating in grant program	HF	0.50	12/13	\$0
					\$1,587,220
Flexibility Options in State Budget					
Hourly Programs Including Summer School	Use for flexibility option-available through 2012-13	F	0.00	01	\$1,240,000
Cal-SAFE	Use for flexibility option-available through 2012-13	F	4.80	01	\$196,000
Deferred Maintenance	Use for flexibility option-available through 2012-13	F	2.50	14	\$1,409,000
PE Teacher Incentive Grant	Use for flexibility option-available through 2012-13	F	0.60	01	\$97,000
Alternative Certification Interim	Use for flexibility option-available through 2012-13	F	0.10	01	\$46,000
CBET	Use for flexibility option-available through 2012-13	F	1.40	01	\$143,000
ROP	Use for flexibility option-available through 2012-13	F	??	01	\$2,622,000
Adult Education	Use for flexibility option-available through 2012-13	F	8.60	11	\$1,680,000
School Safety Grant	Use for flexibility option-available through 2012-13	F	5.70	01	\$643,000
Arts, Music Block Grant	Use for flexibility option-available through 2012-13	F	6.20	01	\$698,000
CAHSEE Intensive Instruction	Use for flexibility option-available through 2012-13	F	1.80	01	\$209,000
School Counselor Grant 7-12	Use for flexibility option-available through 2012-13	F	18.70	01	\$1,324,000
GATE	Use for flexibility option-available through 2012-13	F	1.10	01	\$326,000
IMFRP	Use for flexibility option-available through 2012-13	F	0.00	01	\$2,894,000
Peer Assistance and Review	Use for flexibility option-available through 2012-13	F	1.20	01	\$162,000
International Baccalaureate	Use for flexibility option-available through 2012-13	F	0.00	01	\$124,000
Math & Reading Staff Development	Use for flexibility option-available through 2012-13	F	0.00	01	\$14,000
Pupil Retention Block Grant	Use for flexibility option-available through 2012-13	F	1.30	01	\$87,000
B TSA	Use for flexibility option-available through 2012-13	F	5.80	01	\$469,000
Staff Development Program	Use for flexibility option-available through 2012-13	F	3.00	01	\$1,219,000
School/Lib. Improvement Block Grant	Use for flexibility option-available through 2012-13	F	15.30	01	\$2,319,000
					\$17,921,000
Positions					
CUMA Administration - School & District Office	Cost of school/district CUMA administrators	IH	192.25	All	\$26,350,000
Teachers on Special Assignment	Cost of the TOSA at DO	HF	21.00	01	\$1,995,000
Teachers on Special Assignment	Cost of the TOSA at sites	HF	5.00	01	\$475,000
Principals on 11 month contracts	Move remaining principals from 12 to 11 month	HF	0.00	01	\$126,000
Activity Directors	Cost of activity director positions	N	6.00	01	\$640,000
High School Assistant Principals	Cost of AP's at high schools	IH	17.00	01	\$2,302,000
Middle School Assistant Principals	Cost of AP's at middle schools	IH	17.50	01	\$2,130,000
K-5 Assistant Principals	Cost of AP's at K-5 schools	HF	10.50	01	\$1,309,000
Principals	Cost of all principals	IH	54.00	01	\$8,350,000
Psychologists	Cost of psychologists	IH	33.90	01	\$3,964,000
Counselors	Cost of counselors	HF	35.40	01	\$3,175,000
Resident Subs	Cost of resident subs	HF	10.80	01	\$160,000
TAP stipends	Cost of TAP I's - only have TAP II's	HF	0.00	01	\$113,000
Payroll Department	Total Annual cost for the payroll department	R	5.00	01	\$410,000
				01	
Bargaining-Negotiable/Salary					
Report Card Release Day	Cost of report card release day	N	0.00	01	\$42,000
Article 8 Release Day	Cost of bigger class release day	N	0.00	01	\$82,000
Block Music	Cost of block music program	N	26.50	01	\$1,930,000
HS Athletics Co Curricular	Cost of HS Athletic programs	N	0.00	01	\$1,966,000
Co Curricular Academic	Cost of academic ASB/drama/dept chair	N	0.00	01	\$1,280,000
HS Athletics Selected Programs	Cost of selected athletic programs	N	0.00	01	TBD
No prep period MS	Cost of the prep period for MS teachers	N	71.00	01	\$5,396,000
No prep period HS	Cost of the prep period for HS teachers	N	85.00	01	\$6,460,000
Class Size 4-12	Increase class size 4-12 by 1	N	36.80	01	\$2,690,000
Health Benefit Cap	Cap health benefits to reduce cost increases	N	0.00	01	\$4,000,000
Employee Stipends	Cost of stipends received for completing courses	N	0.00	01	\$600,000
Salary Rollback - 1.0%	1.0% Salary rollback for all employees	N	0.00	01	\$2,968,000
Salary Rollback - 2.5%	2.5% Salary rollback for all employees	N	0.00	01	\$7,420,000
Salary Rollback - 5.0%	5.0% Salary rollback for all employees	N	0.00	01	\$14,840,000
Salary Rollback - 7.0%	7.0% Salary rollback for all employees	N	0.00	01	\$20,776,000
Salary Rollback - 10.0%	10.0% Salary rollback for all employees	N	0.00	01	\$29,680,000
Furlough Days - 1 day	Furlough Days for all Employees	N	0.00	01	\$1,425,000
Furlough Days - 2 days	Furlough Days for all Employees	N	0.00	01	\$2,850,000
Furlough Days - 3 days	Furlough Days for all Employees	N	0.00	01	\$4,275,000
Furlough Days - 4 days	Furlough Days for all Employees	N	0.00	01	\$5,700,000
Furlough Days - 5 days	Furlough Days for all Employees	N	0.00	01	\$7,125,000
Close Administration Building 1 day	Close Administration Building	N	0.00	01	\$145,000
Close Administration Building 5 days	Close Administration Building	N	0.00	01	\$725,000
Close Administration Building 10 days	Close Administration Building	N	0.00	01	\$1,450,000
Close Administration Building 15 days	Close Administration Building	N	0.00	01	\$2,175,000

R = Required
 IH = Intentional Habit
 HF = Hometown Favorite
 AB = Above and Beyond
 N = Negotiable
 F = Flexibility Option

Selected Programs and Operational Costs	
Program	Description of Program
Reduction amounts are independent of each other and are not cumulative/Average new teacher cost varies depending on number of layoffs	
Programs	
K-3 Class Size Reduction - 30% penalty	217*\$76,000=\$16,492,000 -(\$1,071*4,152)-(\$321*7,241)=\$9,720,847 No CSR rev on additional students over 20
K-3 Class Size Reduction - 30% penalty	122*\$76,000=\$9,272,000 -(\$1,071*4,152)-(\$321*7,241)=\$3,904,847 No CSR rev on additional students over 20
K-3 Class Size Reduction - 30% penalty	202*\$76,000=\$15,352,000 -(\$1,071*4,152)-(\$321*7,241)=\$8,778,097 No CSR rev on additional students over 20
K-3 Class Size Reduction	Reduce custodians to reflect fewer classes
Handwriting without Tears	Cost - handwriting without tears program
AVID	Avid tutors and 0.4 FTE of an academic advisor.
Advanced Placement	Cost of AP Program
K-8 Dual Immersion	Cost of dual immersion program at K-8
PAL	Peer conflict resolution program
TLC	Cost of the TLC program
3rd Party Investigator	Investigative and Security Services
Ed Join	Discontinue using San Joaquin COE-Ed Join
CASS Sub Finder	Discontinue using CRS Inc.
Mandated Costs	Files mandate cost claims in the event that the state reimburses school districts. Potentially a large amount of \$\$
New Principal Coaching	Cost of the New Principal coaching program
ConnectEd	Cost of ConnectEd
Open Enrollment	Allows parents choice of schools
Personal Electric Appliances in Classrooms	Remove all personal appliances from classrooms
Laptop Program	Cost of supporting the laptop program
Conferences	Cost of professional growth conferences
Summer School Transportation	Cost of transportation for summer school
Transportation	Decrease from 45 to 30 inspections per state
Transportation	Reduce to funded level
South Yard	Repurpose South Yard
Use of Facilities	Eliminate special pricing for coaches camps.
Network for a Healthy California	Stop participating in grant program
Flexibility Options in State Budget	
Hourly Programs Including Summer School	Provides after school support for struggling students plus summer school classes for making up credits/extra help
Cal-SAFE	Serves expectant & parenting teens to enable them to complete their high school education (about 75 total students & children)
Deferred Maintenance	Used to address ongoing facilities upkeep needs.
PE Teacher Incentive Grant	Grant at 3 elementary schools and 1 middle school to support the hiring of P.E. teachers
Alternative Certification Intern	
CBET	
ROP	990 ADA or more than 1900 students per year. This money goes directly to the CapoLaguna ROP to serve CUSD students
Adult Education	
School Safety Grant	Funds portion of HS Assistant Principals, Counselors, portion of EOC
Arts, Music Block Grant	Pays for SJHHS Theatre Manager, buys & repairs instruments, pays for additional teaching sections @ MS/HS and a baseline level of music to primary students
CAHSEE Intensive Instruction	Provides extra classes to enable students to pass the high school exit exam
School Counselor Grant 7-12	Used to fund counselors at the secondary level
GATE	Used to run the GATE/AAA program at the sites. Serves around 6,000 Gate students
IMFRP	Used to buy state adopted or other textbooks
Peer Assistance and Review	Provides teacher mentoring in subject matter knowledge, teaching strategies and teaching methods
International Baccalaureate	Pays for IB membership costs, teacher sections & additional assignments, IB conferences
Math & Reading Staff Development	
Pupil Retention Block Grant	Pays for approximately 22% of head academic advisors at each high school
BTSA	Used to provide support and mentoring for beginning teachers.
Staff Development Program	Primarily pays for teacher additional assignments. Provides staff development opportunities, mostly to certificated staff
School/Lib. Improvement Block Grant	Site and district level grant used to fund site personnel and achieve site objectives
Positions	
CUMA Administration - School & DO	
Teachers on Special Assignment	
Teachers on Special Assignment	
Principals on 11 month contracts	
Activity Directors	
High School Assistant Principals	
Middle School Assistant Principals	
K-5 Assistant Principals	
Principals	
Psychologists	
Counselors	
Resident Subs	Resident Subs at High Schools cover for teachers who are absent. Sub coverage would still be required for absent teachers
TAP stipends	Stipends teachers receive for performing administrative duties.
Payroll Department	Process more than 6,000 paychecks every month
Bargaining-Negotiable/Salary	
Report Card Release Day	Used to provide 1 1/2 release days to 4th, 5th grade teachers because they don't have 20:1 for report cards/parent conf.
Article 8 Release Day	Teachers get 1 release day per month if their classes are over the maximum of 32 in K; 33 in 1-5; 35 in 6-8; 36 in 9-12
Block Music	Provides strings, choral and band classes to grades 4 & 5 and provides release time to grades 4 & 5 teachers.
HS Athletics Co Curricular	Funds coach stipends for coaching athletics, pays for some equipment plus some businç
Co Curricular Academic	Provides stipends for teachers who do duties such as overnight camp, ASB Advisor, Yearbook, Department Chair, etc
HS Athletics Selected Programs	
No prep period MS	Out of the 6 periods per day, teachers teach 5 and use the 6th as a prep period
No prep period HS	Out of the 6 periods per day, teachers teach 5 and use the 6th as a prep period
Class Size 4-12	Would increase class sizes to
Health Benefit Cap	Health & Welfare costs increase 10% annually and the district picks up most of the increased costs.
Employee Stipends	Employees, mostly certificated, get additional stipends for things such as having a reading instruction certificate, AAA certificate, etc
Salary Rollback - 1.0%	1% reduction in pay
Salary Rollback - 2.5%	2.5% reduction in pay
Salary Rollback - 5.0%	5% reduction in pay
Salary Rollback - 7.0%	7% reduction in pay
Salary Rollback - 10.0%	10% reduction in pay
Furlough Days - 1 day	All employees take one day off work without pay. Percent pay reduction varies according to work calendar
Furlough Days - 2 days	All employees take two days off work without pay. Percent pay reduction varies according to work calendar
Furlough Days - 3 days	All employees take three days off work without pay. Percent pay reduction varies according to work calendar
Furlough Days - 4 days	All employees take four days off work without pay. Percent pay reduction varies according to work calendar
Furlough Days - 5 days	All employees take five days off work without pay. Percent pay reduction varies according to work calendar
Close Administration Building 1 day	Everyone working in the admin building takes 1 day off without pay. Includes M & O even at sites. Pay cut varies according to work calendar
Close Administration Building 5 days	Everyone working in the admin building takes 5 day off without pay. Includes M & O even at sites. Pay cut varies according to work calendar
Close Administration Building 10 days	Everyone working in the admin building takes 10 days off without pay. Includes M & O even at sites. Pay cut varies according to work calendar
Close Administration Building 15 days	Everyone working in the admin building takes 15 days off without pay. Includes M & O even at sites. Pay cut varies according to work calendar



March 2009 Budget Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 Board Meeting	10	11	12	13	14
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Staff to develop list of proposed cuts.</div>				
15	16 Cabinet - Review of potential cuts. \$25M Identified	17 Cabinet - Continued discussion & review.	18 Cabinet - Formulation of draft list \$25M.	19 Dep. Sups. - Completion of draft list for presentation to the BOT, agenda item.	20 Board Sec. - Post agenda. Draft presentation & back up material to BOT.	21
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">School Services CAT Review</div>				
22	23 Bus. Services - Refine & finalize presentation materials.	24 Board Meeting - Present & review initial recommendation w/ BOT.	25	26	27	28
<div style="border: 1px solid black; padding: 2px;">2008/09 Categorical Flexibility - Public Hearing and BOT Action.</div>			<div style="border: 1px solid black; padding: 2px; display: inline-block;">Staff to incorporate BOT feedback and revise recommendation as necessary. Begin formulating 2010/11 cut list (\$10M).</div>			
29	30 Dep. Sups. - Completion of <u>final</u> list for presentation to the BOT, agenda item.	31 Board Sec. - Post agenda. Draft presentation & back up material to BOT.				



April 2009 Budget Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> First look at proposed cuts for 2010/11 (\$10M). </div>		Bus. Services - Refine & finalize presentation materials. Draft list for 2010/11.	Board Meeting - Present & review <u>final</u> recommendation w/ BOT.	Bus. Services – Agenda item to Board Secretary.	
5	6	7	8	9	10	11
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Spring Break </div>				Board Sec. - Post agenda. Draft presentation & back up material to BOT.	
12	13	14	15	16	17	18
	Board Meeting – Approval of cuts.					
19	20	21	22	23	24	25
26	27	28	29	30		

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

March 24, 2009

TO: Ellen Addonizio, President
and Members
CUSD Board of Trustees

FROM: Suzette Lovely, Deputy Superintendent

**SUBJECT: SUSPENSION OF BOARD POLICY BP 4156.2, BP 4256.2 &
BP 4356.2 - AWARDS TO EMPLOYEES**

BACKGROUND INFORMATION

Capistrano Unified School District annually awards merit grants to the Classified Employees of the Year and Teachers of the Year. These awards are made possible under Board Policy 4156.2, 4256.2 and 4356.2 - Awards to Employees, Exhibit A. The 2007-08 merit award recipients are also attached for Trustees' information, Exhibit B.

CURRENT CONSIDERATIONS

This item seeks board consideration to suspend merit awards to classified and teaching employees at least through June 2010. With the current dire economic situation, including issuing 408 "Reduction in Force" notifications to certificated employees, suspension of this policy will yield some savings to the general fund. Suspension of managerial stipends went into effect in 2007. This action would bring into alignment the suspension of merit pay for all employee groups.

FINANCIAL IMPLICATIONS

Suspension of this policy for the 2008-2009 and 2009-2010 schools years would result in a savings of approximately \$60,000 to the general fund.

STAFF RECOMMENDATION

It is respectfully recommended the Board of Trustees suspend Board Policy BP 4156.2, 4256.2 and 4356.2 – Awards to Employees for the 2008-2009 and 2009-2010 school years, Exhibit A.

DISCUSSION/
ACTION

All Personnel

BP 4156.2(a)

4256.2

AWARDS TO EMPLOYEES

4356.2

The Governing Board recognizes the significant contributions which employees can make to improving "Excellence in Education" in the District. This includes improving the quality of programs and services provided students by certificated and classified personnel.

By establishing "Awards to Employees" the Board expresses its strong commitment to a staff recognition program. A program whereby employees can be recognized for their significant contributions to the District. In turn, the quality of educational opportunities and experiences for students will be enhanced.

Purpose of Awards

Awards may be made by the Board to current District employees who:

1. Propose procedures or ideas which thereafter are adopted and effectuated by the Board, and which result in eliminating or reducing District expenditures or improving operations; or
2. Perform special acts or special services in the public interest; or
3. By their superior accomplishments, make exceptional contributions to the efficiency, economy or other improvement in operations of the District.

Consideration of Awards

The Board shall consider recommendations from the Superintendent for awards.

Nominations for Awards

The following procedures shall be followed regarding the nomination or recommendation of any employee for an Award:

1. Residents living within the District or any employee may nominate a currently employed District employee for an Award;
2. Nominations may be made by completing a nomination form which will recommend to the Superintendent the name of any individual to receive an Award;
3. Nominations will be reviewed and recommendations made to the Superintendent of any individual to receive an Award;
4. Accompanying each recommendation for an Award shall be a specified amount of money, from a minimum of \$200 to maximum of \$15,000;

AWARDS TO EMPLOYEES (continued)

5. The Superintendent shall make the final recommendations to the Board for an Award to any employee.
6. In accordance with IRS regulations, the dollar amount of the Award will be reported on the employee's W-2.

School Board Approval

The Superintendent shall submit each Award recommendation to the Board who shall make all final decisions concerning Awards to employees under this policy. Awards to employees shall be by adoption of a Resolution stating:

1. The name of the employee
2. The purpose of the Award; and
3. The dollar amount of the Award.

An annual budget appropriation shall be established to provide funds to pay costs associated with the District's "Awards to Employees" program.

(cf. 1150 - Commendation and Awards)
(cf. 3300 - Expenditures/Expending Authority)

Legal Reference:

EDUCATION CODE
35160 Authority of governing boards
35160.1 Broad authority of school Districts
35161 Powers and duties generally
44015 Awards to Employees

Policy
revised: June 14, 1999

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

June 16, 2008

TO: Mike Darnold, President
and Members
CUSD Board of Trustees

FROM: A. Woodrow Carter, Superintendent

**SUBJECT: RESOLUTION NO. 0708-56: 2008 CLASSIFIED EMPLOYEES OF THE
YEAR - MERIT AWARDS**

BACKGROUND INFORMATION

Capistrano Unified School District annually awards merit grants to the Classified Employees of the Year. These awards are made possible under Board Policy 4156.2, Awards to Employees.

Nominations are solicited in the following categories: Campus Support Services, District Office Support Services, Food and Nutrition Services, Instructional Support Services, Maintenance Services, Operations Services, School Office Services, and Transportation Services. The awards program is open to all members of the district's regular classified service. The only restriction is that a nominee must have served in a regular classified position with the district for a minimum of one year.

All nominations are reviewed by a broad-based selection committee which includes representatives of the California School Employees Association, Chapter 224 and representatives of the district's classified and certificated management. The committee selects one employee for recognition in each of the eight categories.

CURRENT CONSIDERATIONS

This agenda item recommends approval of Resolution No. 0708-56, 2008 Classified Employees of the Year – Merit Awards (Exhibit A), and authorizes awards in the amount of \$700 each, to the following winners:

Campus Support Services	Jill Packard, Academic Advisor, Capistrano Valley HS
District Office Support Services	Patricia Effenberger, Bilingual Clerk, Family Resource
Food and Nutrition Services	Colleen Lamb, Food Services Lead
Instructional Support Services	Kathy Itzel, Job Technician, San Clemente HS
Maintenance Services	Bob Eaton, Electronic Specialist
Operations Services	Arnie Smith, Custodian
School Office Services	Susie Stucky, Office Manager, Moulton Elementary

Exhibit B
Page 1 of 5

**RESOLUTION NO. 0708-56: 2008 CLASSIFIED
EMPLOYEES OF THE YEAR - MERIT AWARDS**

June 16, 2008

Page 2

Transportation Services

Dan Cherone, Automotive Mechanic

FINANCIAL IMPLICATIONS

Funds for these merit awards, totaling \$5,600, have been budgeted in the General Fund budget for 2007-08.

STAFF RECOMMENDATION

It is respectfully recommended the Board of Trustees approve the Resolution No. 0708-56, Exhibit A, authorizing merit awards for the 2008 Classified Employees of the Year in the amount of \$700 per award.

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

April 21, 2008

TO: Mike Darnold, President
and Members
CUSD Board of Trustees

FROM: A. Woodrow Carter, Superintendent

**SUBJECT: RESOLUTION # 0708-46: RECOGNITION OF CAPISTRANO UNIFIED
SCHOOL DISTRICT 2008 TEACHERS OF THE YEAR/MERIT AWARDS**

BACKGROUND INFORMATION

Capistrano Unified School District annually awards merit awards to the Teachers of the Year. These awards are made possible under Board Policy 4156.2, Awards to Employees. In essence, this policy legally permits the Board of Trustees to make such grants based upon individuals' significant contributions to CUSD and/or the community.

CURRENT CONSIDERATIONS

This agenda item recommends to the Board of Trustees the approval of Resolution # 0708-46, Exhibit A, which would:

1. Authorize Merit Awards in the amount of \$350 to each of CUSD's Teachers of the Year at the school level. Those individuals are:

Ambuehl Elementary School	Sandra Frohling
Arroyo Vista Elementary School	Michele Elkin
Barcelona Hills Elementary School	Anne Hongola
Bathgate Elementary School	Michelle Kleindienst
Benedict Elementary School	Jonathan Pierce
Bergeson Elementary School	Holly Wiseman
Canyon Vista Elementary School	Patricia Hine
Castille Elementary School	Carol O'Connell
Chaparral Elementary School	Christine Jones
Concordia Elementary School	Bridget Gregerson
Crown Valley Elementary School	Billye Williams
R.H. Dana Elementary School	Kirsten Hollis
R.H. Dana ENF	Trudy Parks
Del Obispo Elementary School	Cynthia Wilson
Don Juan Avila Elementary School	Tina Kolley
Carl Hankey Elementary School	Jolene Smith

Hidden Hills Elementary School	Danny Casteel
Kinoshita Elementary School	Shannon Scarborough
Ladera Ranch Elementary School	Suzanne Oblea
Laguna Niguel Elementary School	Kristine Cuevas
Las Flores Elementary School	Elaine Mazzola
Las Palmas Elementary School	Imelda Loya
Clarence Lobo Elementary School	Kimberly Richardson
Malcom Elementary School	Michele Kennedy
Marblehead Elementary School	Kendra Gerhard
Moulton Elementary School	Jennifer Love
Music	Ann Ludwig
Oak Grove Elementary School	Leigh Grabowicz
Oso Grande Elementary School	Ann Berger
Palisades Elementary School	Evelyn Castellana
Reilly Elementary School	Karen French
San Juan Elementary School	Lynette Hehn
Tijeras Creek Elementary School	Diana Morgan
Viejo Elementary School	Anne Horrigan
Vista del Mar Elementary School	Todd Horton
Wagon Wheel Elementary School	Jill Mazzaro-LeFever
George White Elementary School	Suzanne Reynolds
Wood Canyon Elementary School	Ann Dockins
Aliso Viejo Middle School	Carol Woolston
Arroyo Vista Middle School	Shaun Burke
Bernice Ayer Middle School	Lisa Mettert
Don Juan Avila Middle School	Stacey Olson
Ladera Ranch Middle School	Marnie Woods
Las Flores Middle School	Warren Nagano
Marco Forster Middle School	Alex Gottdank
Newhart Middle School	Steve Kuhn
Niguel Hills Middle School	Michael Kashima
Shorecliffs Middle School	Tammie Heartt
Vista del Mar Middle School	Ryan Norgren
Aliso Niguel High School	Lori Frome
Capistrano Valley High School	Deborah Marsing
Dana Hills High School	Connie Pettijohn
San Clemente High School	Rod Cummings
San Juan Hills High School	Fernanda Villalba
Serra High School	Christy Bak-Boyчук
Tesoro High School	Cheryl Des Palmes

2. Authorize an additional \$1,000 merit award to Christine Jones, 2008 Elementary School Teacher of the Year; Warren Nagaro, 2008 Middle School Teacher of the Year; and Cheryl Des Palmes, 2008 High School Teacher of the Year.

It is recommended to the Board of Trustees that merit awards be awarded to the aforementioned teachers in the amounts indicated.

The top three Teachers of the Year were notified on Thursday, March 13, 2008, and they are preparing their applications for the Orange County Teacher of the Year process. These three honorees are being recognized at the April 21, 2008, meeting of the Board of Trustees.

FINANCIAL IMPLICATIONS

Merit Awards in the amount of \$350 for each of the school level Teachers of the Year, as well as the additional \$1,000 Merit Awards for the top three Teachers of the Year, will be funded from the General Fund Budget.

STAFF RECOMMENDATION

It is respectfully recommended the Board of Trustees approve Resolution # 0708-46, Exhibit A, authorizing:

1. Merit Awards in the amount of \$350 to each of CUSD's school level Teachers of the Year.
2. An additional \$1,000 Merit Award to the Elementary School, Middle School, and High School level Teachers of the Year.

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

March 24, 2009

TO: Ellen M. Addonizio, President
and Members
Board of Trustees, Capistrano Unified School District

FROM: Suzette Lovely, Deputy Superintendent

SUBJECT: **DISTRICT'S CONTRACT REOPENER PROPOSAL WITH
TEAMSTERS – 2008/09 AND 2009/10 SCHOOL YEARS**

BACKGROUND INFORMATION

The current agreement between the Capistrano Unified School District (CUSD) and Teamsters Union Local 952 expired on June 30, 2008. Although 2008-09 negotiations have not yet commenced, Jim Hetrick, Teamsters Business Representative submitted a letter with reopener requests for the 2008/09 school year, Exhibit A.

Board Policy 4143.1 - Public Notice - Issues of Meeting and Negotiations, describes the steps to be taken by the Board and their authorized representatives in order to enter into negotiations with an exclusive bargaining unit, Exhibit B. In addition to discussing Wages and Health and Welfare benefits for the current contract year, the district proposes discussion for the following articles for 2009-10 negotiations:

Article 9 – Vacations
Article 11 – Wages
Article 12 – Health and Welfare Benefits
Article 18 – Transportation Provisions
MOUs

CURRENT CONSIDERATIONS

This agenda item presents for Board consideration the Teamsters contract reopener proposal for the 2008/09 and 2009/10 school years.

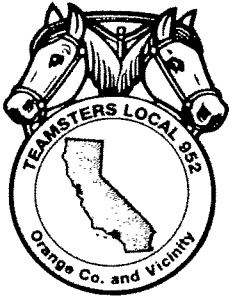
FINANCIAL IMPLICATIONS

The estimated annual increase in automatic step advancement and district paid Health and Welfare benefits for existing members of the Teamsters' bargaining unit is \$246,000. However, the actual fiscal cost to the district will depend upon the total compensation agreed to in any newly negotiated agreement. Prior to final ratification of an agreement by the Board, there must be full disclosure of all financial implications in accordance with the provisions of AB 1200/2756.

STAFF RECOMMENDATION

It is respectfully recommended that the Board of Trustees, by formal action, acknowledge receipt of the collective bargaining request from Teamsters Local Union 952 so that formal negotiations may begin.

DISCUSSION/
ACTION



Patrick D. Kelly
Secretary-Treasurer and
Principal Officer

LOCAL UNION NO. 952

GENERAL TRUCK DRIVERS, OFFICE, FOOD & WAREHOUSE UNION

140 S. Marks Way • Orange, CA 92868-2698 • (714) 978-6111 • FAX (714) 978-0576 • www.teamsters952.org

March 16, 2009

Via Facsimile (949) 487-1453 &
Certified Mail #7008183000445906302

Suzette Lovely
Associate Superintendent, Personal Services
Capistrano Unified School District
33122 Valle Road
San Juan Capistrano, CA 92675

Dear Ms. Lovely:

Teamsters Local 952 is requesting to open contract negotiations for its members in the Transportation Department with Capistrano Unified School District for the purpose of Wages and Benefits only.

The Teamsters negotiation committee is looking forward to our upcoming negotiations with hopes of reaching an agreement similar to the offer negotiated with the Teachers Union (CUEA) and the District.

Please contact me at your earliest convenience for the purpose of discussing the negotiation schedule. You can reach me at 714-740-6238.

Respectfully,

Jim Hetrick
Business Representative

PUBLIC NOTICE - ISSUES OF MEETING AND NEGOTIATIONS

Purpose

It is the policy of the Governing Board that the public be informed of the issues which are being negotiated and have full opportunity to express their views on the issues to the public school employer and to know the positions of their elected representatives. In order to implement this policy, the following procedures shall be utilized.

Procedures

1. All initial proposals of exclusive representatives of the District employees which relate to matters within the scope of representation shall be presented at a public meeting of the Board and thereafter shall be public record.
2. Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a Board meeting.
3. After the public has had the opportunity to express itself, the Board shall, at a meeting which is open to the public, adopt its initial proposal.
4. Thereafter, meeting and negotiating may commence between the District and the exclusive representative, except that any new subjects arising after the presentation of initial proposal shall be made public within 24 hours. If a vote is taken on such subject by the public school employer, the vote thereon by each member voting shall also be made public within 24 hours. To comply with the procedures stated herein, negotiations issues may be brought to the Superintendent for placement on the School Board agenda according to Board procedures by an individual who is resident of the School District, who is the parent/guardian of a student in the School District, or who is an adult student in the District.

Further, such complaint may be filed at the Public Employment Relations Board Regional Office according to the regulations of the Public Employment Relations Board.

Legal Reference: (see next page)

PUBLIC NOTICE - ISSUES OF MEETING AND NEGOTIATIONS
(continued)

Legal Reference:

GOVERNMENT CODE

3547 *Proposals relating to representation; informing public, adoption of proposals; new subjects; regulations*

3547.5 *Major provisions of agreement with exclusive representative*

CODE OF REGULATIONS, TITLE 8

32075 *PERB regional office defined*

32900 *EERA and HEERA Public Notice: requirements for governing boards to adopt policy*

32910 *Filing of EERA or HEERA complaint*


Policy
adopted: February 24, 1997

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

March 24, 2009

TO: Ellen M. Addonizio, President
And Members
Board of Trustees, Capistrano Unified School District

FROM: Suzette Lovely, Deputy Superintendent, Personnel Services 

SUBJECT: **DISTRICT'S CONTRACT REOPENER PROPOSAL WITH CUEA-
2009-10 SCHOOL YEAR**

BACKGROUND INFORMATION

On March 9, 2009 the Board formally adopted the 2008-09 settlement agreement between Capistrano Unified School District and Capistrano Unified Education Association. The current contract is in effect from July 1, 2008 - June 30, 2009.

Board Policy 4143.1 – Public Notice – Issues of Meeting and Negotiations describes the steps to be taken by the Board and their authorized representatives in order to enter into a new agreement with an exclusive bargaining unit, Exhibit A. To that end the district is submitting its initial proposal so that 2009-10 negotiations can be addressed within the context of current district and state economic challenges. To that end, the district proposes discussing the following articles:

Article 5 – Hours of Employment
Article 8 – Class Size
Article 13 – Health and Welfare Benefits
Article 14 - Wages
MOUs

CURRENT CONSIDERATIONS

This agenda item presents for Board consideration the district's contract reopener proposal for the 2009-10 school year. The district has not yet received a formal proposal from CUEA, but anticipates receiving something by April 1st.

FINANCIAL IMPLICATIONS

The actual fiscal cost to the district will depend upon the total compensation agreed to in any newly negotiated agreement. Prior to final ratification of an agreement by the Board, there must be full disclosure of all financial implications in accordance with the provisions of AB 1200/2756.

STAFF RECOMMENDATION:

It is respectfully recommended that the Board of Trustees, by formal action, approve the district's initial proposal with CUEA so that the collective bargaining may commence immediately.

DISCUSSION/
ACTION

AGENDA ITEM 4

PUBLIC NOTICE - ISSUES OF MEETING AND NEGOTIATIONS

Purpose

It is the policy of the Governing Board that the public be informed of the issues which are being negotiated and have full opportunity to express their views on the issues to the public school employer and to know the positions of their elected representatives. In order to implement this policy, the following procedures shall be utilized.

Procedures

1. All initial proposals of exclusive representatives of the District employees which relate to matters within the scope of representation shall be presented at a public meeting of the Board and thereafter shall be public record.
2. Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a Board meeting.
3. After the public has had the opportunity to express itself, the Board shall, at a meeting which is open to the public, adopt its initial proposal.
4. Thereafter, meeting and negotiating may commence between the District and the exclusive representative, except that any new subjects arising after the presentation of initial proposal shall be made public within 24 hours. If a vote is taken on such subject by the public school employer, the vote thereon by each member voting shall also be made public within 24 hours. To comply with the procedures stated herein, negotiations issues may be brought to the Superintendent for placement on the School Board agenda according to Board procedures by an individual who is resident of the School District, who is the parent/guardian of a student in the School District, or who is an adult student in the District.

Further, such complaint may be filed at the Public Employment Relations Board Regional Office according to the regulations of the Public Employment Relations Board.

Legal Reference: (see next page)

PUBLIC NOTICE - ISSUES OF MEETING AND NEGOTIATIONS
(continued)

Legal Reference:

GOVERNMENT CODE

3547 Proposals relating to representation; informing public, adoption of proposals; new subjects; regulations

3547.5 Major provisions of agreement with exclusive representative

CODE OF REGULATIONS, TITLE 8

32075 PERB regional office defined

32900 EERA and HEERA Public Notice: requirements for governing boards to adopt policy

32910 Filing of EERA or HEERA complaint


Policy
adopted: February 24, 1997

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

March 24, 2009

TO: Ellen Addonizio, President
And Members
Board of Trustees, Capistrano Unified School District

FROM: Suzette Lovely, Deputy Superintendent, Personnel Services 

SUBJECT: **DISTRICT'S CONTRACT REOPENER PROPOSAL WITH CSEA-
2009/10 SCHOOL YEAR**

BACKGROUND INFORMATION

The current agreement between the Capistrano Unified School District and California School Employees Association (CSEA) expired on June 30, 2008. Although 2008-09 negotiations have not yet concluded, the district would like to embark upon negotiations for the 2009-10 school year. This will allow any new contract proposals to be addressed within the context of current district and state economic challenges.

Board Policy 4143.1 – Public Notice – Issues of Meeting and Negotiations - describes the steps to be taken by the Board and their authorized representatives in order to enter into negotiations with an exclusive bargaining unit, Exhibit A. To that end, the district presents its formal proposal to begin discussions on the following contract provisions:

- Article 3 – Hours of Employment
- Article 9 – Vacations
- Article 11 - Wages
- Article 12 – Health and Welfare Benefits
- MOUs

CURRENT CONSIDERATIONS

This agenda item presents for Board consideration the district's 2009-10 reopener proposal with CSEA. The Board formally accepted CSEA's 2008-09 reopener proposal at its regularly scheduled board meeting on July 21, 2008.

FINANCIAL IMPLICATIONS

The estimated annual increase in automatic step advancement and district paid Health and Welfare benefits for current CSEA members is \$2.1 million. However the actual cost of any new negotiated agreement will be calculated based upon total compensation. Prior to final Board ratification of any successor agreement, there must be full disclosure of all financial implications submitted to OCDE in accordance with the provisions of AB 1200/2756.

STAFF RECOMMENDATION

It is respectfully recommended that the Board of Trustees, by formal action, approve the district's initial proposal with CSEA so that negotiations may commence immediately.

DISCUSSION/
ACTION

PUBLIC NOTICE - ISSUES OF MEETING AND NEGOTIATIONS

Purpose

It is the policy of the Governing Board that the public be informed of the issues which are being negotiated and have full opportunity to express their views on the issues to the public school employer and to know the positions of their elected representatives. In order to implement this policy, the following procedures shall be utilized.

Procedures

1. All initial proposals of exclusive representatives of the District employees which relate to matters within the scope of representation shall be presented at a public meeting of the Board and thereafter shall be public record.
2. Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a Board meeting.
3. After the public has had the opportunity to express itself, the Board shall, at a meeting which is open to the public, adopt its initial proposal.
4. Thereafter, meeting and negotiating may commence between the District and the exclusive representative, except that any new subjects arising after the presentation of initial proposal shall be made public within 24 hours. If a vote is taken on such subject by the public school employer, the vote thereon by each member voting shall also be made public within 24 hours. To comply with the procedures stated herein, negotiations issues may be brought to the Superintendent for placement on the School Board agenda according to Board procedures by an individual who is resident of the School District, who is the parent/guardian of a student in the School District, or who is an adult student in the District.

Further, such complaint may be filed at the Public Employment Relations Board Regional Office according to the regulations of the Public Employment Relations Board.

Legal Reference: (see next page)

PUBLIC NOTICE - ISSUES OF MEETING AND NEGOTIATIONS
(continued)

Legal Reference:

GOVERNMENT CODE

3547 *Proposals relating to representation; informing public, adoption of proposals; new subjects; regulations*

3547.5 *Major provisions of agreement with exclusive representative*

CODE OF REGULATIONS, TITLE 8

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Policy
adopted: February 24, 1997

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

March 24, 2009

TO: Ellen M. Addonizio, President,
and Members
Board of Trustees, Capistrano Unified School District

FROM: Suzette D. Lovely, Deputy Superintendent, Personnel Services, 

SUBJECT: **AUTORIZATION TO PREPARE REQUEST FOR PROPOSAL (RFP)
FOR SUPERINTENDENT EXECUTIVE SEARCH FIRM**

BACKGROUND INFORMATION

In order to begin the selection process for a new superintendent, the Board of Trustees plans to conduct a search to seek the most qualified candidates for consideration. In the absence of a permanent Superintendent, the day-to-day duties of the position will continue to be assumed by the Deputy Superintendent, Personnel Services or until such time as an Interim Superintendent is appointed.

CURRENT CONSIDERATIONS

This agenda item recommends that the Board of Trustees authorize district staff to prepare a Request for Proposal (RFP) to enlist the services of an executive search firm that can facilitate the process of recruiting and hiring a new superintendent. It is further recommended that a three member Board subcommittee be appointed to review proposals and narrow the pool of prospective firms to present their proposals in Open Session to the full Board.

The district's Request for Proposal will meet all state guidelines and follow a competitive bid process.

FINANCIAL IMPLICATIONS

All services provided by an executive search firm will be funded from the General Fund. The costs for such a search are estimated to be \$40,000-\$50,000.

STAFF RECOMMENDATION

It is requested that the Board of Trustees authorize district staff to prepare a Request for Proposal to begin the process of finding an executive firm to manage the search for a permanent Superintendent. It is further recommended that three trustees be appointed to serve on the Board subcommittee to select search firm finalists to present their proposal before the full Board.

DISCUSSION/
ACTION