

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

BOARD OF TRUSTEES
Regular Meeting

July 11, 2011

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. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT

EXHIBIT 3 A1-A2

- 1) Program Specialist
- 2) Director IV, Early Childhood Programs
(Pursuant to Government Code §54957)

B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Dr. Joseph M. Farley/Ron Lebs
to provide direction on possible sale and/or lease price,
and terms for District property at:
26126 Victoria Blvd., Capistrano Beach, CA 92624
(Pursuant to Government Code §54956.8)

C. CONFERENCE WITH LABOR NEGOTIATORS

Dr. Joseph M. Farley/Jodee Brentlinger/Ron Lebs/Julie Hatchel
Employee Organizations:
1) Capistrano Unified Education Association (CUEA)
2) Capistrano School Employees Association (CSEA)
3) Teamsters
4) Unrepresented Employees (CUMA)

D. LIABILITY CLAIM

EXHIBIT 3 D

Minor Claimant: Claim No. 11-91964
Agency Claimant Against: Capistrano Unified School District
(Pursuant to Government Code §54954.5{d})

E. STUDENT EXPULSIONS

EXHIBITS 3 E1-E8

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

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.

1. PLEDGE OF ALLEGIANCE

2. ADOPTION OF THE AGENDA – ROLL CALL

3. REPORT ON CLOSED SESSION ACTION

4. SPECIAL RECOGNITIONS

Steve Concialdi – Founder of Friends Against Drinking and Driving

5. BOARD AND SUPERINTENDENT COMMENTS

6. 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

7. PROPOSED DETAILED 2011-2012 SCHOOL CALENDAR:

On April 11, 2011, the Board of Trustees approved the 2011-2012 School Calendar which included start and end dates, local and legal holidays, and school recesses. This item presents the proposed detailed 2011-2012 school calendar.

Contact: Julie Hatchel, Assistant Superintendent, Education Services

DISCUSSION/
ACTION
Vote _____
Page 1
EXHIBIT 1

Staff Recommendation:

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

Following discussion, it is recommended the Board of Trustees approve the detailed 2011-2012 School Calendar.

Motion by _____ Seconded by _____

8. SECOND READING – ORDINANCE NO. 1112-1 ENTITLED: “ORDINANCE OF COMMUNITY FACILITIES DISTRICT NO. 2005-1 OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT (WHISPERING HILLS), AUTHORIZING THE LEVY OF A SPECIAL TAX WITHIN COMMUNITY FACILITIES DISTRICT NO. 2005-1” AND ADOPTION OF ORDINANCE NO. 1112-1:

DISCUSSION/
ACTION
Vote _____
Page 3
EXHIBIT 2

In regards to the Board of Education of the Capistrano Unified School District (“Board” and “District”) as Legislative Body of Community Facilities District No. 2005-1 (“CFD No. 2005-1”) accomplishing proceedings to revise the special taxes of CFD No. 2005-1, the following agreements were executed and received by the applicable parties:

1. First Amended and Restated Joint Community Facilities Agreement among Capistrano Unified School District, Community Facilities District No. 2005-1 of Capistrano Unified School District (Whispering Hills), City of San Juan Capistrano, Rancho San Juan Development LLC, and Whispering Hills, LLC; and
2. First Amended Impact Mitigation Agreement Related to the Whispering Hills Project and Community Facilities District No. 2005-1 by and between Capistrano Unified School District, Community Facilities District No. 2005-1 of Capistrano Unified School District (Whispering Hills), Whispering Hills, LLC, and Rancho San Juan Development LLC; and

3. Settlement Agreement and General Releases by and among Whispering Hills, LLC, Rancho San Juan Development LLC, and Capistrano Unified School District.

The approval and adoption of the foregoing agreements by the necessary parties were required for the Board to move forward with the proceedings to revise the special taxes of CFD No. 2005-1. At the District's Board meeting on June 13, 2011, the District conducted a "Continued Public Hearing" and a "Special Tax Election" relative to the proceedings to revise the special taxes of CFD No. 2005-1. The results of the Special Tax Election were canvassed by the Board and the proposition of the Special Tax Election was approved unanimously by all owners of property within CFD No. 2005-1.

Pursuant to the requirements of the Mello-Roos Act, following the adoption of authorization resolutions and the conducting of a special tax election, in order to amend a special tax on territory within a community facilities district, the legislative body of the public agency forming the community facilities district must adopt an ordinance authorizing the levy of the required special tax. Under the provisions of the Mello-Roos Act, the Board, acting as the Legislative Body of CFD No. 2005-1, is granted the same authority to adopt ordinances for this purpose as are held by California cities.

The ordinance procedure prescribed by law requires a two-step (first reading/second reading) process before such an ordinance may be adopted. The "first reading" of Ordinance No. 1112-1 was completed at the meeting of the Board held on June 13, 2011. Ordinance No. 1112-1 was prepared by the District's legal counsel and a copy has been provided for Trustee review.

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

Staff Recommendation:

It is recommended the Board conduct the second reading of Ordinance No. 112-1 and adopt Ordinance No. 1112-1 entitled, "Ordinance of Community Facilities District No. 2005-1 of the Capistrano Unified School District (Whispering Hills) Authorizing the Levy of a Special Tax within Community Facilities District 2005-1."

Motion by _____	Seconded by _____
ROLL CALL:	
Trustee Addonizio _____	Trustee Hatton _____
Trustee Alpay _____	Trustee Palazzo _____
Trustee Bryson _____	Trustee Pritchard _____
	Trustee Brick _____

9. JOINT USE AND FUNDING AGREEMENT FOR BATTING CAGE LIGHTS AT ALISO NIGUEL HIGH SCHOOL:

Approval of an agreement between the District and the City of Aliso Viejo for funding, installation, and use of lights at the existing batting cage at Aliso Niguel High School. Since the batting cages were constructed without lighting, high school students have routinely been using lighted batting cages at a nearby park for evening practice. The City, in conjunction with the master homeowners association, is now looking to secure full-time use of the park facilities for its youth programs and is offering to provide new lighting for high school cages to accommodate the school programs. In return for its investment, the City is requesting community use of the lighted high school cages during non-school hours and within a schedule agreeable to the District. It is understood that priority use at all times will be given to the high school programs.

DISCUSSION/
ACTION

Vote _____

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EXHIBIT 3

The City of Aliso Viejo prepared the draft Joint Use and Funding Agreement for the District's consideration. Terms of the agreement include an estimated total cost of \$6,500 to be split at 75 percent paid by the City and 25 percent paid by available school site funds.

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

Motion by _____ Seconded by _____

10. FIRST READING - REVISIONS TO BOARD POLICY 1312.4, WILLIAMS UNIFORM COMPLAINT PROCEDURES:

As laws change, revisions to existing board policy and administrative regulations are necessary. In addition, staff has been reviewing policies and regulations in an effort to eliminate "optional" provisions that may have created additional and unnecessary financial burdens on the District. This agenda item presents for consideration revisions to Board Policy 1312.4, *Williams Uniform Complaint Procedures*. There is no financial impact. Proposed additions to the Board Policy are underlined; deletions are struck through.

Contact: *Jodee Brentlinger, Assistant Superintendent, Personnel Services*

Staff Recommendation:

It is recommended the Board President recognize Jodee Brentlinger, Assistant Superintendent, Personnel Services, who will present the revisions to Board Policy 1312.4, *Williams Uniform Complaint Procedures*.

11. FIRST READING - REVISIONS TO BOARD POLICY 4031, COMPLAINTS CONCERNING DISCRIMINATION IN EMPLOYMENT:

As employment laws change, revisions to existing board policy and administrative regulations are necessary. In addition, staff has been reviewing policies and regulations in an effort to eliminate "optional" provisions that may have created additional and unnecessary financial burdens on the District. This agenda item presents for consideration revisions to Board Policy 4031, *Complaints Concerning Discrimination in Employment*. Proposed additions to the Board Policy are underlined; deletions are struck through.

Contact: *Jodee Brentlinger, Assistant Superintendent, Personnel Services*

Staff Recommendation:

It is recommended the Board President recognize Jodee Brentlinger, Assistant Superintendent, Personnel Services, who will present the revisions to Board Policy 4031, *Complaints Concerning Discrimination in Employment*.

12. FIRST READING - REVISIONS TO BOARD POLICY 4161.8/4261.8/4361.8, FAMILY CARE AND MEDICAL LEAVE:

As employment laws change, revisions to existing Board policy and administrative regulations are necessary. In addition, staff has been reviewing policies and regulations in an effort to eliminate "optional" provisions that may have created additional and unnecessary financial burdens on the District. This agenda item presents for consideration revisions to Board Policy 4161.8/4261.8/4361.8, *Family Care and Medical Leave*. There is no financial impact. Proposed additions to the Board Policy are underlined; deletions are struck through.

Contact: *Jodee Brentlinger, Assistant Superintendent, Personnel Services*

Staff Recommendation:

It is recommended the Board President recognize Jodee Brentlinger, Assistant Superintendent, Personnel Services, who will present the revisions to Board Policy 4161.8/4261.8/4361.8, *Family Care and Medical Leave*.

INFORMATION/
DISCUSSION

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EXHIBIT 4

INFORMATION/
DISCUSSION

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EXHIBIT 5

INFORMATION/
DISCUSSION

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EXHIBIT 6

13. DIVISION OF STATE ARCHITECT UPDATE:

It is recommended the Board President recognize Ron Lebs, Deputy Superintendent, Business and Support Services, who will provide the DSA Update and answer any questions Trustees may have. There is no change from the information provided to the Board at its June 13, 2011, meeting.

INFORMATION/
DISCUSSION
Page 47
EXHIBIT 7

There is no financial impact. There will be a fee to reopen the closed applications to finalize and close them with certification when all documentation is completed.

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

Staff Recommendation:

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

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

14. SCHOOL BOARD MINUTES:

Approval of the minutes of the June 13, 2011, regular Board meeting and the June 15, 2011, special Board meeting.

Page 49
EXHIBIT 8

CURRICULUM & INSTRUCTION

15. EXPUNGING OF EXPULSION RECORD:

Approval of expunging a student record. Due to the confidential nature of expunging a student expulsion record, the supporting information is provided to Trustees under separate cover.

Contact: Julie Hatchel, Assistant Superintendent, Education Services

16. EXPULSION READMISSION:

Approval to readmit a student from expulsion. Due to the confidential nature of the student expulsion readmission, the supporting information is provided to Trustees under separate cover.

Contact: Julie Hatchel, Assistant Superintendent, Education Services

17. 2011-2012 CONSOLIDATED APPLICATION FOR FUNDING CATEGORICAL AID PROGRAMS, PART I:

Approval of the 2011-2012 Consolidated Application for Funding Categorical Aid Programs, Part I, to fund supplemental programs. The Consolidated Application for Funding Categorical Aid Programs is a two-part application and reporting process for multiple state and federal, formula-driven categorical program funds submitted annually to the California Department of Education (CDE). The Consolidated Application is used by the CDE to distribute categorical funds from various state and federal programs. By June 30th of each year, districts submit Part I of the application to document program participation in categorical programs and provide assurances that they will comply with the legal requirements of each program. Part II of the application, submitted by January 30th of the following year, contains the districts' entitlements for each funded program.

The federal programs coordinated through the Consolidated Application include Title I, Part A; Title II, Part A; and Title III, Part A. The state program coordinated through the Consolidated Application is Economic Impact Aid.

This agenda item requests approval of the 2011-2012 Consolidated Application for Funding Categorical Aid Programs, Part I. The complete Consolidated Application, Part I, is on file for review in the State and Federal Programs office. As required by the California Department of Education, the District English Language Advisory Committee also approved this document.

The 2010-2011 Consolidated Application represented an income of \$8,860,954. The 2011-2012 Consolidated Application reflects an estimated income of \$8,455,671. Actual entitlements will be calculated when the budget appropriations are final.

Due to the size of the document, the application will be available for review in the State and Federal Programs office.

Contact: Julie Hatchel, Assistant Superintendent, Education Services

18. **PROPOSED SCHOOL STARTING AND DISMISSAL TIMES FOR THE 2011-2012 SCHOOL YEAR:** Page 69
EXHIBIT 9
Approval of proposed school starting and dismissal times for the 2011-2012 school year. Board Policy 6111, School Day, states: "Opening and closing hours of the school day shall be approved annually by the Board of Trustees upon consideration of recommendations of the Superintendent." The proposed starting and dismissal times for the 2011-2012 school year meet California Department of Education requirements for instructional minutes, comply with Education Code, and adhere to current collective bargaining agreements.
Contact: Julie Hatchel, Assistant Superintendent, Education Services
19. **PROPOSED BACK-TO-SCHOOL NIGHT TIMES AND DATES FOR THE 2011-2012 SCHOOL YEAR** Page 73
EXHIBIT 10
Approval of the proposed times and dates for the 2011-2012 Back-to-School Nights. Back-to-School Nights are a reflection of the District's desire to support the instructional program and outreach to the community. Specific weeks are designated for elementary, middle, and high schools to host Back-to-School Nights. Per Article 5 of the Collective Bargaining Agreement, schools schedule a minimum day in association with Back-to-School Night. Proposed times for the 2011-2012 school year adhere to current collective bargaining agreements.
Contact: Julie Hatchel, Assistant Superintendent, Education Services
20. **DISTRICT PLAN SECONDARY SPECIAL EDUCATION WORK EXPERIENCE EDUCATION PROGRAM:** Page 79
EXHIBIT 11
Approval of a Work Experience Education Plan and application to provide a Work Experience Education (WEE) course for secondary students in special education. This course is available to students for elective credit in conjunction with the Workability I and Transition Partnership Project programs. The WEE plan first approved in 1998 must be approved every three years by the Board of Trustees and submitted to the California Department of Education.
Contact: Julie Hatchel, Assistant Superintendent, Education Services
21. **MEMORANDUM OF UNDERSTANDING FOR MISSION HOSPITAL ASTHMA AND OBESITY EDUCATION AND TREATMENT PROGRAMS:** Page 85
EXHIBIT 12
Approval of the Memorandum of Understanding for Mission Hospital Asthma and Obesity Education and Treatment Programs. Illness associated with childhood asthma is one of the major reasons children are kept home from school.
Contact: Julie Hatchel, Assistant Superintendent, Education Services

BUSINESS & SUPPORT SERVICES

Page 97
EXHIBIT 13

22. PURCHASE ORDERS, COMMERCIAL WARRANTS, AND PREVIOUSLY BOARD-APPROVED BIDS AND CONTRACTS:

Approval of purchase orders (Exhibit 13-Attachment 1) and commercial warrants (Exhibit 13-Attachment 2). The purchase orders and commercial warrants included in this item have previously been authorized as part of the District's budget approval process. The purchase orders total \$62,806,885.73; the commercial warrants total \$2,280,014.45. Attachment 3 of Exhibit 13 is a list of previously Board-approved bids and contracts to assist in the review of the purchase order and commercial warrant listings.

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

23. LOS ALAMITOS UNIFIED SCHOOL DISTRICT BID NO. 2010-0002 LEASE, RELOCATION, DISMANTLE AND REMOVAL OF DEPARTMENT OF STATE ARCHITECT APPROVED PORTABLE CLASSROOMS AND CALIFORNIA DEPARTMENT OF HOUSING PORTABLE BUILDINGS DISTRICTWIDE – WILLIAMS SCOTSMAN:

Approval of authorization to utilize Los Alamitos Unified School District Bid No. 2010-0002 for the purchase or lease of relocatable buildings, as needed by the District, under the same terms and conditions of the public agency's contract. 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.

This agenda item recommends approval of authorization to utilize Los Alamitos Unified School District Bid No. 2010-0002 for the purchase or lease of relocatable buildings, as needed by the District, under the same terms and conditions of the public agency's contract. This contract provides competitive pricing and allows staff to streamline the procurement process. District staff anticipates utilizing the contract to lease a portable restroom facility for Capistrano Valley High School for approximately 24 months, to accommodate students during construction of the new theater, at the estimated cost of \$50,000, funded by CFD 87-1.

Due to the size of the contract and award, the documentation will be posted online in the CUSD Board Agendas and Supporting Documentation page.

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

24. STATE OF UTAH, DIVISION OF PURCHASING AND GENERAL SERVICES, AND WESTERN STATES CONTRACTING ALLIANCE CONTRACT NO. AR-233 AWARDED TO CISCO SYSTEMS, INC., CALIFORNIA PARTICIPATING ADDENDUM NO. 7-08-70-13, PURCHASES THROUGH AMS.NET, INCORPORATED:

Approval of authorization to utilize the State of Utah, Division of Purchasing and General Services, and Western States Contracting Alliance (WSCA) Contract No. AR-233 awarded to Cisco Systems, Inc., and approved for usage in the State of California pursuant to the California Participating Addendum No. 7-08-70-13, for the purchase of Cisco hardware, software, voice/VOIP equipment and services, support, maintenance, training services, and cabling through its Fulfillment Partner, AMS.Net, Inc. The District can utilize such contracts pursuant to California Public Contract Code §10298, §10299 and §12100 et seq. without going to bid.

District staff has determined the contract prices offered by Cisco Systems, Incorporated, are fair, reasonable, and competitive and it is in the best interest of the District to utilize the contract awarded to Cisco Systems, Incorporated. As allowed under the California Participating Addendum No. 7-08-70-13, AMS.Net, Incorporated, has been approved as a Cisco Systems Fulfillment Partner qualified and authorized to receive purchase orders, invoice, and receive payments, on behalf of Cisco Systems, Incorporated.

Anticipated expenditures utilizing this contract will be a lease purchase commitment for the next six years of \$490,000 per year for equipment, and an additional expenditure of approximately \$100,000 for hardware support, services, and equipment for fiscal year 2011-2012, funded by Title 1, Microsoft vouchers, and the general fund.

Due to the size of the contract and award, the documentation will be posted online in the CUSD Board Agendas and Supporting Documentation page.

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

25. INDEPENDENT CONTRACTOR AGREEMENT – STAFF DEVELOPMENT TRAINING, QUANTUM LEARNING NETWORK:

Page 129
EXHIBIT 14

Approval of an independent contractor agreement with Quantum Learning Network to provide staff development training for 90 District teachers to improve the classroom learning environment and increase student engagement as part of the Academic Design and Delivery (ADD) Initiative. The training will focus on teaching strategies, content delivery, curriculum design, and learning skills to enrich student learning and successful achievement. Teachers will learn specific strategies on effective classroom management, creating a positive atmosphere, building rapport and respect, and having a purposeful environment. Scheduled services under this contract are estimated to be \$7,458, paid out of Economic Impact Aid funds. The cost of contract services with Quantum Learning Network have been significantly reduced from District's 2010-2011 consultant support for the ADD Initiative.

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

26. INDEPENDENT CONTRACTOR AGREEMENT – TUTORING SERVICES, PROFESSIONAL TUTORS OF AMERICA:

Page 143
EXHIBIT 15

Approval of an independent contractor agreement with Professional Tutors of America to provide tutoring services to students in the Indian Education program. Professional Tutors of America will provide services at the rates indicated on the rate sheet for the 2011-2012 school year, on an as-needed basis, paid out of the Indian Education program funds. The tutoring services are offered after school hours in the student's home, at a public library, or community center. Scheduled services under this contract are estimated to be \$31,304.

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

27. EXTENSION OF JUVENILE COURT WORK PROGRAM SERVICES AGREEMENT – THE COUNTY OF ORANGE:

Page 151
EXHIBIT 16

Approval of the extension of the juvenile court work program services agreement to be provided by the County of Orange Probation Department. This contract provides weed abatement services on District slopes and grounds. The current rate for this agreement is \$500 per work crew per day. This rate has not increased since July 2005. The extension term is July 1, 2011, through June 30, 2012. The total annual expenditures under this contract are estimated to be \$18,000 funded by the general fund.

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

- 28. ADVERTISE BID NO. 1112-08 – CONCRETE MAINTENANCE AND REPAIR:**
Approval to advertise for bids for concrete maintenance and repair. This bid allows the District to establish a contract with an approved vendor with set pricing for the 2011-2012 school year for routine, recurring, concrete maintenance and repair work for all sites within the District. The total expenditures under this contract are estimated to be \$80,000, which will be funded from the deferred maintenance account and the routine restricted maintenance account.

Due to the size, documents will be posted online in the District Board Agendas and Supporting Documentation page. The documents are also on file in the Purchasing Department.

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

PERSONNEL SERVICES

- 29. RESIGNATIONS/RETIREMENT/EMPLOYMENT–CLASSIFIED EMPLOYEES:** Page 175
EXHIBIT 17
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.
Contact: Jodee Brentlinger, Assistant Superintendent, Personnel
- 30. RESIGNATIONS/RETIREMENT/EMPLOYMENT – CERTIFICATED EMPLOYEES:** Page 187
EXHIBIT 18
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.
Contact: Jodee Brentlinger, Assistant Superintendent, Personnel
- 31. WILLIAMS SETTLEMENT UNIFORM COMPLAINT QUARTERLY REPORT:** Page 195
EXHIBIT 19
Approval of the fourth quarter Williams Settlement Legislation Inspection Report. As a result of the Williams Settlement, Education Code §35186 mandates school districts establish policies and procedures to resolve deficiencies related to textbooks and instructional materials, teacher vacancies or misassignments, facility conditions posing a threat to student/staff health or safety, and instruction and services for the California High School Exit Examination (CAHSEE).
Contact: Jodee Brentlinger, Assistant Superintendent, Personnel
- 32. DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS:** Page 197
EXHIBIT 20
Approval of the *Declaration of Need for Fully Qualified Educators*. Education Code §80026 requires that a *Declaration of Need for Fully Qualified Educators* be on file with the appropriate County Office of Education before the beginning of a new school year and shall remain in force until the end of that academic year. (A *Declaration of Need* is necessary if there is an insufficient number of qualified applicants.)

Submission of this declaration does not commit the District to issuing short term staff permits or emergency credentials, but rather is submitted as a matter of routine in the event it becomes necessary to employ such individuals.

Based on past and current trends, the 2011-12 *Declaration of Need for Fully Qualified Educators* enables the District to request special teaching permits in hard-to-fill areas such as Special Education (Deaf and Hard of Hearing, Moderate/Severe, Pre-School), and single subjects (Spanish, Physics, Chemistry). This year, there continues to be an expected increase in CLAD/EL Authorizations as the District moves a year closer to full implementation of its Comprehensive EL Authorization Plan.

A *Declaration of Need for Fully Qualified Educators* must be filed prior to the beginning of the school year, even though there is no way to determine if there will be a need to employ teachers. However, if the Board of Trustees has not approved the appropriate declaration for the upcoming year, the District is precluded from hiring such individuals should the need arise. There is no financial impact to the general fund in the Board's acceptance of this declaration.

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel

Motion by _____	Seconded by _____
ROLL CALL:	
Trustee Addonizio _____	Trustee Hatton _____
Trustee Alpay _____	Trustee Palazzo _____
Trustee Bryson _____	Trustee Pritchard _____
	Trustee Brick _____

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

ADJOURNMENT

Motion by _____ Seconded by _____

THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS WEDNESDAY, JULY 27, 2011, 7:00 P.M. AT THE CAPISTRANO UNIFIED SCHOOL DISTRICT OFFICE BOARD ROOM, 33122 VALLE ROAD, SAN JUAN CAPISTRANO, CALIFORNIA

For information regarding Capistrano Unified School District, please visit our website:
www.capousd.org

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS PRESENT AT THIS MEETING

We are pleased you can be with us at this meeting, and we hope you will return often. Your visit assures us of continuing community interest in our schools.

The members of the Board of Trustees of this District are locally elected state officials, who serve four-year terms of office, and who are responsible for the educational program of our community from grades kindergarten through twelve. They are required to conduct programs of the schools in accordance with the State of California Constitution, the State Education Code, and other laws relating to schools enacted by the Legislature, and policies and procedures which this Board adopts.

The Board is a policy-making body whose actions are guided by the school district's Mission and Goals. Administration of the District is delegated to a professional administrative staff headed by the Superintendent.

The agenda and its extensive background material are studied by each member of the Board for at least two days preceding the meeting. Board Members can call the administrative staff for clarification on any item, and many of the items on the agenda were discussed by the Board during previous meetings. These procedures enable the Board to act more effectively on agenda items than would otherwise be possible.

WHAT TO DO IF YOU WISH TO ADDRESS THE BOARD OF TRUSTEES

ITEMS ON THE AGENDA. Any person may address the Board concerning any item on the agenda and may, at the discretion of the Board, be granted three (3) minutes to make a presentation to the Board at the time a specific item is under discussion. However, the time assigned for individual presentations could be fewer than three (3) minutes depending upon the total number of speakers who wish to address a specific agenda topic. Prior to the opening of the meeting, a Request to Address the Board card (located in the foyer) should be completed and submitted to the Secretary of the Board. The total time devoted to presentations to the Board shall not exceed twenty (20) minutes, unless additional time is granted by the Board. All presentations shall be heard by the Board prior to the formal discussion of the agenda topic under consideration. Once an agenda item has been opened for public comment, no additional "Request to Address the Board of Trustees" cards shall be accepted for that topic.

ORAL COMMUNICATIONS (Non-Agenda Items). Citizens may address the Board on any item not appearing on the agenda. Individual presentations are limited to three (3) minutes per individual, with twenty (20) minutes in total being devoted for this purpose, but could be less if there are a large number of Oral Communication speakers. Legally, the Board may not take action on items raised by speakers under Oral Communications. However, at its discretion, the Board may refer items to the administration for follow-up or place topics on a future Board agenda.

PUBLIC HEARINGS. Anytime the Board schedules a separate public hearing on any given topic, it shall not hear speakers on that topic before the public hearing, except as to the scheduling of the hearing, nor shall it hear speakers after the hearing, except as to changes in the policy or recommended actions which are directed at the time of the hearing.

CLOSED SESSION. In accordance with Education Code §35146 and Government Code §54957, the Board may recess to Closed Session to discuss personnel matters which they consider inadvisable to take up in a public meeting.

REASONABLE ACCOMMODATION

In order to help ensure participation in the meeting of disabled individuals, appropriate disability-related accommodations or modifications shall be provided by the Board, upon request, in accordance with the Americans with Disabilities Act (ADA). Persons with a disability who require a disability-related accommodation or modification, including auxiliary aids and services in order to participate in a Board meeting, shall contact the Superintendent or designee in writing by noon on the Friday before the scheduled meeting. Such notification shall provide school district personnel time to make reasonable arrangements to assure accessibility to the meeting.