

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

BOARD OF TRUSTEES
Special Meeting

Teleconferencing of Meeting
from
33122 Valle Road
San Juan Capistrano, CA 92675
to
Stockton Hilton
2323 Grand Canal Blvd.
Stockton, CA 95207

April 6, 2012

Open Session 8:30 a.m.

AGENDA

OPEN SESSION AT 8:30 A.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA – ROLL CALL

BOARD AND SUPERINTENDENT COMMENTS

CLOSED SESSION COMMENTS

CLOSED SESSION (as authorized by law)

A. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT

(Pursuant to Government Code §54957)

Deputy Superintendent, Business and Support Services

EXHIBIT A

REPORT OUT ON CLOSED SESSION ACTION

PUBLIC COMMENTS TO AGENDA ITEMS ONLY

RECORDING OF SCHOOL BOARD MEETINGS

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

DISCUSSION/ACTION

1. EMPLOYMENT CONTRACT, DEPUTY SUPERINTENDENT, BUSINESS AND SUPPORT SERVICES:

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EXHIBIT 1

Approval of the employment contract for Clark Hampton, Deputy Superintendent, Business and Support Services.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

Motion by _____ Seconded by _____

ADJOURNMENT

Motion by _____ Seconded by _____

THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS WEDNESDAY, APRIL 25, 2012, 7:00 P.M. AT THE CAPISTRANO UNIFIED SCHOOL DISTRICT OFFICE BOARD ROOM, 33122 VALLE ROAD, SAN JUAN CAPISTRANO, CALIFORNIA

For information regarding Capistrano Unified School District, please visit our website:

www.capousd.org

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

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

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

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

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

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

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

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

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

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

REASONABLE ACCOMMODATION

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

Clark Hampton

BUSINESS PLANNING PROFESSIONAL / CORPORATE CONTROLLER / PROJECT MANAGER
Proven Technical & Management Expertise in a Career Spanning 25 Years demonstrating
broad based competencies in:

**strategic planning / systems development and implementation / operations
management / cash management and budgeting / P&L management / cross
divisional communication / staff development**

Professional Experience

Assistant Superintendent, Business Services
Westminster School District, Westminster, CA

2007 - Present

Directly supervise a staff of up to 8 professionals overseeing district-wide responsibility for Finance, Budgeting, Investment Management, Facilities, Maintenance, Building Services and Operations, Food Services, Transportation and Information Systems.

Key accomplishments and projects:

- Central Office Administrator of the Year 2011-2012
- Developed, communicated and managed budget reductions during unprecedented state budget cuts to education.
- Developed collaborative and positive relationship with employee associations.
- Successfully negotiated with associations for meeting fiscal solvency goals.
- Oversaw successful bond campaign and development of master plan and project priority plan. This was the first bond measure passed in the district in nearly 60 years.
- Selected new architect and construction manager with a clearly articulated, collaborative and transparent selection process.
- Developed collaborative priority planning process for allocating bond funds that included teachers, classified staff, site leaders, district administration, community partners, parents, city representatives and local business leaders.
- Implemented transition to Microsoft Exchange and Outlook email system.
- Implemented state-of-the-art Cisco Systems based IP phone system, clocks, bells, intercom/public address and security cameras completely integrating all schools into a fully integrated, centrally managed system.
- Always maintain organizational focus on student learning and staff development.

Chief Financial Officer**2006 - 2007**

Cal State San Marcos Foundation and University Corporation
San Marcos, CA

Responsible for Finance and Administration of multi-purpose foundation with operations that include Grants & Contracts, Campus Based Programs, Designated Funds, Commercial Operations (Food Services, University Book Store and Copy Center) and University Endowment investment management.

Chief Business Officer**2003 - 2006**

Jamul-Dulzura Union School District, San Diego, CA

Responsible for all Accounting, Budget & Planning, Reporting and other financial operations. Also responsible for Operations, Maintenance, Facilities, Food Services, Transportation and Technology. Participated as lead negotiator in classified and certificated union negotiations.

Responsible for public bond sale administration, capital facilities administration, negotiating lease contracts and internal audit and coordinating yearly external audit. Managed multiple fund balances according to generally accepted accounting practices, GASB and State and Federal laws.

Controller and Risk Manager**1997 - 2003**

United States International University, San Diego, CA
Acquired by Alliant International University as of July 1, 2001

International non-profit University with revenues of \$55 million founded in 1952 with locations throughout California, Nairobi, Kenya and Mexico City specializing in fully accredited degree programs from undergraduate through Ph.D. in business, education and psychology.

Responsible for all financial analysis, reporting, budgeting and risk management. Required in-depth knowledge of FASB 116/117, OMB Circular A-133 requirements and generally accepted accounting principles (GAAP). Taught Computer Systems and Systems Implementation for business majors as an adjunct professor on an as needed basis.

Director, Studio Finance**1993 - 1997**

Paramount Pictures, Hollywood, CA

Major motion picture, television and home video production and distribution studio.

Responsible for financial planning, budgeting, consolidated financial reporting and systems analysis and implementation for 30 studio departments and Corporate Aviation Finance with combined revenues of \$100 million dollars.

Designed new accounting journal entry system significantly speeding up data entry while also reducing entry errors. Developed corporate-wide budgeting system for developing and tracking \$4 billion in expenditures.

Manager, Finance, Accounting and Systems Analysis
Logicon RDA, Los Angeles, CA

1986 - 1993

This division of Logicon, Inc. with \$200 million in revenues focused on United States policy issues, research into nuclear weapons effects and analysis of national intelligence collection systems. Responsible for all aspects of accounting, business systems and corporate travel. Assisted on contract negotiations with U.S. Government.

Education

MBA with emphasis in Finance, Strategic Planning and Decision Support Systems

California State University, Northridge - 1995

BS in Business Finance, graduated Magna Cum Laude

Southern Illinois University - 1986

Other

Awarded Top Secret security clearance with United States Department of Defense

CAPISTRANO UNIFIED SCHOOL DISTRICT
33122 Valle Road
San Juan Capistrano, California

CONTRACT FOR EMPLOYMENT OF DEPUTY SUPERINTENDENT
BUSINESS AND SUPPORT SERVICES

This contract is made and entered into April 6, 2012, by and between the Board of Trustees of Capistrano Unified School District in the County of Orange, State of California, and Clark Hampton, Deputy Superintendent, Business and Support Services.

ITEM #1 – OFFER AND BOARD ACTION

At the meeting of the Board of Trustees of Capistrano Unified School District held on April 6, 2012, it was voted to employ Clark Hampton as Deputy Superintendent, Business and Support Services, effective May 1, 2012, and ending June 30, 2015, subject to the conditions hereinafter set forth.

ITEM # 2 - SALARY

The salary of the Deputy Superintendent, Business and Support Services, shall be One Hundred Ninety-One Thousand Dollars (\$191,000) per year, payable in equal monthly payments for the length of this contract beginning on May 1, 2012, and continuing for the remainder of this contract term.

ITEM #3 – ADJUSTMENT OF SALARY AND BENEFITS

The Deputy Superintendent, Business and Support Services, shall receive all incentives and benefits available to other members of the District's certificated management team while serving in this assignment. The base salary shall be adjusted to reflect any cost-of-living increases or decreases given to other members of the Capistrano Unified Management Association (CUMA), anytime after June 30, 2012.

ITEM #4 – FRINGE BENEFITS

The Deputy Superintendent, Business and Support Services, shall be entitled to receive at least all fringe benefits of employment that are granted to other certificated and classified employees, including, but not limited to, health and welfare and retiree benefits.

ITEM #5 – PROFESSIONAL ASSOCIATION DUES/PROFESSIONAL GROWTH

The Board of Trustees requires that the Deputy Superintendent, Business and Support Services, be a member of the Association of California School Administrators (ACSA) and the California Association of School Business Officials (CASBO) and, shall pay the annual membership dues assessed by both organizations. It is understood that participation in professional associations may require that the Deputy Superintendent attend regional and state meetings from time to time in his capacity as a member of such organizations. The Deputy Superintendent may attend a reasonable amount of meetings, as approved by the Superintendent, within the context of his required workdays in as much as it doesn't interfere with the duties of his position.

The Deputy Superintendent shall also be permitted to attend professional growth opportunities as approved by the Superintendent to enhance performance.

ITEM #6 – TRANSPORTATION

The Deputy Superintendent, Business and Support Services, shall be entitled to receive a monthly transportation allowance in the amount of \$300 per month. The Deputy Superintendent, Business and Support Services, shall not be required, as a condition of receiving the monthly transportation allowance, to account for expenses which are incurred for transportation in conducting the duties of the position. The employee shall not be entitled to mileage reimbursement for mileage expenses incurred in the regular scope of his duties.

ITEM #7 – WORK YEAR, VACATION AND SICK LEAVE

The Deputy Superintendent, Business and Support Services, shall be considered a 12-month employee and entitled to 24 working days of vacation and such holidays as are provided to classified employees of the District. Deputy Superintendent, Business and Support Services' work year shall be 224 days. Sick leave days shall be accrued at the rate of 12 days per year (one day of sick leave for each month of service rendered). Accrued, but unused, sick days shall be carried forward from year to year and transferred as provided by California Education Code and Board Policy.

ITEM #8 – POWERS AND DUTIES

The Deputy Superintendent, Business and Support Services, shall be directly responsible to the Superintendent of the Capistrano Unified School District and shall have such powers and duties which may be lawfully delegated and assigned by the Superintendent. The job description for the Deputy Superintendent, Business and Support Services, is hereby incorporated by reference.

ITEM #9 – SUBJECT LAW

This contract is subject to all applicable laws of the State of California and lawful rules and regulations of the California State Board of Education and the Board of Trustees of the District. Said laws, rules and regulations are hereby made a part of the terms and conditions of this contract as though herein set forth, including but not limited to the provisions of Government Code §53260 and 53261 which provide that if an employment agreement is terminated, the maximum cash settlement that an employee may receive shall be in an amount equal to the monthly salary of the employee multiplied by the number of months left on the unexpired term of the contract, but not to exceed eighteen (18) months, plus health benefits which may be continued for the same duration of time as covered in the settlement pursuant to the 18-month time limit or until the employee finds other employment, whichever first occurs.

ITEM #10 – SENIOR MANAGEMENT DESIGNATION (EC 45100.5)

The position of Deputy Superintendent, Business and Support Services, shall be designated as Senior Management. Senior Management positions are part of classified service and shall be afforded all rights, benefits, and burdens of other classified employees, except that they shall be exempt from all provisions relating to obtaining permanent status. Notice of reassignment or dismissal from a Senior Management position shall be provided in accordance with the provisions of this agreement and with Education Code §35031.

ITEM #11 – PERFORMANCE GOALS AND OBJECTIVES AND EVALUATION

The performance of the Deputy Superintendent, Business and Support Services, shall be annually evaluated in writing based upon the duties and responsibilities referenced in this agreement and other criteria as established by the Superintendent. The evaluation shall include written recommendations as to areas of improvement in all instances where the Superintendent

deem it to be necessary and appropriate and shall provide an overall rating of levels of performance from excellent to unsatisfactory.

The Superintendent shall meet with the Deputy Superintendent, Business and Support Services, at the beginning of each school year to establish performance goals and objectives for the Deputy Superintendent for the year. Such goals and objectives approved by the Superintendent shall be reduced to writing and provided to the Deputy Superintendent. As stated above, the Deputy Superintendent's job performance shall be evaluated annually. The evaluation shall be based upon goals and objectives established at the beginning of the year and related to the job description of Deputy Superintendent's position. In the event that a performance evaluation is not conducted, the performance of the Deputy Superintendent shall be deemed as satisfactorily meeting the goals and objectives as well as the standards set forth in this agreement and the job description.

ITEM #12 – PROFESSIONAL ACTIVITIES

With prior approval of the Superintendent, the Deputy Superintendent may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations. Said outside professional activities may be performed for consideration provided they do not interfere with a conflict with the Deputy Superintendent's performance of his duties under this Agreement.

If the Deputy Superintendent receives compensation for such speaking engagements, he must use vacation leave to perform outside activities. In no case will the District be responsible for any expenses attendant to the performance of such outside activities.

ITEM #13 – REIMBURSEMENT OF BUSINESS EXPENSES

The District shall reimburse the Deputy Superintendent for all reasonable business expenses incurred in connection with District business. Each such expenditure shall be reimbursable only if the Deputy Superintendent furnishes to the District adequate records and other documentary evidence required by the federal and state statutes and regulations issued by the appropriate taxing authorities for the substantiation of each such expenditure. Such expenses include, but are not limited to:

- Attendance of approved regional, state or national conference, workshops or seminars.
- Hearings or meetings which are of benefit to the District.
- Transportation (other than personal automobile) outside the District.

ITEM #14 – CELL PHONE

The Deputy Superintendent, Business and Support Services, shall be entitled to receive a monthly cell phone allowance for business use of his personal cell phone in the amount of \$60 per month (\$720/year). The Deputy Superintendent, Business and Support Services, shall not be required, as a condition of receiving the monthly cell phone allowance, to account for expenses which are incurred for cell phone use in conducting the duties of the position. The employee shall not be entitled to cell phone reimbursement for cell phone expenses incurred in the regular scope of his duties.

Gary Pritchard, President
Board of Trustees

Date: _____

Clark Hampton, Deputy Superintendent
Business and Support Services

Date: _____