

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

BOARD OF TRUSTEES
Regular Meeting

January 9, 2012

Closed Session 5:30 p.m.
Open Session 7:00 p.m.

AGENDA

CLOSED SESSION AT 5:30 P.M.

1. **CALL TO ORDER**
2. **CLOSED SESSION COMMENTS**
3. **CLOSED SESSION** (as authorized by law)

- A. ~~CONFERENCE WITH REAL PROPERTY NEGOTIATORS~~ EXHIBIT 3A**
Dr. Joseph M. Farley/Ron Lebs/Randy Rowles *Pulled on 1/6/12*
to provide direction on possible sale and terms for District property at:
2-Liberty, Aliso Viejo, CA 92656
(Pursuant to Government Code §54956.8)
- B. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT EXHIBITS 3B1-B2**
1) Interim Deputy Superintendent, Business & Support Services (2 Part-Time Positions)
2) Program Specialist
(Pursuant to Government Code §54957)
- C. STUDENT EXPULSIONS EXHIBITS 3C1-C4**
Deliberations of Findings of Fact and Recommendations
(Pursuant to Education Code §48918{c} and §35145)
- D. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION EXHIBIT 3D**
Number of Cases – One
(Pursuant to Government Code §54956.9{a})

Case No. 10-55559 and 10-56243 D.C. No. 2:06-cv-3049 ABC (JCx)
- E. CONFERENCE WITH LABOR NEGOTIATORS**
Joseph M. Farley/Jodee Brentlinger/Ron Lebs/Julie Hatchel/Sara Jocham/Jeff Bristow
Employee Organizations:
1) Capistrano Unified Education Association (CUEA)
2) California School Employees Association (CSEA)
3) Teamsters
4) Unrepresented Employees (CUMA)
(Pursuant to Government Code §54957.6)

PUBLIC HEARING: Agenda Item #1– Charter School Material Revision Request- Oxford Preparatory Academy
PUBLIC HEARING: Agenda Item #2 – Romero Bill/Open Enrollment Act Waiver Request
PUBLIC HEARING: Agenda Item #4 – Draft Plans for Trustee Area Boundary Redistricting

RECORDING OF SCHOOL BOARD MEETINGS

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

OPEN SESSION AT 7:00 P.M.

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA – ROLL CALL

REPORT ON CLOSED SESSION ACTION

SPECIAL RECOGNITIONS

Student Body President's Report –San Clemente High School

BOARD AND SUPERINTENDENT COMMENTS

ORAL COMMUNICATIONS (Non-Agenda Items)

Oral Communications will occur immediately following Board and Superintendent Comments. The total time for Oral Communications shall be twenty (20) minutes. Individual presentations are limited to a maximum of three (3) minutes per individual.

PUBLIC HEARING

1. PUBLIC HEARING OF CHARTER SCHOOL MATERIAL REVISION REQUEST- OXFORD PREPARATORY ACADEMY: INFORMATION/
DISCUSSION

The Board of Trustees will consider materials revisions to the Oxford Academy Charter at the Board meeting on January 23, 2012. Material revisions to charters must be approved by the authority that originally granted the charter. The Board is also required to conduct this public hearing on the charter school's material revision requests to consider the level of support by District teachers, District employees, and parents prior to formally considering such action on January 23, 2012.

Oxford Academy wishes to materially revised its charter in the following ways:

1. Increase enrollment from 628 to 772 beginning with the 2012-2013 school year and continuing for each of the remaining school years in the current charter term
2. CUSD representative to the charter board, may serve as a voting member
3. Board meetings to alternate among all campuses operated by OPA
4. The non-profit corporation's bylaws require quarterly meetings
5. Replace board position titles of "President" and "Vice President" with "Chairman" and "Vice Chairman"

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

Staff Recommendation

It is recommended the Board President open the public hearing, determine if members of the public have submitted requests to speak on the item, and after hearing any speakers, formally close the public hearing.

2. PUBLIC HEARING FOR ROMERO BILL/OPEN ENROLLMENT ACT WAIVER REQUESTS: INFORMATION/
DISCUSSION

The Board will conduct a public hearing on the Romero Bill/Open Enrollment Act Waiver Requests. Supporting information is located in Exhibit 3.

CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment

Contact: Julie Hatchel, Assistant Superintendent, Education Services

Staff Recommendation

It is recommended the Board President open the public hearing, determine if members of the public have submitted requests to speak on this item, and after hearing any speakers, formally close the hearing before proceeding to the next agenda item.

3. ROMERO BILL/OPEN ENROLLMENT ACT WAIVER REQUEST:

This item requests the Romero Bill/Open Enrollment Act Waiver Request for Crown Valley Elementary School identified on the 2012-2013 list based on its 2011 Academic Performance Index (API) score. Senate Bill SBX5-4, referred to as the Romero Bill/Open Enrollment Act, requires the State Superintendent of Public Instruction to compile a list of California's 1,000 "low achieving" schools according to API scores. Students attending schools on the list are granted the right to transfer out of the District, although districts are encouraged to provide in-district transfer options as well. In constructing the list of 1,000 schools, no local educational agency can have more than 10 percent of its schools deemed as open enrollment/low achieving schools. As a result, schools with an API close to, or over, 800 were included on the list. The District is seeking a General Waiver Request of Education Code §48352 excluding Crown Valley Elementary School from the list of low achieving schools.

CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment

Contact: Julie Hatchel, Assistant Superintendent, Education Services

DISCUSSION/
ACTION

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EXHIBIT 3

Staff Recommendation

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

It is recommended the Board of Trustees approve the General Waiver Request to waive Education Code §48352, excluding Crown Valley Elementary School from the 2012-2013 list of low achieving schools.

Motion by _____ Seconded by _____

4. PUBLIC HEARING OF DRAFT PLANS FOR TRUSTEE AREA BOUNDARY REDISTRICTING:

The Board will conduct a public hearing on the draft plans for trustee area boundary redistricting. Supporting information is located in Exhibit 5.

CUSD Strategic Plan Pillar 5: Effective Operations

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

INFORMATION/
DISCUSSION

Staff Recommendation

It is recommended the Board President open the public hearing, determine if members of the public have submitted requests to speak on this item, and after hearing any speakers, formally close the hearing before proceeding to the next agenda item.

5. DRAFT PLANS FOR TRUSTEE AREA BOUNDARY REDISTRICTING:

National Demographics Corporation has been working on revising draft Plans B and D to reflect the direction received at the December 12 Board meeting and will review these plans with Trustees at the Board meeting. Due to time constraints and printing deadlines, the draft plans will be posted on the District website on the Agenda & Supporting Documents 2011 page concurrently with agenda when completed by National Demographics Corporation.

INFORMATION/
DISCUSSION

Page 5

EXHIBIT 5

Attached for Trustee review and consideration are the following exhibits:

1. Resolution 1112-25 – Resolution Establishing Criteria for Adjusting Trustee Area Boundaries
2. Redistricting Schedule – adopted November 14, 2011
3. Revised Draft Plans B and D – Available on the District website at:
http://capousd.ca.schoolloop.com/cms/page_view?d=x&piid=&vpid=1293638734307

CUSD Strategic Plan Pillar 1: Community Relations

CUSD Strategic Plan Pillar 5: Effective Operations

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

Staff Recommendation

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

Following discussion, it is recommended the Board of Trustees provide direction regarding the draft plans for Trustee area boundary redistricting.

DISCUSSION/ACTION ITEMS

6. MEMORANDUM OF UNDERSTANDINGS WITH VARIOUS AGENCIES FOR THE CAPISTRANO COLLABORATIVE FOR EDUCATION ADVANCEMENT, SCIENCE, TECHNOLOGY, ENGINEERING, AND MATH PROJECT:

DISCUSSION/
ACTION
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EXHIBIT 6

On September 26, 2011, the Board of Trustees approved the Capistrano Collaborative for Education Advancement (C²SEA), Science, Technology, Engineering, and Math (STEM) project along with the Memorandum of Understanding (MOU) with the National Park Service. At the meeting, staff shared that additional MOUs would be secured to further the multi-agency collaboration. Agencies including the Department of Interior – United States Fish and Wildlife Service and San Diego State University – College of Sciences, Field Stations Programs, are among the MOUs that are presented in this agenda item. Each MOU adds another agency to the C²SEA STEM project, which centers on bringing resources from remote locations to students in the District through virtual field trips. The program is a one-year pilot that involves nine schools with at least one class participating at each school. Teachers will work with scientists and historians at the parks to develop curricular units of study that promote STEM career paths. Students will participate in a minimum of three virtual field trips throughout the year. There are no financial implications with adding additional agencies to the project.

CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment

Contact: Julie Hatchel, Assistant Superintendent, Education Services

Staff Recommendation

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

Following the discussion, it is recommended the Board of Trustees approve the Memorandum of Understandings with the United States Fish and Wildlife Service and San Diego State University.

Motion by _____

Seconded by _____

7. **RESOLUTION NO. 1112-28 – RESOLUTION OF THE GOVERNING BOARD AUTHORIZING THE BORROWING OF FUNDS FOR FISCAL YEAR 2011-2012 AND THE ISSUANCE AND SALE OF ONE OR MORE SERIES OF 2011-2012 TAX AND REVENUE ANTICIPATION NOTES THEREFORE AND PARTICIPATION IN THE CALIFORNIA SCHOOL CASH RESERVE PROGRAM AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY TO ISSUE AND SELL SAID SERIES OF NOTES:**

DISCUSSION/
ACTION
Page 25
EXHIBIT 7

Tax and Revenue Anticipation Notes (TRANs) are short-term debt instruments issued by a school district to meet the cash flow needs. The District needs additional cash flow because of timing gaps between receipt of revenues and the expenditure of general fund monies. By approving Resolution No. 1112-28, the District will have the opportunity to participate in the California School Cash Reserve Program and issue a TRAN to meet cash flow needs at the end of the 2011-2012 fiscal year. Adoption of the resolution does not obligate the District to participate in the program. There are no costs to the District if a TRAN isn't issued. The resolution delegates to the administration the authority to decide on participation based upon the parameters set forth in the resolution.

CUSD Strategic Plan Pillar 5: Effective Operations

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

Staff Recommendation

It is recommended the Board President recognize Ron Lebs, Deputy Superintendent, Business and Support Services, who will introduce this item.

Following discussion, it is recommended Trustees approve Resolution No. 1112-28 authorizing the borrowing of funds for fiscal year 2011-2012 and the issuance and sale of 2011-2012 Tax and Revenue Anticipation Notes therefore and participation in the California School Cash Reserve program and requesting the Board of Supervisors of the County to issue and sell said series of notes.

Motion by _____ Seconded by _____

ROLL CALL:

Student Advisor Ryan Pallas _____

Trustee Addonizio _____

Trustee Alpay _____

Trustee Brick _____

Trustee Bryson _____

Trustee Hatton _____

Trustee Palazzo _____

Trustee Pritchard _____

8. **REVISED 2012 SCHOOL BOARD MEETING SCHEDULE:**

DISCUSSION/
ACTION
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EXHIBIT 8

At the December 12, 2012, Board meeting, Trustees approved the Board meeting schedule for July through December and omitted the meeting previously approved for April 2. The Board meeting scheduled and approved for Monday, November 12 has been designated on the 2012-2013 School Calendar as the Veterans Day holiday for the District. In addition, Deputy Superintendent Ron Lebs was notified by Tish Koch from OCDE of a problem with the December 17 Board meeting date. The county deadline for the first interim report is December 15; therefore, the December Board meeting requires an earlier date. The Board may wish to consider alternate dates to replace the November 12 and the December 17 Board meetings and approve the revisions to the School Board Meeting Schedule.

Contact: Joseph M. Farley, Superintendent

Staff Recommendation

It is recommended the Board of Trustees consider alternate dates to replace the November 12 and the December 17 Board meetings, and approve the revisions to the 2012 School Board Meeting Schedule.

Motion by _____ Seconded by _____

9. **DIVISION OF STATE ARCHITECT UPDATE:**

Update of progress of the Division of State Architect Construction and Project listing. There is no financial impact at this time. There will be a fee to reopen the closed applications to finalize and close them with certification when all documentation is completed. There is no change from the information provided to the Board of Trustees at its December 12, 2011, meeting.

CUSD Strategic Plan Pillar 2: Safe and Healthy Schools

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, to provide the DSA Update and answer any questions the Board of Trustees may have. This is an information item only and no Board action is necessary.

INFORMATION/
DISCUSSION
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EXHIBIT 9

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

10. **SCHOOL BOARD MINUTES:**

Approval of the amended minutes of the November 30, 2011, regular Board meeting and the December 12, 2011, regular Board meeting.

Contact: Jane Boos, Manager, Board Office Operations

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EXHIBIT 10

CURRICULUM & INSTRUCTION

11. **AGREEMENT FCI-SD-04 BY AND BETWEEN CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AND CAPISTRANO UNIFIED SCHOOL DISTRICT:**

Approval of the agreement for the provision of services from July 1, 2011 through June 30, 2012. The Children and Families Commission of Orange County has entered into an agreement for the District to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development as set forth in the California Children and Families Act of 1998. The District is reimbursed approximately \$525,100 for students and families who participate in this program.

CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment

Contact: Julie Hatchel, Assistant Superintendent, Education Services

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EXHIBIT 11

12. **EXTENDED SCHOOL YEAR PROPOSAL:**

Approval of the proposed Extended School Year (ESY) schedule as presented. Section 3043 of Title 5 of the California Code of Regulations establishes that ESY services shall be provided for students with exceptional needs. A student is eligible for ESY if it is determined by the Individualized Education Plan that an interruption of the pupil's educational programming may cause regression. In 2011, the District's ESY consisted of a four-week, 19-day program for elementary and middle school students, and a five-week, 24-day high school program. ESY classes were offered at seven elementary and middle school campuses, one high school campus, and one adult transition center. Last year's program served approximately 760 special education students. The total cost of the ESY program is approximately \$1,800,000. The District is reimbursed approximately \$360,000 for students who participate in this program.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

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EXHIBIT 12

BUSINESS & SUPPORT SERVICES

- 13. PURCHASE ORDERS, COMMERCIAL WARRANTS, AND PREVIOUSLY BOARD-APPROVED BIDS AND CONTRACTS:** Page 153
EXHIBIT 13
 Approval of purchase orders (Attachment 1) and commercial warrants (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 \$4,047,058.59; the commercial warrants total \$5,206,813.21. Attachment 3 is a list of previously Board-approved bids and contracts to assist in the review of the purchase order and commercial warrant listings.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Ron Lebs, Deputy Superintendent, Business & Support Services
- 14. DONATION OF FUNDS AND EQUIPMENT:** Page 195
EXHIBIT 14
 A number of gifts have been donated to the District, including \$344,926.91 in cash. These funds will be deposited in the appropriate school accounts. Items other than cash gifts have no financial impact on the budget. The District does not guarantee maintenance of those items or the expenditure of any District funds for their continued use.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Ron Lebs, Deputy Superintendent, Business and Support Services
- 15. SPECIAL EDUCATION INFORMAL DISPUTE RESOLUTION AGREEMENTS:**
 Approval of the ratification of special education Informal Dispute Resolution (IDR) agreements. It is recommended the Board of Trustees ratify IDR #70311 and IDR #70611. Due to the confidential nature of the agreements, supporting information is provided to the Trustees under separate cover.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations
- 16. SPECIAL EDUCATION SETTLEMENT AGREEMENTS:**
 Approval of the ratification of special education settlement agreements. It is recommended the Board of Trustees ratify settlement agreements #2011110615 and #2011110164. Due to the confidential nature of the agreements, supporting information is provided to the Trustees under separate cover.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations
- 17. INDEPENDENT CONTRACTOR AGREEMENT – MEDIATION AND PROBLEM SOLVING SERVICES FOR CAPISTRANO UNIFIED SCHOOL DISTRICT, SHERI B. LOEWENSTEIN:** Page 199
EXHIBIT 17
 Approval of an independent contractor agreement with Sheri B. Loewenstein to provide mediation and problem solving services for the District. Sheri B. Loewenstein will provide services at the rates indicated on the fee schedule for the 2011-2012 school year. Scheduled services under this contract are estimated to be \$50,000 funded by the general fund.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Ron Lebs, Deputy Superintendent, Business and Support Services

18. **INDEPENDENT CONTRACTOR AGREEMENT – STAFF DEVELOPMENT TRAINING, QUANTUM LEARNING NETWORK:** Page 207
EXHIBIT 18
Approval of an independent contractor agreement with Quantum Learning Network to provide staff development training for District administrators. The training will focus on teaching strategies, curriculum design, content delivery, and learning skills to enrich student learning. Quantum Learning Network will provide services at the rate indicated on the fee schedule for the 2011-2012 school year. Expenditures under this contract are estimated to be \$23,480, funded by Economic Impact Aid categorical funds
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Ron Lebs, Deputy Superintendent, Business and Support Services
19. **CONSULTANT AGREEMENT – WORKERS’ COMPENSATION ADMINISTRATOR CLAIMS AUDIT:** Page 219
EXHIBIT 19
Approval of a consultant agreement with AON Global Risk Consulting to provide an evaluation of the third party Workers’ Compensation services the District receives from CorVel Enterprise Comp, Incorporated. CorVel provides all claims handling when District employees are injured on the job. The District has a longstanding and satisfactory relationship with CorVel and is currently in the third year of a three-year, annually renewable contract. In 2008 and prior to entering into the existing three-year contractual agreement, the District performed a claims audit on CorVel. Three years later, it is time to perform an audit on CorVel to ensure its standard of practice is still acceptable. The District received two audit proposals, one from MARSH Risk Consulting Practice, the company that performed the previous audit, and AON Global Risk Consulting, a company that has performed other audits for the District. Of the two, AON offers a slightly better proposal for a 25-file, on-site audit for a fixed price of \$8,500 with an option to do a remote audit for \$1,000 less. MARSH proposed a 22-file, on-site audit for a fixed price of \$8,600 plus expenses and travel.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Ron Lebs, Deputy Superintendent, Business and Support Services
20. **AWARD OF REQUEST FOR QUALIFICATIONS NO. 8-1011, FINANCIAL ADVISORY SERVICES, FIELDMAN ROLAPP & ASSOCIATES AND GOVERNMENT FINANCIAL SERVICES:** Page 229
EXHIBIT 20
Approval of the award of RFQ No. 8-1011, Financial Advisory Services to Fieldman Rolapp & Associates and Government Financial Services. Both firms provided sufficient evidence of their capability to perform the expected scope of services. These firms were selected for their high level of technical qualifications and professionalism. This selection process provides additional consultants for the delivery of financial services.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Ron Lebs, Deputy Superintendent, Business and Support Services
21. **AMENDMENT/EXTENSION OF LISTING AGREEMENT – GRUBB & ELLIS COMPANY:** Page 231
EXHIBIT 21
Approval of the amendment/extension of the listing agreement with Grubb & Ellis Company for the current lease agreement in Building C to IQinVision. IQinVision’s broker, Voit, contacted Grubb & Ellis Company (the District’s broker used in the previous transaction) regarding a desire to extend their term for another 28 months with a new expiration date of December 31, 2015. Grubb & Ellis Company is interested in continuing to represent the District. Although specific rental rates have not been negotiated as of yet, Grubb & Ellis Company believes that an amended agreement with a longer term would result in significant positive rental income. Extending the listing agreement with Grubb & Ellis Company would allow District representatives to negotiate an amended/extended lease agreement with IQinVision.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Ron Lebs, Deputy Superintendent, Business and Support Services

PERSONNEL SERVICES

22. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT–CLASSIFIED EMPLOYEES:** Page 241
EXHIBIT 22
Approval of the activity list for employment, separation, and additional assignments of classified employees. These positions will be charged to the appropriate fund and are included in the adopted budget.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services
23. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:** Page 249
EXHIBIT 23
Approval of the activity list for employment, separation, and additional assignments of certificated employees. These positions will be charged to the appropriate fund and are included in the adopted budget.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services
24. **EMPLOYEE CONTRACT – INTERIM EXECUTIVE DIRECTOR AND DIRECTOR, PERSONNEL SERVICES:** Page 255
EXHIBIT 24
Approval of an employment contract on an interim basis to provide services during the duration of the recruitment process for an Executive Director, Personnel Services, and Director, Personnel Services.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services
25. **EMPLOYEE CONTRACT – INTERIM DEPUTY SUPERINTENDENT, PART-TIME:** Page 261
EXHIBIT 25
Approval of an employment contract on an interim, part-time basis, to provide fiscal and budget-related services during the recruitment, selection, and appointment process for a Deputy Superintendent, Business and Support Services.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Joseph M. Farley, Superintendent
26. **EMPLOYEE CONTRACT – INTERIM DEPUTY SUPERINTENDENT, PART-TIME:** Page 263
EXHIBIT 26
Approval of an employment contract on an interim, part-time basis, to provide business, maintenance, operations, and support services during the recruitment, selection, and appointment process for a Deputy Superintendent, Business and Support Services.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Joseph M. Farley, Superintendent

Motion by _____

Seconded by _____

ROLL CALL:

Student Advisor Ryan Pallas _____

Trustee Addonizio _____

Trustee Alpay _____

Trustee Brick _____

Trustee Bryson _____

Trustee Hatton _____

Trustee Palazzo _____

Trustee Pritchard _____

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

ADJOURNMENT

Motion by _____ Seconded by _____

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS WEDNESDAY,
JANUARY 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.