

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

BOARD OF TRUSTEES  
Special Meeting

April 24, 2013

Open Session 5:00 p.m.

**AGENDA**

**OPEN SESSION AT 5:00 P.M.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF THE AGENDA – ROLL CALL**

**DISCUSSION/ACTION ITEM**

**1. GOALS AND OBJECTIVES FOR THE ONGOING WORK OF THE DISTRICT SUPERINTENDENT:** INFORMATION/  
DISCUSSION

The employment agreement between Superintendent Joseph Farley and the District requires the Board to meet with Dr. Farley to agree upon goals and objectives for his evaluation for the succeeding school year. At the February 27, 2013, Board meeting, Trustees were asked to submit to Board President John M. Alpay suggested goals and objectives. At the March 27, 2013, Board meeting, Trustees reviewed the list of the submitted information and requested this item be placed on a future Board meeting agenda, at an earlier time, to allow for further Board discussion and review.

Page 1

**EXHIBIT 1**

***CUSD Strategic Plan Pillar 5: Effective Operations***  
***Contact: Joseph M. Farley, Superintendent***

Staff Recommendation

It is recommended the Board President recognize Joseph Farley, Superintendent, to present this item. This is an information item only and no Board action is necessary at this time.

**ADJOURNMENT**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS WEDNESDAY, APRIL 24, 2013, 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](http://www.capousd.org)

**RECORDING OF SCHOOL BOARD MEETINGS**

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

## 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.*

**Capistrano Unified School District  
Goals and Objectives for the District Superintendent**

**April 24, 2013**

**INTRODUCTION**

The Board of Trustees evaluates the District Superintendent annually, based on agreed-upon goals and objectives. At the February 27, 2013, Board meeting, Trustees were asked to submit to Board President John M. Alpay suggested goals and objectives. Board President John M. Alpay and Superintendent Joseph M. Farley developed the suggestions from Trustees into this document, listing new goals and ongoing goals in the following six separate categories.

**INSTRUCTION AND SUPPORT OF INSTRUCTION**

**New Goals**

1. Prepare for the implementation of the Common Core Standards and implement appropriate education and training opportunities for staff, parents, and community.
2. Evaluate the effectiveness and implementation of tutorial time on high school campuses.
3. Expand Junipero Serra High School as an instructional resource for students who seek an alternative to traditional high schools.
4. Continue to define and revise the instructional program at California Preparatory Academy to make sure it is attracting the intended students, and, actively market the school to those students.
5. Create multiple pathways and opportunities for Science, Technology, Engineering, and Mathematics (STEM) learning, beginning with high schools.
6. Enroll the District as a test-taking facility for the Instituto Cervantes.
7. Explore potential partnership between Saddleback College and the Auto Academy Program at San Clemente High School.
8. Provide certificated staff members with additional professional development in the areas of student engagement in instruction and for all staff on strategies to enhance and strengthen student connections to schools.

**Ongoing Goals**

1. Continue to focus on “quality first-instruction” through the development of the “Intentional Design for Learning” model and the Academic Design and Delivery Initiative.
2. Continue to integrate technology with classroom instruction and the development of technology-related systems throughout the District.
3. Continue to monitor current charter schools in the District to ensure they exemplify the academic caliber of the District, while offering a clearly defined curricular choice.
4. Continue to refine the identification process of special education students in the schools through the training and coaching of key site leaders and personnel.
5. Continue to work with the Capistrano-Laguna Beach Regional Occupational Program (ROP) to expand course offerings to District students within the instructional day.
6. Continue to enhance the Transitional Kindergarten program.

EXHIBIT 1

7. Continue to enhance online learning options for students.
8. Continue the work that has been done to reduce the achievement gap between subgroups of students, using an “Achievement for All” model that will raise teacher expectations for all students, while providing additional support for those needing more assistance.
9. Continue to work on developing and enhancing prevention strategies, early identification, and intervention of at-risk students and providing them with appropriate support for improvement.

## **INTERNAL AND EXTERNAL COMMUNICATIONS**

### **New Goals**

1. Provide staff, parents, and community members with additional information concerning the Common Core Standards and their implementation in the District.
2. Enhance marketing efforts for the ROP program in collaboration with Laguna Beach Unified School District.

### **Ongoing Goals**

1. Continue to utilize the traditional media and social media, CapoTalk, and other publications to publicize District information for parents and community members.
2. Continue to expand the photo project for the District office to highlight work with students.
3. Continue to utilize the District’s Listserv communication system to include weekly updates for parents and community members.

## **COMMUNITY INVOLVEMENT AND DEVELOPMENT**

### **New Goals**

1. Expand focus group practices to include parents and community members.

### **Ongoing Goals**

1. Continue to conduct multi-agency preparedness drills, emergency drills, and “table-top” exercises in the schools to increase student and safety.
2. Continue to publicize and conduct periodic “Community Forums” to provide community members an opportunity to interact with the Superintendent and ask questions about the District and its programs.

## **HUMAN RESOURCES**

### **New Goals**

1. Provide additional staff development for assistant principals to contribute to the strength of the overall leadership team of the District.

2. Develop short- and long-term strategic plan for the leadership of the District.
3. Fully implement newly developed training for athletic directors and coaches concerning the supervision of student athletes, fundraising protocol, and fees.
4. Analyze the staffing needs for counselors in the District to determine how to strengthen this area of responsibility.
5. Continue collaborative negotiations with employee groups with the goal of enhancing and protecting classroom instruction and core instructional programs.
6. Increase the number of campus supervisors/proctors in the schools, based on specific needs of each site, to enhance overall campus safety and security.

### **Ongoing Goals**

1. Continue to recruit and nurture employee talent from inside and outside of the District.
2. Continue to recognize and profile strong educators in a variety of formats and venues.
3. Continue to identify and support any staff members needing mentorship or assistance.
4. Continue to focus on the profession of teaching, while encouraging investment in teachers' careers and the District.
5. Continue to reinforce the importance of employee evaluation systems.
6. Continue initiatives to the centralization the personnel functions of Human Resources and Personnel.

## **BUSINESS, FACILITIES, FINANCE, AND OPERATIONS**

### **New Goals**

1. Implement facility upgrades at older school sites, particularly San Clemente High School.
2. Develop process for equitable facilities in the District's schools, including aquatic facilities.
3. Complete the process of refinancing all existing financial obligations, other than COPs.
4. Revise the facility master plan for Las Palmas Elementary School and re-establish the original structures in a manner consistent with the Department of Interior Standards.
5. Begin discussions on possible boundary adjustments when construction begins on the expansion of La Pata Boulevard.
6. Finalize the matriculation schedule for the Mandarin Immersion Program with an emphasis on utilizing facilities near freeways to accommodate students within and outside District boundaries.
7. Implement the appropriate recommendations of the recently formed School Safety Task Force and its interest in enhancing student safety.
8. Implement the mitigation agreements developed with Rancho Mission Viejo concerning its plans to develop residential properties in the District that will require additional schools.
9. Continue to work with sites to raise awareness and compliance in relation to student fees.
10. Analyze the options for increased monitoring of drug-related misconduct of students, including the possibility of mandatory drug testing or drug-sniffing dogs.
11. When modernizing or modifying school facilities, consider options that will reduce energy costs and increase energy conservation.
12. Evaluate potential strengthening of neighborhood community school concepts starting with the 2013-2014 school year.

**BUSINESS, FACILITIES, FINANCE, AND OPERATIONS (Continued)**

**Ongoing Goals**

1. Continue the work on online student registration.
2. Continue initiatives to upgrade the wireless capacity at additional school sites and to enhance the technology network for new technologies.
3. Continue improvement initiatives.

**BOARD-SUPERINTENDENT DEVELOPMENT AND SUPPORT**

**Ongoing Goals**

1. Continue to provide the Board with formal reports on items of particular interest or concern in the District.