

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

BOARD OF TRUSTEES  
Regular Meeting

January 23, 2013

Closed Session 6:00 p.m.  
Open Session 7:00 p.m.

**AGENDA**

**CLOSED SESSION AT 6:00 P.M.**

**1. CALL TO ORDER**

**2. CLOSED SESSION COMMENTS**

**3. CLOSED SESSION** (as authorized by law)

**A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION EXHIBIT 3A**  
Significant Exposure to Litigation - One Case  
(Pursuant to Government Code §54956.9{b}{3}{C})

**B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS EXHIBIT 3B**  
Dr. Joseph M. Farley/Clark Hampton  
to provide direction on possible sale and terms for District Property at:  
2 Liberty, Aliso Viejo, CA 92656  
(Pursuant to Government Code §54956.8)

**C. STUDENT EXPULSION EXHIBIT 3C**  
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.**

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF THE AGENDA – ROLL CALL**

**REPORT ON CLOSED SESSION ACTION**

**SPECIAL RECOGNITIONS**

*Orange County Coastkeepers - STEM Education Support*

**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.

**DISCUSSION/ACTION ITEMS**

**1. REFUNDING OF 2002 CERTIFICATE OF PARTICIPATION AND MEASURE A GENERAL OBLIGATIONS BONDS UPDATE:**

On October 31, 2012, the District sold \$19,635,000 of 2012 Refunding Certificates of Participation to refinance its outstanding 2002 Certificates of Participation, and on December 4, 2012, the District sold \$27,455,000 of 2012 Refunding General Obligation Bonds to refinance Measure A general obligation bonds. The update includes a summary of the bond sales results by the District's financial advisors, Government Financial Strategies, including data on the actual savings to the District and taxpayers.

*CUSD Strategic Plan Pillar 5: Effective Operations*

*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

Staff Recommendation

It is recommended the Board President recognize Clark Hampton, Deputy Superintendent, Business and Support Services, to present this item. This is an information item only and no Board action is necessary.

**2. PRESENTATION AND RECEIPT OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDING JUNE 30, 2012:**

State law requires each school district in California have an annual audit conducted by a state-certified independent auditor. The audit is conducted according to generally accepted auditing standards, specific guidelines, and procedures set by the State Controller's office. Under state law, annual fiscal audits are neither accepted nor rejected by a board, but merely received by the district. For record keeping purposes, the Board of Trustees has annually adopted a motion indicating recognition of receipt of the annual audit report.

INFORMATION/  
DISCUSSION

Page 1

**EXHIBIT 1**

DISCUSSION/  
ACTION

Page 3

**EXHIBIT 2**

This agenda items pertains to the presentation of the 2011-2012 fiscal year Annual Financial Report to the Board of Trustees. The Annual Financial Report for the fiscal year ending June 30, 2012, was completed by the firm Vavrinek, Trine, Day & Co, LLP, Certified Public Accountants.

***CUSD Strategic Plan Pillar 5: Effective Operations***

**Contact: Clark Hampton, Deputy Superintendent, Business and Support Services**

Staff Recommendation

It is recommended the Board President recognize Clark Hampton, Deputy Superintendent, Business and Support Services, who will introduce a partner from the audit firm Vavrinek, Trine, Day & Co., LLP to present a summary of the audit report for the year ending June 30, 2012.

Following discussion, it is recommended the Board of Trustees receive the Annual Financial Report for the District for the fiscal year ending June 30, 2012.

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

**3. GOVERNOR'S JANUARY BUDGET PROPOSAL FOR FISCAL YEAR 2013-2014:**

INFORMATION/  
DISCUSSION

On January 10, 2013, Governor Brown released his 2013-2014 fiscal year budget proposal. On January 16, 2013, staff attended the School Services of California Governor's Budget Workshop. The 2013-2014 budget calendar identifies the Board meeting on January 23 as an opportunity for staff to present a report to the Board regarding the Governor's January budget proposal. A verbal report is scheduled due to the shortness of time between the School Services workshop on January 16 and the Board meeting on January 23. Printed information concerning Governor Brown's proposal will be distributed when it is available. This is an informational item only and no Board action is necessary.

***CUSD Strategic Plan Pillar 5: Effective Operations***

**Contact: Clark Hampton, Deputy Superintendent, Business and Support Services**

Staff Recommendation

It is recommended the Board President recognize Clark Hampton, Deputy Superintendent, Business and Support Services, who will present this item. This is an information item only and no Board action is necessary.

**4. VIEJO ELEMENTARY SCHOOL TWO-WAY LANGUAGE ACADEMY PROPOSAL:**

DISCUSSION/  
ACTION

This item presents the opportunity for the Board to discuss the conversion of Viejo Elementary School into a Two-Way Language Academy, similar to the programs offered at San Juan and Las Palmas elementary schools. Currently, Viejo offers both a Two-Way Spanish Language Immersion track, as well as a traditional English/Structured English Immersion track for students. If approved as a Two-Way Language Academy, Viejo would phase out the traditional English/Structured English Immersion track beginning with kindergarten in September 2013.

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**EXHIBIT 4**

***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 discussion, it is recommended the Board of Trustees approve the conversion of Viejo Elementary School into a Two-Way Language Academy.

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

5. **CAPISTRANO VALLEY HIGH SCHOOL LUNCH PAVILION UPDATE:**  
Currently at Capistrano Valley High School there is a need for more space for students to eat lunch. In the 2008 Master Plan, WLC Architects, Incorporated proposed an outdoor courtyard as a suitable remedy to provide additional communal lunch space. With the current construction of the performing arts center underway, there is an opportunity to construct three large lunch pavilions. The lunch pavilions will accommodate both school lunch and performing arts center evening events. Current estimates for design, construction, DSA approval, and other soft costs are approximately \$1.4 million, funded from CFD 87-1.

DISCUSSION/  
ACTION  
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**EXHIBIT 5**

***CUSD Strategic Plan Pillar 5: Effective Operations***

**Contact:** Clark Hampton, Deputy Superintendent, Business and Support Services

Staff Recommendation

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

Following discussion, it is recommended the Board of Trustees approve to advertise for bid for the Capistrano Valley High School's lunch pavilion.

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

6. **MODIFICATIONS TO THE BOARD MEETING AGENDA:**  
The format of the Board meeting agenda was changed significantly after a subcommittee of the Superintendent and three Trustees developed modifications that were approved by the entire Board and then implemented. However, at the September 24, 2012, Board meeting, Trustee Addonizio asked to return to having a formal report on each agenda item that includes background information, current considerations, financial implications, and staff recommendations. These elements are currently incorporated into the agenda listing description. After discussing Trustee Addonizio's suggestion, Trustees requested the matter be brought back to the Board after newly elected Trustees were in place.

DISCUSSION/  
ACTION

***CUSD Strategic Plan Pillar 5: Effective Operations***

**Contact:** Joseph M. Farley, Superintendent

Staff Recommendation

It is recommended the Board of Trustees discuss the suggested revisions and provide direction to the Superintendent concerning the desired format of the Board agenda.

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

7. **FIRST READING: NEW BOARD POLICY 5126, STATE SEAL OF BILERACY:**

INFORMATION/  
DISCUSSION  
Page 115  
**EXHIBIT 7**

The State Seal of Biliteracy recognizes high school graduates who have attained a high level of proficiency in speaking, reading, and writing, one or more languages in addition to English. The State apportions the Golden State Seal Merit Diploma program monies to create an electronic or sticker insignia for student diplomas and/or transcripts. Students qualify if they have both a competency in English, as measured by classwork and standardized testing, as well as a competency level in a world/foreign language offered within the District curriculum. English learners who have mastered English, in addition to their primary language, can also qualify for the distinction. District staff will verify requirements have been met and attach the State Seal of Biliteracy to diplomas and/or transcripts. Monies received from state appropriation for the Golden State Seal Merit Diploma would offset the costs; therefore there are no costs associated with this item.

***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, who will provide the first reading of new Board Policy 5126, *State Seal of Biliteracy* and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

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

Update of the Division of State Architect Construction projects. There will be a fee to reopen any closed applications, architectural fees for redrawing plans for DSA approval, and if needed, construction costs for any work not yet completed.

*CUSD Strategic Plan Pillar 2: Safe and Healthy Schools*

*Contact: Clark Hampton, Deputy Superintendent, Business & Support Services*

INFORMATION/  
DISCUSSION  
Page 117  
**EXHIBIT 8**

Staff Recommendation:

It is recommended the Board President recognize Clark Hampton, Deputy Superintendent, Business and Support Services, to present this item. This is an information item only and no Board action is necessary.

**9. RELEASE OF REPORT CONCERNING TESTING PROCEDURES AT OXFORD PREPARATORY ACADEMY:**

An independent review of testing procedures at Oxford Preparatory Academy, a charter school in the District, was commissioned by District legal counsel subject to confidential attorney-client communication. This matter was on the agenda of the last Board meeting as an information-only item. Trustees asked that they be given the opportunity to vote on rescinding the confidentiality of the report so it can be provided to leaders of the charter school, which requires Board action.

*CUSD Strategic Plan Pillar 5: Effective Operations*

*Contact: Joseph M. Farley, Superintendent*

DISCUSSION/  
ACTION

Staff Recommendation

Following discussion, it is recommended the Board of Trustees approve releasing the confidential report concerning testing procedures at Oxford Preparatory Academy after staff has redacted the names of the persons interviewed during the investigation.

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

**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 minutes of the January 7, 2013, regular Board meeting.

*Contact: Jane Boos, Manager, Board Office Operations*

Page 121  
**EXHIBIT 10**

**11. RESOLUTION NO. 1213-32, SAN CLEMENTE KINDNESSCOUNTS PROGRAM/BLUE RIBBON WEEK:**

Page 127  
**EXHIBIT 11**

In 2010, the Cool 2 Be Kind Club at San Clemente High School began holding events in recognition of Blue Ribbon Week. Since then, the events have grown to include all the schools in San Clemente in partnership with the San Clemente Family of PTSAs, the City of San Clemente, and San Clemente Police Services. It is appropriate for the Board of Trustees to take action supporting KindnesSCounts/Blue Ribbon Week, since the act will publicly acknowledge the community support given to prevent bullying and violence. This resolution will serve as official notice to citizens of the District of the Board's support for KindnesSCounts/Blue Ribbon Week. There is no financial impact.

*CUSD Strategic Plan Pillar 1: Community Relations*

*Contact: Marcus Walton, Chief Communications Officer*

**CURRICULUM & INSTRUCTION**

**12. EXPULSION READMISSIONS:**

Approval to readmit students from expulsion. Due to the confidential nature of this item, the supporting information for this item is provided to Trustees under separate cover.

*CUSD Strategic Plan Pillar 2: Safe and Healthy Schools*

*Contact: Julie Hatchel, Assistant Superintendent, Education Services*

**13. EXTENDED SCHOOL YEAR PROPOSAL FOR 2013:**

Page 129  
**EXHIBIT 13**

Approval of the proposed 2013 Extended School Year (ESY) program. Section 3043 of Title 5 of the California Code of Regulations establishes that ESY services shall be provided for each individual with exceptional needs and who requires special education and related services beyond the regular academic year. A student is eligible for ESY if it is determined by the Individualized Education Plan team that interruption of the pupil's educational programming may cause regression, when coupled with limited recoupment capacity, rendering it impossible or unlikely that the pupil will attain the level of self-sufficiency and independence that would otherwise be expected in view of his or her handicapping condition. For 2013, staff is recommending a 19-day program for all ESY students. The proposed ESY classes will be offered at seven elementary and middle campuses, one high school campus, and one adult transition center. The total estimated cost of the special education ESY program is approximately \$1,996,000. The District will be reimbursed approximately \$360,000 for students who participate in this program.

*CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment*

*Contact: Sara Jocham, Assistant Superintendent, Special Education*

**14. MEMORANDUM OF UNDERSTANDING BETWEEN THE ROBOTICS EDUCATION & COMPETITION FOUNDATION AND THE DISTRICT:**

Page 131  
**EXHIBIT 14**

Approval of the Memorandum of Understanding (MOU) with the Robotics Education & Competition Foundation. This MOU accepts grant funding for six District middle schools to participate in a pilot program. Teachers will participate in a workshop hosted by the Robotics Education & Competition Foundation and will receive VEX robot kits. Participating classes will compete in the VEX World Championship event held in April 2013.

*CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment*

*Contact: Julie Hatchel, Assistant Superintendent, Education Services*

**15. MEMORANDUM OF UNDERSTANDING BETWEEN BRANDMAN UNIVERSITY AND THE DISTRICT:**

Page 133  
**EXHIBIT 15**

Approval of the Memorandum of Understanding (MOU) with Brandman University. This MOU establishes a collaborative partnership with Brandman University to support and enhance the virtual educational programs at California Preparatory Academy and Capistrano Virtual School/Capistrano Home School.

*CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment*

*Contact: Julie Hatchel, Assistant Superintendent, Education Services*

**16. INTERN AGREEMENT – LIBERTY UNIVERSITY:**

Page 135  
**EXHIBIT 16**

Approval of an unpaid internship, similar to a student teaching assignment, agreement with Liberty University. During the school year, counselors are selected to work with interns to fulfill the requirements for a counseling degree at various institutes of higher education. Candidates are required to complete an internship as part of their degree program.

*CUSD Strategic Plan Pillar 1: Community Relations*

*Contact: Julie Hatchel, Assistant Superintendent, Education Services*

**BUSINESS & SUPPORT SERVICES**

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

Page 137  
**EXHIBIT 17**

Approval of purchase orders (Attachment 1) and commercial warrants (Attachment 2). The expenditures related to the listed purchase orders and commercial warrants included in this item were previously authorized as part of the District's budget approval process. The purchase orders total \$1,464,994.32; the commercial warrants total \$6,094,971.46. 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. Attachment 4 is a list of previously Board-approved by vendor warrants exceeding \$250,000.

*CUSD Strategic Plan Pillar 5: Effective Operations*

*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

**18. DONATION OF FUNDS AND EQUIPMENT:**

Page 167  
**EXHIBIT 18**

A number of gifts have been donated to the District, including \$89,757.41 in cash. These funds will be deposited in the appropriate school accounts. Items other than cash have no financial impact on the budget. The District does not guarantee maintenance of items or the expenditure of any District funds for continued use.

*CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment*

*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

**19. INDEPENDENT CONTRACTOR, MASTER CONTRACT, AND PROFESSIONAL SERVICES AGREEMENTS:**

Page 169  
**EXHIBIT 19**

Approval of District standardized Independent Contractor, Master Contract, and Professional Services Agreements. The State of California is in financial crisis, and as a result, California school budgets have been cut by 25 percent over the past four years. Because of these significant cuts, staff requests contractors to reduce their fees for services by ten percent. The expenditures related to the listed agreements were previously authorized as part of the District's budget approval process. The agreements total \$11,365.

Due to the size of the contract documents, the General Conditions for each type of agreement are posted online on the District's Board Agendas and Supporting Documentation page.

*CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment*

*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

**20. GOVERNMENT CLAIM NUMBER 12-08579:**

Denial of Government Claim Number 12-08579 filed against the District. Staff will follow up with appropriate action. This agenda item pertains to a claim filed against the District by James M. Lloyd, Esq. on behalf of a minor student. The claim alleges the District should be held responsible for injuries allegedly sustained while the student was restrained on June 11, 2012, at R.H. Dana ENF. Denial of this claim does not have any financial impact on the general fund. This action establishes procedural timelines. Due to the confidential nature of this claim, supporting information is provided to Trustees under separate cover.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

**21. PERSONNEL REIMBURSEMENT AGREEMENT WITH SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT:**

Page 177  
**EXHIBIT 21**

Approval of a Personnel Reimbursement Agreement with Saddleback Valley Unified School District (SVUSD) to provide 40 days of instruction by a qualified Orientation and Mobility Specialist to SVUSD during the 2012-2013 regular school year. District staff has provided these services to SVUSD from the time both districts were part of the South Orange County Special Education Local Plan Area. The updated agreement streamlines the billing process.

*CUSD Strategic Plan Pillar 5: Effective Operations*

*Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations*

**22. RATIFICATION OF CHANGE ORDER NO. 15 – BID NO. 1011-11, CAPISTRANO VALLEY HIGH SCHOOL PERFORMING ARTS CENTER:**

Page 181  
**EXHIBIT 22**

Ratification of Change Order No. 15 related to the construction of the Capistrano Valley High School Performing Arts Center. In a previous action, the Board of Trustees delegated to the Superintendent the authority to approve work orders changing the cost of construction contracts, provided the cost does not exceed \$25,000 per individual work order. This change order aggregates various work orders that may consist of additions, deletions, or other revisions that are now being presented to the Board of Trustees for ratification. All such changes in the work are performed under applicable conditions of the change in contract documents. The approved work orders and the resulting change orders are shown in the exhibit. The original contract sum was \$11,975,007. The new contract sum including Change Order No. 15 is \$12,688,991.

*CUSD Strategic Plan Pillar 5: Effective Operations*

*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

**23. REVISED JOINT EXERCISE OF POWERS AGREEMENT WITH THE DISTRICT AND THE K-12 PUBLIC SCHOOLS AND COMMUNITY COLLEGES FACILITY AUTHORITY:**

Page 283  
**EXHIBIT 23**

Approval of the revised Joint Exercise of Powers Agreement with the District and the K-12 Public Schools and Community Colleges Facility Authority. At the November 14, 2012, Board meeting, Trustees approved continued participation in the Joint Exercise of Powers Agreement with the District and the K-12 Public Schools and Community Colleges Facility Authority (JPA) for assistance with storm water regulation compliance at the two transportation facilities. The JPA has requested an alteration of the agreement to reflect that the District has two separate transportation facilities. The changes do not add any additional cost to the District.

*CUSD Strategic Plan Pillar 5: Effective Operations*

*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*



**24. AMENDMENT TO RENTAL SERVICE AGREEMENT, CAPO BEACH CALVARY:**

Approval of Amendment to Rental Service Agreement No. 1112046 with Capo Beach Calvary to provide one additional parking space at the District's bus facility for Capo Beach Calvary to use, as needed, for a fee of \$75 per bus per month. This agreement provides a positive revenue stream into the District's general fund to offset a portion of the Transportation Department's expenditures.

*CUSD Strategic Plan Pillar 5: Effective Operations*

*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

**25. SAN DIEGO UNIFIED SCHOOL DISTRICT BID NO. GD-13-0006-64, CUSTODIAL AND JANITORIAL PRODUCTS – WAXIE SANITARY SUPPLY:**

Approval to utilize the San Diego Unified School District Bid No. GD-13-0006-64 to purchase custodial and janitorial products from Waxie Sanitary Supply under the same terms and conditions of the public agency's contract. This contract provides competitive set pricing for custodial and janitorial products, as needed, throughout the District. Anticipated annual expenditures utilizing this contract are approximately \$300,000, funded by the general fund. 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.

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

*CUSD Strategic Plan Pillar 5: Effective Operations*

*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

**26. STATE OF CALIFORNIA MULTIPLE AWARD SCHEDULE CONTRACT NO. 3-12-70-2070E, GENERAL SERVICES ADMINISTRATION SCHEDULE NO. GS-35F-0563U, RESALE OF CISCO PRODUCTS AND CISCO BRANDED SERVICE, DIGITAL NETWORKS GROUP, INCORPORATED:**

Approval of authorization to utilize the State of California Multiple Award Schedule Contract No. 3-12-70-2070E, General Services Administration schedule GS-35F-0563U to purchase Cisco products and service from Digital Networks Group, Incorporated under the same terms and conditions of the public agency's contract. 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 prices offered by Digital Networks Group, Incorporated are fair, reasonable, competitive, and it is in the best interest of the District to utilize the contract. Anticipated annual expenditures under this contract are \$250,000 funded by the general fund.

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

*CUSD Strategic Plan Pillar 5: Effective Operations*

*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

**PERSONNEL SERVICES**

- 27. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES:** Page 301  
**EXHIBIT 27**  
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*
- 28. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:** Page 305  
**EXHIBIT 28**  
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*
- 29. CLINICAL PRACTICUM AGREEMENT, CALIFORNIA STATE UNIVERSITY, NORTHRIDGE:** Page 309  
**EXHIBIT 29**  
Approval of the Clinical Practicum Agreement, for speech language pathology assistants, with California State University, Northridge. This agreement provides graduate training for the Master of Science degree and/or Speech Language Pathology Assistant in Audiology.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services*

Motion by _____	Seconded by _____
ROLL CALL:	
Student Advisor Madison Wolfert _____	
Trustee Addonizio _____	Trustee Hatton _____
Trustee Bryson _____	Trustee Pritchard _____
Trustee Hanacek _____	Trustee Reardon _____
	Trustee Alpay _____

**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, FEBRUARY 13, 2013, 7:00 P.M. AT THE CAPISTRANO UNIFIED SCHOOL DISTRICT OFFICE BOARD ROOM, 33122 VALLE ROAD, SAN JUAN CAPISTRANO, CALIFORNIA**

## 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.*