

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

BOARD OF TRUSTEES
Regular Meeting

June 26, 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 LABOR NEGOTIATORS**
Dr. Joseph M. Farley/Jodee Brentlinger/Clark Hampton/Jon Pearl
Employee Organizations:
 - 1) Capistrano Unified Education Association (CUEA)
 - 2) Capistrano School Employees Association (CSEA)
 - 3) Teamsters*(Pursuant to Government Code §54957.6)*

EXHIBIT 3A

- B. **STUDENT EXPULSIONS**
Deliberations of Findings of Fact and Recommendations
(Pursuant to Education Code §48918(c) and §35145)

EXHIBIT 3 B1-B4

PUBLIC HEARING: Agenda Item #1 – 2013-2014 Budget Adoption

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

*Madeline Hannah – K-12 Perfect Attendance
Cheryl Despalmes, Cathy Olinger, and Keith Hancock – Assisting an Ill Student*

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 HEARINGS

- 1. PUBLIC HEARING – 2013-2014 BUDGET ADOPTION:** INFORMATION/
DISCUSSION

The Board will conduct a public hearing on the 2013-2014 Budget adoption. Supporting information is located in Exhibit 2.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, 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. 2013-2014 BUDGET ADOPTION:** DISCUSSION/
ACTION
Page 1
EXHIBIT 2

The District is required by law to adopt a budget for the 2013-2014 fiscal year no later than June 30, 2013, for enactment on July 1, 2013. The budget for 2013-2014 is based upon revenue assumptions outlined within the Governor's May Revise, as well as District-specific assumptions for revenue and expenditures. The following documents are included in the exhibit:

 - 2013-2014 Budget for District Funds
 - School District Certification of the State Criteria and Standards and the Workers' Compensation Certification
 - State Criteria and Standards
 - 2013-2014 Guidelines and Assumptions

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 adopt and approve the 2013-2014 Budget.

Motion by _____ Seconded by _____

DISCUSSION/ACTION ITEMS

- 3. **RESOLUTION NO. 1213-52, RESOLUTION OF THE BOARD OF TRUSTEES OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT ACTING AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 90-2 OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT AUTHORIZING THE ISSUANCE OF SERIES 2013 SPECIAL TAX REFUNDING BONDS OF IMPROVEMENT AREA 2002-I OF COMMUNITY FACILITIES DISTRICT NO. 90-2 IN THE NOT TO EXCEED AMOUNT OF \$48,000,000, APPROVING A FISCAL AGENT AGREEMENT, APPROVING ESCROW ARRANGEMENTS, APPROVING CERTAIN DOCUMENTS, MAKING RELATED FINDINGS AND DETERMINATIONS AND TAKING OTHER ACTIONS IN CONNECTION THEREWITH:**

DISCUSSION/
ACTION
Page 197
EXHIBIT 3

At the May 22, 2013, Board meeting, Trustees received an update on the District's monitoring of refinancing opportunities with respect to outstanding bonds of the District's ten Community Facilities Districts (CFDs). With respect to the 90-2 refinancing, the Board of Trustees is asked to consider adoption of Resolution No. 1213-52, authorizing the sale of the bonds, approving the legal documents in form, distribution of the Preliminary Official Statement, and other actions necessary to accomplish the issuance of the bonds.

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 Resolution No. 1213-52, Resolution of the Board of Trustees of the Capistrano Unified School District Acting as the Legislative Body of Community Facilities District No. 90-2 of the Capistrano Unified School District Authorizing the Issuance of Series 2013 Special Tax Refunding Bonds of Improvement Area 2001 of Community Facilities District No. 90-2 in the Not to Exceed Amount of \$48,000,000, Approving a Fiscal Agent Agreement, Approving Escrow Arrangements, Approving Certain Documents, Making Related Findings and Determinations, and Taking Other Action in Connection Therewith.

Motion by _____

Seconded by _____

ROLL CALL:

Trustee Addonizio _____

Trustee Hatton _____

Trustee Bryson _____

Trustee Pritchard _____

Trustee Hanacek _____

Trustee Reardon _____

Trustee Alpay _____

4. **RESOLUTION NO. 1213-53, RESOLUTION OF THE BOARD OF TRUSTEES OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT ACTING AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 92-1 OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT, AUTHORIZING THE ISSUANCE OF SERIES 2013 SPECIAL TAX REFUNDING BONDS OF COMMUNITY FACILITIES DISTRICT NO. 92-1 IN THE NOT TO EXCEED AMOUNT OF \$18,000,000, APPROVING A FISCAL AGENT AGREEMENT, APPROVING ESCROW ARRANGEMENTS, APPROVING CERTAIN DOCUMENTS, MAKING RELATED FINDINGS AND DETERMINATIONS AND TAKING OTHER ACTIONS IN CONNECTION THEREWITH:**

At the May 22, 2013, Board meeting, Trustees received an update on the District's monitoring of refinancing opportunities with respect to outstanding bonds of the District's ten Community Facilities Districts (CFDs). With respect to the 92-1 refinancing, the Board of Trustees is asked to consider adoption of Resolution No. 1213-53, authorizing the sale of the bonds, approving the legal documents in form, distribution of the Preliminary Official Statement, and other actions necessary to accomplish the issuance of the bonds.

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 Resolution No. 1213-53, Resolution of the Board of Trustees of the Capistrano Unified School District Acting as the Legislative Body of Community Facilities District No. 92-1 of the Capistrano Unified School District, Authorizing the Issuance of Series 2013 Special Tax Refunding Bonds of Community Facilities District No. 92-1 the Not to Exceed Amount of \$18,000,000, Approving a Fiscal Agent Agreement, Approving Escrow Arrangements, Approving Certain Documents, Making Related Findings and Determinations, and Taking Other Action in Connection Therewith.

Motion by _____	Seconded by _____
ROLL CALL:	
Trustee Addonizio _____	Trustee Hatton _____
Trustee Bryson _____	Trustee Pritchard _____
Trustee Hanacek _____	Trustee Reardon _____
	Trustee Alpay _____

4a. **REPORT ON SITE CONDITIONS AND NEEDS AT SAN CLEMENTE HIGH SCHOOL:**

INFORMATION/
DISCUSSION

Board President John Alpay asked that the Board of Trustees be provided an opportunity to discuss site conditions and needs at San Clemente High School, including short-term and long-term improvements, modernization, and construction projects. Staff will present background information on the item at the meeting and will be prepared to answer questions about the school's overall condition and ways to address and fund needed improvements.

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

Staff Recommendation

It is recommended the Board President recognize Superintendent Joseph M. Farley to present information on this item and answer any questions Trustees may have.

5. SCHOOL SAFETY TASK FORCE REPORT:

At the January Superintendent's Forum, Dr. Farley made a commitment to parents the District would form a safety task force to evaluate school safety and security concerns. A task force comprised of members of the following groups was convened: Board members, school administration and faculty, District administration, parents, law enforcement agencies, fire officials, mental health experts, and community members. The goal of the team was to identify concerns, recommend options for consideration, prioritize options, and assist with policy development.

CUSD Strategic Plan Pillar 2: Safe and Healthy Schools

Contact: Julie Hatchel, Assistant Superintendent, Education Services

Staff Recommendation

It is recommended the Board President recognize Julie Hatchel, Assistant Superintendent, Education Services, to present information on this item and answer any questions Trustees may have.

6. NAMING NEW SCHOOL:

Rancho Mission Viejo is planning a multi-phased construction project in the District requiring the construction of one K-8 school in the near future and additional schools later. Initial plans are progressing for the K-8 campus so it is appropriate to begin the school name selection process. Board Policy 7511 indicates the Board of Trustees will form a committee of the Board to develop school names for Board consideration and approval.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Joseph M. Farley, District Superintendent

Staff Recommendation

It is recommended the Board President recognize Joseph M. Farley, Superintendent, to present this item and answer any questions concerning the Board's formation of a naming committee.

Following discussion, it is recommended the Board of Trustees provide direction to staff.

Motion by _____ Seconded by _____

7. RESOLUTION NO. 1213-50, APPROVAL OF MASS NOTIFICATION SYSTEM REQUEST FOR PROPOSALS PROCESS:

Resolution No. 1213-50 authorizes the District to utilize the Request for Proposals (RFP) process to acquire technology products and services taking into account specific requirements and evaluation criteria in addition to cost as allowed by Public Contract Code §20118.2. The District is seeking to replace or upgrade our existing mass notification system. The notification system is essential to regular school to home communications. In addition, a resilient and high capacity notification system is a critical component of the District's emergency planning process. The quality, accessibility, and speed of messaging from the District are key differentiating factors between solutions. Given the specialized and critical nature of the notification system, the District is requesting Board approval to publish an RFP with the following evaluation components (a) Price – 30 percent, (b) Emergency Notification Functionality – 20 percent, (c) District and School Messaging Functionality – 20 percent, (d) Implementation and Support Plan – 10 percent, and (e) Company References – 10 percent. The RFP would be published in July 2013. The recommendation for award would be brought back to the Board of Trustees after the selection process concludes.

CUSD Strategic Plan Pillar 5: Effective Operations

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

INFORMATION/
DISCUSSION
Page 561
EXHIBIT 5

DISCUSSION/
ACTION
Page 581
EXHIBIT 6

DISCUSSION/
ACTION
Page 583
EXHIBIT 7

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 Resolution No. 1213-50, Approval of Mass Notification System Request for Proposals Process.

- 8. **PROTOCOL FOR SUPERINTENDENT EVALUATION FOR THE 2012-2013 SCHOOL YEAR:** INFORMATION/
DISCUSSION

The employment agreement between Superintendent Joseph Farley and the District calls for an annual evaluation by the Board of Trustees. Board President John Alpay will discuss the protocol for completion of the evaluation for the 2012-2013 school year.

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

Staff Recommendation

It is recommended the Board President discuss the protocol for the Superintendent's evaluation.

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

- 9. **MEMORANDUM OF UNDERSTANDING WITH THE CITY OF DANA POINT:** Page 585
EXHIBIT 9

Approval of the Memorandum of Understanding with the City of Dana Point and the District for the School Intervention Program and intervention consultant at Dana Hills High School (DHHS). The City of Dana Point has funded an intervention consultant at DHHS to support at-risk students. The consultant, who is supervised by the school principal in collaboration with city officials, is an independent consultant to the city itself. The consultant works with administrators, counselors, and the school resource officers as a facilitator for student referral to appropriate prevention programs, services and resources for substance abuse, and other high risk behaviors. There is no financial impact as the position is funded completely by the City of Dana Point.

CUSD Strategic Plan Pillar 2: Safe and Healthy Schools
Contact: Joseph M. Farley, Superintendent

CURRICULUM & INSTRUCTION

- 10. **EXPULSION READMISSION:**
Approval to readmit a student from expulsion. Due to the confidential nature of student expulsion readmissions, the supporting information is provided to Trustees under separate cover.

CUSD Strategic Plan Pillar 2: Safe and Healthy Schools
Contact: Julie Hatchel, Assistant Superintendent, Education Services

- 11. **EXPUNGING OF EXPULSION RECORDS:**
Approval of expunging a student record. Due to the confidential nature of expunging student expulsion records, the supporting information is provided to Trustees under separate cover.

CUSD Strategic Plan Pillar 2: Safe and Healthy Schools
Contact: Julie Hatchel, Assistant Superintendent, Education Services

12. CONSOLIDATED APPLICATION AND REPORTING SYSTEM:

Approval of the June 30, 2013, Consolidated Application and Reporting System (CARS) Data Collections. CARS is a three-part application and reporting process for multiple state and federal, formula-driven categorical program funds submitted annually to the California Department of Education (CDE) to fund supplemental programs. The Consolidated Application is used by CDE to distribute categorical funds from various state and federal programs. In June of each year, districts are required to submit part of the application to document program participation in categorical programs and provide assurances of compliance with the legal requirements of each program. The federal programs coordinated through the Consolidated Application include Title I, Part A; Title II, Part A; and Title III, Part A. Economic Impact Aid, a state program, is also coordinated through the Consolidated Application. The complete Consolidated Application is on file for review in the State and Federal Programs office. As required by CDE, the District English Language Advisory Committee also reviewed this document.

CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment

Contact: Julie Hatchel, Assistant Superintendent, Education Services

BUSINESS & SUPPORT SERVICES

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

Page 587
EXHIBIT 13

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 \$1,992,956.29; the commercial warrants total \$6,122,143.89. 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

14. DONATION OF FUNDS AND EQUIPMENT:

Page 613
EXHIBIT 14

A number of gifts have been donated to the District, including \$192,727.90 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

15. INDEPENDENT CONTRACTOR, MASTER CONTRACT, AND PROFESSIONAL SERVICES AGREEMENTS:

Page 615
EXHIBIT 15

Approval of the District standardized Independent Contractor, Professional Services, Master Contract Agreements and Amendments. Due to state budget cuts to schools over the last several years, 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 exhibit shows five new agreements totaling \$1,030,000, seven extensions to existing agreements totaling \$254,000, and two amendments to existing agreements totaling \$15,000.

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 2: Safe & Healthy School

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

CUSD Strategic Plan Pillar 5: Effective Operations

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

- 16. SPECIAL EDUCATION INFORMAL DISPUTE RESOLUTION AGREEMENT:**
Approval of the ratification of special education Informal Dispute Resolution Agreement Case #055413. Due to the confidential nature of the agreement, supporting information is provided to Trustees under separate cover.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations
- 17. SPECIAL EDUCATION SETTLEMENT AGREEMENTS:**
Approval of special education Settlement Agreement Case #2013030198 and second amendment to Informal Dispute Resolution Case #050711. Due to the confidential nature of the agreements, supporting information is provided to Trustees under separate cover.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations
- 18. GOVERNMENT CLAIM 13-11379 DP:**
Denial of Claim 13-11379 DP filed against the District. This item pertains to a claim filed against the District by the law firm Aitken, Aitken & Cohen, on behalf of a minor by and through his guardian ad litem, Shannon Laub. The claim alleges the District should be held responsible for injuries sustained while the student was participating in the Truman Benedict Elementary School Jog-A-Thon event on May 22, 2013. Denial of this claim does not have any financial implications on the general fund. This action establishes procedural timelines. Due to the confidential nature of this claim, the supporting information is provided to Trustees under separate cover.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services
- 19. RESOLUTION NO. 1213-51, EDUCATION PROTECTION ACT:**
Approval of Resolution No. 1213-51, Education Protection Act. On November 6, 2012, voters approved Proposition 30. The monies received from the Education Protection Account (EPA) shall be spent according to Article XIII, §36 of the California Constitution. The Board is required to determine, at a Board meeting, how the District plans to spend the EPA money and annually post on the District website an accounting of the amount of EPA money received and how it was spent.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
- 20. USE OF FACILITIES LEASE AGREEMENT FOR 2013-2014, COMMUNITY ROOTS ACADEMY:**
Approval to renew a Use of Facilities Lease Agreement with the District and Community Roots Academy at Wood Canyon Elementary School for the 2013-2014 school year. Terms of this agreement include the use of 16 existing classrooms on the school campus and ancillary facilities for one year from July 1, 2013, to June 30, 2014. Lease payments will be based upon a rental rate of \$0.70 per square foot of building area with a total of 15,360 square feet of space equating to \$10,752 per month for 12 months. Additionally, Community Roots Academy will be responsible for a share of utilities costs for the leased building area totaling \$2,051.23 per month for 12 months. The proposed agreement has been previously reviewed and approved by the District's legal counsel.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services

Page 697
EXHIBIT 19

Page 699
EXHIBIT 20

21. **ADVERTISE RFP NO. 3-1314, MASS NOTIFICATION SYSTEM:** Page 707
EXHIBIT 21
Approval of RFP No. 3-1314 to advertise for proposals for a mass notification system. The District currently has a notification system in place that is utilized for community outreach, emergency, and attendance notifications throughout the District. The contract expires July 26, 2013. This request for proposal will provide a competitive process to solicit the most current and effective system available for use throughout the District. The total annual expenditures under this contract are estimated to be \$80,000, funded from the School and Library Improvement Block Grant.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
22. **AGREEMENT FOR THE OPERATION OF AN AFTER SCHOOL ENRICHMENT, ACTIVITIES, AND CAMPS PROGRAM, RFP. NO. 1-1314 – SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT:** Page 743
EXHIBIT 22
Approval of Agreement for the Operation of an After School Enrichment, Activities, and Camps Program with the South Orange County Community College District. This agreement will provide after school enrichment services to District students and the community, per the terms and conditions as specified in RFP No. 1-1314. The term of the agreement is from July 1, 2013, through June 30, 2014, with the option to renew, upon Board approval, for four one-year renewal periods. South Orange County Community College District will pay the District for the use of facilities as outlined in the agreement.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
23. **INDEPENDENT CONTRACTOR AGREEMENT FOR SPECIAL SERVICES – CONTROLTEC, INCORPORATED:** Page 837
EXHIBIT 23
Approval of the Independent Contractor Agreement for Special Services with Controltec, Incorporated to provide installation and support for the CenterTrack software program for tracking enrollment, tuition, and state program attendance reporting for the Early Childhood Programs Department. Currently, the Department is using two software management systems that do not interface with each other, causing double entry of information. The new software program will save time, money, and staff resources with the capability of a single data-entry system to manage both the state and fee-based preschool programs. Upon Board approval, the term of the agreement will be through June 30, 2014, with the option to renew annually for a period not-to-exceed four years. Expenditures under this agreement are limited to \$26,877 for the first year and \$15,084 at each renewal, paid from the state-funded preschool and the fee-based preschool programs.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
24. **DECLARATION OF SURPLUS ITEMS:** Page 869
EXHIBIT 24
Approval of the declaration of surplus items listed and described as surplus, and the approval of the public and private disposition of the surplus items in accordance with Education Code §§17545-17546 and Board Policy 3270. District schools and programs have accumulated various pieces of equipment, vehicles, materials, and other items that are beyond economical repair, obsolete, no longer required within the current curriculum, or necessary for any other school purpose. These items will be disposed of by public sale, or if no reasonable bids are received, by private sale for salvage. All items are subject to reallocation within the District prior to sale or disposal. Revenues from the sale are unknown. Sale proceeds may be deposited into the original fund from which the purchase was made.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services

25. **AMENDMENT TO AGREEMENT BID NO. 1112-05, ELECTRICAL SUPPLIES AND MATERIALS – CONSOLIDATED ELECTRICAL DISTRIBUTORS, INCORPORATED:** Page 871
EXHIBIT 25
 Approval of Amendment to Agreement Bid No. 1112-05 for electrical supplies and materials with Consolidated Electrical Distributors, increasing the not-to-exceed amount to \$150,000 annually for additional supplies and materials required for projects throughout the District.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
26. **AWARD OF BID NO. 1314-02, FROZEN FOOD PRODUCTS – A & R WHOLESALE DISTRIBUTORS, INCORPORATED:** Page 883
EXHIBIT 26
 Approval of Award of Bid No. 1314-02 for frozen food products to A & R Wholesale Distributors, Incorporated. On April 24, 2013, the Board of Trustees authorized staff to advertise for bids. Documents were downloaded by nine vendors; four bids were received and opened on May 14, 2013. Low bid is determined by the vendor offering the lowest prices for the greatest number of items. A & R Wholesale Distributors is the lowest responsive, responsible bidder. One of the requirements of the bid is an online ordering system. A & R Wholesale Distributors is in the process of implementing an online system and has submitted screen tests for review. The deadline to have the system up and running is August 1, 2013, with District testing to start July 1, 2013. The initial contract term is July 1, 2013, through June 30, 2014, and may be extended by mutual agreement, and upon Board approval, for a renewal term not to exceed two additional one-year periods. Annual expenditures under this contract are limited to \$2,500,000, funded by Food and Nutrition Services.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
27. **EXTENSION OF BID NO. 1213-03, PAPER AND PLASTIC PRODUCTS FOR FOOD AND NUTRITION SERVICE – P & R PAPER SUPPLY COMPANY, INCORPORATED:** Page 899
EXHIBIT 27
 Approval of the Extension of Bid No. 1213-03 for paper and plastic products to be provided by P & R Paper Supply Company, Incorporated. The contract contains a provision wherein the vendors are required to lock in the pricing for three years subject to a limit on annual increases of no more than the Consumer Price Index (CPI). Staff requested vendors to reduce pricing at each contract renewal. The pricing in the attached renewal exhibit is either reduced or limited to the CPI increase. This extension provides 84 different items for purchase by Food and Nutrition Services. P & R Paper Supply Company responded and out of the 84 items they provide, 60 items remained at the same price, 21 items increased in price, and 3 items were discontinued. The price increases are due to a steady escalation of raw materials, manufacturing, and logistical cost components of products. Polypropylene resin producers have increased prices due to outages experienced in late December, and other operating cost increases. Annual expenditures under this contract are limited to \$240,000, funded by Food and Nutrition Services.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services

28. **EXTENSION OF BID NO. 1112-03, BAKERY PRODUCTS – GOLD STAR FOODS:** Page 933
EXHIBIT 28
- Approval of the Extension of Bid No. 1112-03 for bakery products to be provided by Gold Star Foods. The contract contains a provision wherein the vendors are required to lock in the pricing for three years subject to a limit on annual increases of no more than the Consumer Price Index (CPI). Staff requested vendors to reduce pricing at each contract renewal. The pricing in the attached renewal exhibit is either reduced or limited to the CPI increase. This extension provides 20 different bakery items for purchase by Food and Nutrition Services. Gold Star Foods responded and out of the 20 items they provide, 8 items remained at the same price, 10 items increased in price, 1 item decreased in price, and 1 item was discontinued. The price increases are due to an increase in the cost of staples such as wheat, flour, and dairy products. Annual expenditures under this contract are limited to \$150,000, funded by Food and Nutrition Services.
- CUSD Strategic Plan Pillar 5: Effective Operations*
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services

PERSONNEL SERVICES

29. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES:** Page 953
EXHIBIT 29
- 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
30. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:** Page 967
EXHIBIT 30
- 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
31. **THIRD QUARTER REPORT REQUIRED BY THE WILLIAMS SETTLEMENT LEGISLATION, 2012-2013 SCHOOL YEAR:** Page 973
EXHIBIT 31
- Acceptance of Williams Settlement Third Quarter School Accountability Report Card Verification Report. As a result of the Williams Settlement, Education Code §35186 mandates school districts establish policies and procedures to resolve deficiencies related to textbooks and instructional materials, teacher vacancies or misassignments, facility conditions posing a threat to student/staff health or safety, and instruction and services for the California High School Exit Examination. Furthermore, the law requires any deficiencies or complaints be reported to the Board of Trustees at a regularly scheduled public meeting. There are no deficiencies or complaints to report for the third quarter. In addition, Education Code §1240(2)(H) requires the third quarter Williams Settlement Legislation report be provided to the Board at a regularly scheduled meeting.
- CUSD Strategic Plan Pillar 5: Effective Operations*
Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

Motion by _____

Seconded by _____

ROLL CALL:

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, JULY 10, 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

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.