

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

BOARD OF TRUSTEES  
Regular Meeting

May 28, 2014

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. STUDENT EXPULSIONS**

Deliberations of Findings of Fact and Recommendations  
(Pursuant to Education Code §48918{c} and §35145)

**EXHIBIT 3A1-A-6**

**B. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT**

1. Director, Personnel Services
  2. High School Assistant Principal
  3. Middle School Assistant Principal
- (Pursuant to Government Code §54957)

**EXHIBIT 3B1-B3**

**C. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

(Pursuant to Government Code §54957)

**EXHIBIT 3C1-C2**

**D. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT**

Superintendent  
(Pursuant to Government Code §54957)

**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**

*Nathan Banda - Native American Education Program Parent Committee*

**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. FINANCIAL REPORT – GOVERNOR’S 2014-2015 PROPOSED BUDGET AND MAY REVISION UPDATE:**

The Board of Trustees will be provided with a report on the May Revision workshop held May 21, 2014, in Ontario. The report will provide the estimated fiscal impact of the May Revision, as compared to the Governor’s January Budget Proposal.

*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 information on this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

INFORMATION/  
DISCUSSION

Page 1

**EXHIBIT 1**

**2. SELECTION OF A SCHOOL NAME FOR THE NEW K-8 CAMPUS IN RANCHO MISSION VIEJO:**

Rancho Mission Viejo is planning a multi-phased construction project in the District, requiring the construction of a kindergarten through eighth grade school in the near future, and additional schools later. At the May 14 Board meeting, Trustees narrowed a long list of recommended school names to eight, one of which was subsequently deleted. The school names under consideration now include: Acjachemen School, Barbara L. Banda School, Escencia School, Glenn T. Seaborg School, Helena Modjeska School, Ortega Oaks Schools, and Ronald Reagan School. The exhibit to this item provides additional information on each suggested name.

Staff Recommendation

It is recommended the Board President recognize Joseph M. Farley, Superintendent, to present this item and answer any questions concerning the naming of the new school.

DISCUSSION/  
ACTION

Page 3

**EXHIBIT 2**

Following discussion, it is recommended the Board of Trustees select a name for the new K-8 school.

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

**3. LOCAL CONTROL ACCOUNTABILITY PLAN UPDATE:**

At the May 14, 2014, Board meeting, staff presented an update on the District's draft Local Control Accountability Plan (LCAP) to Trustees. The LCAP is designed to be a planning and accountability tool for the District, with a focus on low-income students, English learners, and foster youth. The State Board of Education has created an LCAP template that all districts must use, with the following three sections: Stakeholder Engagement; Goals and Progress Indicators; and Actions, Services, and Expenditures. This item presents revisions to the draft LCAP based upon Trustee and stakeholder input since the May 14 presentation.

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

***Contacts: Julie Hatchel, Assistant Superintendent, Education Services, Elementary***

***Michelle Le Patner, Assistant Superintendent, Education Services, Secondary***

Staff Recommendation

It is recommended the Board President recognize Julie Hatchel, Assistant Superintendent, Education Services, Elementary, and Michelle Le Patner, Assistant Superintendent, Education Services, Secondary, to present information on this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

**4. RESOLUTION NO. 1314-50, NON-REELECTION OF TEMPORARY CERTIFICATED EMPLOYEES:**

The Education Code permits school districts to hire certificated employees on temporary contracts only for specific reason per §44909, §44918, and §44920. The District has appropriately classified 126 certificated employees as temporary for the 2013-2014 school year. These employees are replacing other employees on leave, are serving in programs with expiring categorical funding sources, or are placeholders for regular employees who are released from their normal assignments to work in a categorical program. Education Code §44954 requires the Board to notify temporary employees in a position requiring certification qualification of the District's decision to release the employees from such positions prior to the next school year. The District is not recommending laying off permanent and probationary teachers, nor releasing teachers employed on temporary contracts for budget reduction purposes. The temporary release of employees, as presented in this item, is an annual process the District must utilize to ensure permanent teachers funded through categorical resources and permanent teachers on leaves of absence have a position for the succeeding school year. As the District begins staffing for the 2014-2015 school year, decisions will be made regarding how many permanent teachers will be funded through categorical resources as well how many permanent teachers will request leaves of absence, part-time contracts, and partnership assignments. As permanent teachers "temporarily" vacate their positions, temporary teachers will be rehired. The District intends to have ninety percent of staffing completed before June 24, 2014, including the rehiring of existing temporary teachers and potential new hires.

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

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

Staff Recommendation

It is recommended the Board President recognize Jodee Brentlinger, Assistant Superintendent, Personnel Services, to present this item.

INFORMATION/  
DISCUSSION  
Page 5  
**EXHIBIT 3**

DISCUSSION/  
ACTION  
Page 7  
**EXHIBIT 4**

Following discussion, it is recommended that the Board of Trustees adopt Resolution No. 1314-50, Non-Reelection of Temporary Certificated Employees and authorize the District to issue notices.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
ROLL CALL:  
Student Advisor Leilah Rodriguez \_\_\_\_  
Trustee Addonizio \_\_\_\_\_ Trustee Hatton-Hodson \_\_\_\_\_  
Trustee Bryson \_\_\_\_\_ Trustee Pritchard \_\_\_\_\_  
Trustee Hanacek \_\_\_\_\_ Trustee Reardon \_\_\_\_\_  
Trustee Alpay \_\_\_\_\_

**5. DISTRICTWIDE ENROLLMENT AND FACILITY REPORT:**

This report will provide the Board with a PowerPoint overview of Districtwide enrollment and facility capacities, including the impact caused by specialized programs and enrollment increases in the secondary schools while Districtwide enrollment is declining. Information will also be shared about enrollment at select sites and the impact on the School of Choice Program, selection of additional staffing, and related information.

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

***Contact: Michelle Le Patner, Assistant Superintendent, Education Services, Secondary  
Clark Hampton, Deputy Superintendent, Business and Support Services***

Staff Recommendation:

It is recommended the Board President recognize Michelle Le Patner, Assistant Superintendent, Education Services, Secondary, and Clark Hampton, Deputy Superintendent, Business and Support Services to present information on this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

INFORMATION/  
DISCUSSION  
Page 13  
**EXHIBIT 5**

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

Update of the Division of State Architect (DSA) 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 and Support Services***

Staff Recommendation:

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

INFORMATION/  
DISCUSSION  
Page 15  
**EXHIBIT 6**

**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**

**7. SCHOOL BOARD MINUTES:**

Approval of the minutes of the May 14, 2014, special Board meeting.

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

Page 21  
**EXHIBIT 7**

## **CURRICULUM & INSTRUCTION**

### **8. 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: Michelle Le Patner, Assistant Superintendent, Education Services, Secondary*

### **9. PETITION TO WAIVE CALIFORNIA HIGH SCHOOL EXIT EXAM:**

Approval to waive California Education Code §60851(c) and Board Policy 6162.52 for one student who has completed all requirements for passing the California High School Exit Examination (CAHSEE) subtest in Mathematics and/or English/Language Arts, case number 1314-026 . California Education Code §60851(c) and Board Policy 6162.52 provide authority for the Board of Trustees to review and approve waivers for special education students to pass the CAHSEE with modifications stated in the pupil's Individualized Education Program. Supporting information is provided to Trustees under separate cover to protect the student's rights under the Family Educational Rights and Privacy Act. There is no financial impact.

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

*Contact: Michelle Le Patner, Assistant Superintendent, Education Services, Secondary*

### **10. CALIFORNIA INTERSCHOLASTIC FEDERATION REPRESENTATIVES:**

Approval of the six comprehensive high school principals as league representatives to the California Interscholastic Federation (CIF) for 2014-2015. As a member of CIF, the District is required by Education Code §33353(a) to designate its representatives to CIF on a yearly basis. League representatives vote on issues that impact school athletic programs. There is no financial impact.

*CUSD Strategic Plan Pillar 5: Effective Operations*

*Contact: Michelle Le Patner, Assistant Superintendent, Education Services, Secondary*

Page 23

**EXHIBIT 10**

## **BUSINESS & SUPPORT SERVICES**

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

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 \$2,900,867.34 and the commercial warrants total \$3,249,398.06. 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*

Page 27

**EXHIBIT 11**

### **12. DONATION OF FUNDS AND EQUIPMENT:**

Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$158,207.86 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*

Page 59

**EXHIBIT 12**

**13. INDEPENDENT CONTRACTOR, PROFESSIONAL SERVICES, FIELD SERVICE, AND MASTER CONTRACT AGREEMENTS:**

Approval of the District standardized Independent Contractor, Professional Services, Master Contract, and Field Service Agreements. 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 one new agreement totaling \$7,500, three extensions to existing agreements totaling \$138,200, and two amendment ratifications to an existing agreement totaling \$80,000. 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 and Healthy Schools*  
*CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment*  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

**14. SPECIAL EDUCATION INFORMAL DISPUTE RESOLUTION AGREEMENT:**

Approval of special education Informal Dispute Resolution Agreement Case #046214. Due to the confidential nature of the agreement, supporting information is provided to Trustees under separate cover. Expenditures under this agreement are limited to \$34,400, funded by special education funds.

*CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment*  
*Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations*

**15. SPECIAL EDUCATION INFORMAL DISPUTE RESOLUTION AGREEMENTS:**

Approval of the ratification of special education Informal Dispute Resolution Agreement Case #014014 and Case #046014. Due to the confidential nature of the agreements, supporting information is provided to Trustees under separate cover. There is no financial impact.

*CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment*  
*Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations*

**16. 2014-2015 PROPOSED SCHOOL YEAR MEAL PRICES:**

Approval of the proposed meal prices for the 2014-2015 school year. Public Law 111-296, the Healthy, Hunger Free Kids Act, requires schools participating in the National School Lunch program to gradually increase the price charged for paid school lunches. The weighted average price charged to full-price students should eventually match the federal subsidy for free meals, currently at \$1.58 for breakfast and \$2.99 for lunch. The District’s weighted average allows for meal pricing to remain the same for the 2014-2015 school year. In January 2014, the United States Department of Agriculture released a memorandum to clarify the permissible use of funds from the non-profit school food service account to lower or eliminate reduced price student meal charges. At the discretion of the School Food Authority, participating schools may offer meals at no cost to students who qualify for reduced price benefits. Expenditures associated with covering the reduced price benefits will be funded from the non-profit food service account. Eliminating the reduced price charge (\$0.30 for breakfast and \$0.40 for lunch) will remove any financial barriers to access these students might experience. There is no financial impact to the general fund.

*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

**17. AMENDMENT TO USE OF FACILITIES LEASE AGREEMENT FOR 2014-2015, NIGUEL CHILDREN’S CENTER:**

Page 117  
**EXHIBIT 17**

Approval of the Amendment to the Use of Facilities Lease Agreement for 2014-2015 with Niguel Children’s Center (NCC) at the Foxborough campus. On February 29, 2012, the Board of Trustees approved a Use of Facilities Agreement with NCC for use of a portion of the facilities on the campus, including classrooms, a restroom, a play field, and parking spaces. The renewal of this Agreement allows the continued use of portable classrooms and ancillary facilities to operate the preschool program. Terms of this Agreement include a one-year extension from July 1, 2014, to June 30, 2015, and the amended Agreement states that only room 24 and the library/office (L) building will be available for the 2014-2015 school year. Room 23 is no longer available as part of the Agreement. Lease payments will continue at the current rate of \$1.25 per square foot of building area with a total of 2,760 square feet of space being used by NCC, equating to \$3,450 per month for 10 months. Due to reduced enrollment in the months of July and August, the facilities use has been reduced to 2,160 square feet. The corresponding rent will equal \$2,700 per month for those two months. Additionally, NCC will continue to pay a percentage of the utility costs to Journey Charter School based upon an agreement between the two schools. The 2014-2015 Agreement has been 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*

**18. AMENDMENT TO USE OF FACILITIES LEASE AGREEMENT FOR 2012-2015, JOURNEY SCHOOL:**

Page 127  
**EXHIBIT 18**

Approval of the Amendment to the Use of Facilities Lease Agreement for 2012-2015 with Journey Charter School at the Foxborough campus. The current Agreement expires on June 30, 2015. Terms of this Agreement remain to include a three-year extension from July 1, 2012, to June 30, 2015. The amended Agreement allows the continued use of portable classrooms and ancillary facilities and provides for a graduated classroom expansion over the next year and will only make room 23 available for the 2014-2015 school year. During the summer months (June-August), the District agrees to paint the exterior only of all buildings within the facilities. The amendment to the Agreement has been reviewed and approved by the District’s legal counsel. Expenditures under this Agreement are funded by deferred maintenance funds.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

**19. RENTAL SERVICES AGREEMENT – CAPO BEACH CALVARY:**

Page 143  
**EXHIBIT 19**

Approval of Rental Services Agreement No. 1415001 with Capo Beach Calvary to provide designated parking spaces at the Transportation South Yard for a monthly fee of \$100 per space. The rates charged for services related to this Agreement have been increased to align with real property leasing value. The contract term is July 1, 2014, through June 30, 2015. This Agreement provides a positive revenue stream into the District’s general fund to offset a portion of the Transportation Department’s encroachment.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

**20. AESOP CUSTOMER AGREEMENT – FRONTLINE TECHNOLOGIES, INCORPORATED:**

Page 149  
**EXHIBIT 20**

Approval of the Aesop Customer Agreement No. PRPUS2494326 with Frontline Technologies, Incorporated, to provide software and support for an automated substitute placement and absence-management program pursuant to RFP No. 12-1314, Absence Management System. The first-year annual subscription and startup costs are \$34,047, funded by the general fund.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

21. **SCHOOL BUS SERVICE AGREEMENT, SANTA MARGARITA CATHOLIC HIGH SCHOOL:** Page 151  
**EXHIBIT 21**  
Approval of School Bus Service Agreement No. 1314184 with Santa Margarita Catholic High School to provide designated parking spaces at the Transportation South Yard for a monthly fee of \$100 per space. Through this Agreement, the District provides inspection, maintenance, and emergency roadside assistance services at the rate of \$120 per hour. The rates charged for services related to this Agreement have been increased to align with real property leasing value and market value for service labor. The contract term is June 8, 2014, through June 7, 2015. This Agreement provides a positive revenue stream into the District's general fund to offset a portion of the Transportation Department's encroachment.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
22. **AMENDMENT AND EXTENSION OF INDEPENDENT CONTRACTOR AGREEMENT FOR ON-CALL CALIFORNIA ENVIRONMENTAL QUALITY ACT COMPLIANCE SERVICES – PLACEWORKS:** Page 159  
**EXHIBIT 22**  
Approval of the Amendment and Extension of Independent Contractor Agreement No. I1011014 with PlaceWorks for on-call California Environmental Quality Act compliance services, as requested by the District. The current Agreement is amended to reflect the business name change. Effective March 1, 2014, the business name of The Planning Center was changed to PlaceWorks. The vendor has agreed to maintain the same pricing structure negotiated last year for the contract term of July 1, 2014, through June 30, 2015. Services provided under this Agreement are not-to-exceed \$50,000 annually. Funding for these expenditures will depend upon the types of services rendered, which may include, but are not limited to, developer fees, Community Facilities Districts, and the general fund.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
23. **EXTENSION OF INDEPENDENT CONTRACTOR AGREEMENT FOR ON-CALL GEOTECHNICAL SERVICES – NMG GEOTECHNICAL, INCORPORATED:** Page 177  
**EXHIBIT 23**  
Approval of the Extension of Independent Contractor Agreement No. I1011016 with NMG Geotechnical, Incorporated, for on-call geotechnical services, as requested by the District. The vendor has agreed to maintain the same pricing structure negotiated last year for the contract term of July 1, 2014, through June 30, 2015. Services provided under this Agreement are not-to-exceed \$150,000 annually. Funding for these expenditures will depend upon the types of services rendered, which may include, but are not limited to, developer fees, Community Facilities Districts, and the general fund.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
24. **EXTENSION OF INDEPENDENT CONTRACTOR AGREEMENT FOR SPECIAL SERVICES – CONTROLTEC, INCORPORATED:** Page 197  
**EXHIBIT 24**  
Approval of the Extension of Independent Contractor Agreement for Special Services No. ICASS1314033 with Controltec, Incorporated, to provide services and support related to the CenterTrack software program for tracking enrollment, tuition, and state-program attendance reporting for the Early Childhood Programs Department. The extension period is July 1, 2014, through June 30, 2015. The usage and maintenance fees are \$1,257 per month, not-to-exceed \$15,084 annually, paid from the state-funded and the fee-based preschool programs.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*



25. **EXTENSION OF INDEPENDENT CONTRACTOR AGREEMENT FOR THE COLLECTION, DATA DESTRUCTION, AND RECYCLING OF ELECTRONIC MATERIALS – ALL GREEN ELECTRONICS RECYCLING, LLC:** Page 223  
EXHIBIT 25
- Approval of the Extension of Independent Contractor Agreement No. I1112002 with All Green Electronics Recycling, LLC, for collection, data destruction, and recycling of materials and electronics equipment, as requested by the District. The vendor has agreed to maintain the same pricing structure negotiated last year for the contract term of July 1, 2014, through June 30, 2015. This contract generates approximately \$8,000 in income annually, deposited into the technology replacement account.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
26. **EXTENSION OF AGREEMENT FOR THE OPERATION OF AN AFTER-SCHOOL ENRICHMENT, ACTIVITIES, AND CAMPS PROGRAM - SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT:** Page 243  
EXHIBIT 26
- Approval of the Extension of Agreement for the Operation of an After-School Enrichment, Activities, and Camps Program with South Orange County Community College District. This Agreement is pursuant to RFQ No. 1-1314, After-School Enrichment, Activities, and Camps Program Provider. The program provides an array of high-quality classes and activities for all ages, promoting life-long learning and personal success. A summary of the program participation is provided. The extension period is July 1, 2014, through June 30, 2015. The Agreement provides a revenue stream to the general fund for use of facilities fees charged at approximately \$30,000 per session.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
27. **EXTENSION OF SCHOOL BUS SERVICE AGREEMENT – ANNELIESE’S SCHOOLS, INCORPORATED:** Page 259  
EXHIBIT 27
- Approval of the Extension of School Bus Service Agreement No. 1213100 with Anneliese’s Schools, Incorporated, to provide inspections, maintenance, service, and driver training for buses purchased from the District. The rates charged for services related to this Agreement have been increased to align with market value for service labor. The extension period is August 1, 2014, through July 31, 2015. This Agreement provides a positive revenue stream into the District’s general fund to offset a portion of the Transportation Department’s encroachment.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
28. **AWARD BID NO. 1314-24, SAN CLEMENTE HIGH SCHOOL ROOF REPLACEMENT:** Page 269  
EXHIBIT 28
- Approval of Award of Bid No. 1314-24, San Clemente High School Roof Replacement. On December 11, 2013, the Board of Trustees authorized staff to commence bidding the San Clemente High School Roof Replacement Project. Bids were received and opened on May 1, 2014. The lowest base bid was selected as the method to determine the lowest responsive bidder. C. I. Services, Incorporated, submitted the lowest bid at \$583,000 and has requested relief of bid due to a clerical error that resulted in a materially lower-than-intended bid. Per Public Contract Code §5100-5110, Relief of Bidders; the District may relieve a bidder due to a mistake in bid submission, causing the bid to be materially different than intended, and award the contract to the second lowest bidder, if it is in the best interest of the District to do so. Staff is recommending the relief of C. I. Services, Incorporated, from the bid for the San Clemente High School Roof Replacement Project due to a mistake in bid submission, and award the second lowest bid to Commercial & Industrial Roofing Company, Incorporated, at the price of \$754,823. This Project is funded by School Facilities Improvement District Fund 23.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

**29. ADVERTISE BID NO. 1415-08, ELEVATOR SERVICE, MAINTENANCE, AND REPAIR:**

Approval to advertise Bid No. 1415-08 to provide elevator service, maintenance, and repair work as requested by the District. The formal bid process allows the District to secure the lowest possible prices and enter into an annual contract with a vendor that meets all of the legal requirements. This bid provides all labor, materials, and equipment required for elevator service, maintenance, and repair work. Annual expenditures utilizing this contract are not-to-exceed \$150,000, funded by routine restricted maintenance funds. Due to the size of the bid package, the documents 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*

**30. ADVERTISE BID NO. 1415-10, FROZEN FOOD PRODUCTS:**

Approval to advertise Bid No. 1415-10 to provide frozen food products as requested by the District. The purchase of frozen food products for all school sites will exceed the bid limit of \$84,100. In accordance with the requirements of the Public Contract Code §20111, the purchase of frozen food products is required to be competitively bid. The bidding process allows the District to secure the lowest possible prices and enter into an annual contract with a vendor meets all of the legal requirements. It is estimated that the annual expenditure for frozen food products purchased using this bid would be approximately \$2,500,000. Food and Nutrition Services remains self-funded with no direct impact on the general fund. Due to the size of the bid package, the documents 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*

**31. HAWTHORNE SCHOOL DISTRICT BID NO. 13-14-1, FURNITURE AND ACCESSORIES, CULVER-NEWLIN, INCORPORATED, AND CONCEPTS SCHOOL AND OFFICE FURNISHINGS, LLC:**

Approval to utilize the Hawthorne School District Bid No. 13-14-1 for the purchase of furniture and accessories from Culver-Newlin, Incorporated, and Concepts School and Office Furnishings, LLC, under the same terms and conditions of the public agency's contract. This contract provides competitive set pricing for furniture and accessories, as needed, by the District. Annual expenditures utilizing this contract are estimated to be \$750,000, funded by the various departments, sites, and projects requesting product.

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*

32. **ASCIP RISK CONTROL GRANT AWARD GPS PILOT PROJECT:**  
 Approval of the Risk Control Grant Award GPS Pilot Project. ASCIP’s Risk Control Grant Program solicited applications which addressed a non-routine risk management or loss-control project designed to assist member districts in an area of need, and to the benefit of the entire Joint Powers Authority. Purchasing and installing surveillance cameras and global position systems (GPS) on school buses is an area of need and focus for the District; therefore, this was a logical area to apply for and seek grant funding. In late April, staff was informed the Executive Committee from ASCIP awarded an ASCIP Risk Control Grant to the District for the purpose of assisting with purchasing and implementing a GPS Pilot Project. The GPS Pilot Project will outfit District school buses with GPS capability and will provide better student locator tracking ability between transporting destinations.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services*

Page 279  
**EXHIBIT 32**

**PERSONNEL SERVICES**

33. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES:**  
 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*

Page 281  
**EXHIBIT 33**

34. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:**  
 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*

Page 285  
**EXHIBIT 34**

Motion by _____	Seconded by _____
<b>ROLL CALL:</b>	
Student Advisor Leilah Rodriguez ____	
Trustee Addonizio _____	Trustee Hatton-Hodson _____
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, JUNE 11, 2014, 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)

## **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.*