

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

BOARD OF TRUSTEES  
Regular Meeting

March 26, 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. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**  
(Pursuant to Government Code §54957)

**EXHIBIT 3A**

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

**EXHIBITS 3B1-B7**

**C. CONFERENCE WITH LABOR NEGOTIATORS**  
Dr. Joseph M. Farley/Jodee Brentlinger/Clark Hampton  
Employee Organization:  
1) Capistrano Unified Education Association (CUEA)  
2) California School Employees Association (CSEA)  
3) Teamsters  
4) Unrepresented Employees (CUMA)  
(Pursuant to Government Code §54957.6)

**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

*Bernice Ayer Middle School – National School to Watch*

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. ~~REQUEST FOR CHARTER PETITION RENEWAL OF OXFORD PREPARATORY ACADEMY:~~

~~The District received the initial Oxford Preparatory Academy South Orange County (OPA SOC) Charter Petition on October 31, 2010. The District granted a three year approval of the charter petition beginning with the 2011 2012 school year. The Board of Trustees formally accepted receipt of OPA SOC's request to renew its charter petition at its January 22, 2014, Board meeting. In accordance with Education Code §47605(b), the District held a public hearing on the provisions of the charter to consider the level of support for the petition by parents, teachers, and employees of the District on January 22, 2014. This item presents staff's recommendation regarding the approval of OPA SOC's request for a five year renewal of its charter petition. Due to the size of the Petition, a copy will be posted online on the District Board Agendas and Supporting Documentation page by Friday, March 21.~~

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

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

Staff Recommendation

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

~~Following discussion, it is recommended the Board of Trustees consider the Request for Charter Petition Renewal of Oxford Preparatory Academy.~~

DISCUSSION/  
ACTION  
Pull from Agenda  
on 3/20/14

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

**2. REQUEST FOR CHARTER PETITION RENEWAL OF COMMUNITY ROOTS ACADEMY:**

DISCUSSION/  
ACTION

The District received the initial Community Roots Academy (CRA) Petition on September 14, 2010. Trustees granted a three-year charter petition approval extending from the 2011-2012 school year, through the 2013-2014 school year. The Board of Trustees formally accepted receipt of CRA's request to renew its charter petition at its January 22, 2014, Board meeting. In accordance with Education Code §47605(b), the District held a public hearing on the provisions of the charter to consider the level of support for the petition by parents, teachers, and employees of the District on January 22, 2014. This item presents staff's recommendation regarding the approval of CRA's request for a five-year renewal of its charter petition. Due to the size of the Petition, a copy will be posted online on the District Board Agendas and Supporting Documentation page by Friday, March 21.

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

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

Staff Recommendation

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

Following discussion, it is recommended the Board of Trustees consider the Request for Charter Petition Renewal of Community Roots Academy.

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

**3. REQUEST FOR CHARTER PETITION RENEWAL OF CAPISTRANO CONNECTIONS ACADEMY:**

DISCUSSION/  
ACTION

The District received the initial Capistrano Connections Academy (CCA) Charter Petition on June 13, 2004. The District granted a five-year approval of the charter petition beginning with the 2004-2005 school year, and a subsequent five-year renewal on May 11, 2009. The Board of Trustees formally accepted receipt of CCA's request to renew its charter petition at its January 22, 2014, Board meeting. In accordance with Education Code §47605(b), the District held a public hearing on the provisions of the charter to consider the level of support for the petition by parents, teachers, and employees of the District on January 22, 2014. This item presents staff's recommendation regarding the approval of CCA's request for a five-year renewal of its charter petition. Due to the size of the Petition, a copy will be posted online on the District Board Agendas and Supporting Documentation page by Friday, March 21.

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

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

Staff Recommendation

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

Following discussion, it is recommended the Board of Trustees consider the Request for Charter Petition Renewal of Capistrano Connections Academy.

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

4. **DATA FOR THE LOCAL CONTROL ACCOUNTABILITY PLAN:**  
With the new budget formula adopted in June 2013, the Legislature revised existing accountability provisions of local education agencies and gave direction to the State Board of Education to adopt regulations on local school district accountability. On or before July 1, 2014, school districts are required to adopt a Local Control Accountability Plan (LCAP) with a description of the annual goals for all students identified pursuant to Education Code §52052, as well as specific actions the district will take during each year of the LCAP to achieve its goals. This is an information/discussion item presenting student performance data that will be utilized to develop the LCAP. This performance data addresses the state's eight priority area goals.

INFORMATION/  
DISCUSSION  
Page 1  
**EXHIBIT 4**

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

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

Staff Recommendation

It is recommended the Board President recognize 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.

5. **DISTRICT CONTRACT REOPENER PROPOSAL TO CUEA FOR THE 2014-2015 SCHOOL YEAR:**  
On August 14, 2013, the Board formally adopted a one-year settlement agreement between the District and CUEA. The current contract is in effect from July 1, 2013, through June 30, 2014. Board Policy 4143.1, Public Notice – Issues of Meeting and Negotiations, describes the steps to be taken by the Board and its authorized representatives in order to enter into a new agreement with an exclusive bargaining unit. The District is submitting its proposal to reopen so 2014-2015 negotiations can be addressed within the context of current District and state economic challenges.

DISCUSSION/  
ACTION  
Page 3  
**EXHIBIT 5**

***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.

Following discussion, it is recommended the Board of Trustees approve the District's contract reopener proposal to CUEA.

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

6. **DISTRICT CONTRACT REOPENER PROPOSAL TO CSEA FOR THE 2014-2015 SCHOOL YEAR:**  
On October 1, 2013, the Board formally adopted the 2013-2014 settlement agreement between the District and CSEA. The current contract is in effect from July 1, 2012, through June 30, 2015. Both CSEA and the District have the right to reopen two articles. Board Policy 4143.1, Public Notice – Issues of Meeting and Negotiations, describes the steps to be taken by the Board and its authorized representatives in order to enter into a new agreement with an exclusive bargaining unit. The District is submitting its proposal to reopen so 2014-2015 negotiations can be addressed within the context of current District and state economic challenges.

DISCUSSION/  
ACTION  
Page 5  
**EXHIBIT 6**

***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.

Following discussion, it is recommended the Board of Trustees approve the District's contract reopener proposal to CSEA.

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

7. **DISTRICT CONTRACT REOPENER PROPOSAL WITH TEAMSTERS FOR THE 2014-2015 SCHOOL YEAR:**

DISCUSSION/  
ACTION

On October 23, 2013, the Board formally adopted a one-year settlement agreement between the District and Teamsters. The current contract is in effect from July 1, 2013, through June 30, 2014. Board Policy 4143.1, Public Notice – Issues of Meeting and Negotiations, describes the steps to be taken by the Board and its authorized representatives in order to enter into a new agreement with an exclusive bargaining unit. The District is submitting its proposal to reopen so 2014-2015 negotiations can be addressed within the context of current District and state economic challenges.

Page 7  
**EXHIBIT 7**

*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.

Following discussion, it is recommended the Board of Trustees approve the District's contract reopener proposal to Teamsters.

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

8. **CSEA CONTRACT REOPENER PROPOSAL FOR THE 2014-2015 SCHOOL YEAR:**

DISCUSSION/  
ACTION

On October 1, 2013, the Board formally adopted the 2013-2014 settlement agreement between the District and CSEA. The current contract is in effect from July 1, 2012, through June 30, 2015. On March 12, 2014, CSEA presented the District with the Association's reopener proposal. Board Policy 4143.1, Public Notice – Issues of Meeting and Negotiations, describes the steps to be taken by the Board and its authorized representatives in order to enter into a new agreement with an exclusive bargaining unit. CSEA is presenting its contract reopener proposal for the 2014-2015 school year.

Page 9  
**EXHIBIT 8**

*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.

Following discussion, it is recommended the Board of Trustees approve the CSEA contract reopener proposal for the 2014-2015 school year.

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

**9. SECOND READING – REVISIONS TO BOARD POLICY 6163.2, ANIMALS AT SCHOOL:**

DISCUSSION/  
ACTION  
Page 11  
**EXHIBIT 9**

Board Policy 6163.2, *Animals at School*, is being revised to allow service dogs on school transportation. There is an added requirement that principals provide written notification to parents when a service animal is brought into the classroom. Changes are underlined; deletions are struck through. There is no financial impact.

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

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

Staff Recommendation

It is recommended the Board President recognize Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations, to present this item.

Following discussion, it is recommended the Board of Trustees approve the revisions to Board Policy 6163.2, *Animals at School*.

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

**10. SCHOOL BOARD MEETING SCHEDULE FOR JANUARY THROUGH JUNE 2015:**

DISCUSSION/  
ACTION  
Page 13  
**EXHIBIT 10**

Regular Board meetings are held on the second and fourth Wednesday of each month. This item presents to the Board of Trustees the proposed schedule of Board meetings for the period January through June 2015.

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

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

Staff Recommendation

It is recommended the Board of Trustees approve the proposed January through June 2015 School Board Meeting Schedule.

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**

**11. SCHOOL BOARD MINUTES:**

Approval of the minutes of the March 7, 2014, special Board meeting.

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

Page 15  
**EXHIBIT 11**

**12. SCHOOL BOARD MINUTES:**

Approval of the minutes of the March 12, 2014, special Board meeting.

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

Page 17  
**EXHIBIT 12**

**13. SCHOOL BOARD MINUTES:**

Approval of the minutes of the March 12, 2014, regular Board meeting.

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

Page 19  
**EXHIBIT 13**

## CURRICULUM & INSTRUCTION

### **14. EXPUNGING OF EXPULSION RECORD:**

Approval to expunge a student's expulsion record. Due to the confidential nature of this item, the supporting information 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*

### **15. AGREEMENT TO REFER STUDENTS TO ALTERNATIVE COMMUNITY AND CORRECTIONAL SCHOOLS AND SERVICES FOR JULY AND AUGUST 2014:**

Page 25

**EXHIBIT 15**

Approval of Agreement to Refer Students to Alternative Community and Correctional Schools and Services for July and August 2014. Since July 2010, the Alternative Community and Correctional Educational Schools and Services (ACCESS) have provided District high school students the opportunity to remediate credit deficiencies during July and August. Each year the District must enter into an Agreement to Refer Students, which allows the District to refer students to ACCESS for services. This agreement allows ACCESS to enroll District students for the purpose of remediating high school credit deficiencies during the months of July and August. This item will have no financial impact.

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

*Contact: Michelle LePatner, Assistant Superintendent, Education Services, Secondary*

## BUSINESS & SUPPORT SERVICES

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

Page 27

**EXHIBIT 16**

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 \$934,144.18 and the commercial warrants total \$5,446,763.15. 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*

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

Page 53

**EXHIBIT 17**

Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$218,329.03 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*

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

Page 55

**EXHIBIT 18**

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 two new agreements totaling \$33,500, one new agreement ratification totaling \$60,000, one extension ratification to an existing agreement, one amendment to an existing agreement, and two amendment ratifications with no financial impacts.

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*

**19. SPECIAL EDUCATION SETTLEMENT AGREEMENT:**

Approval of the ratification of special education Settlement Agreement Case #2014010995. Due to the confidential nature of the agreement, 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*

**20. EXTENSION OF INDEPENDENT CONTRACTOR AGREEMENT FOR INSURANCE BROKER SERVICES FOR EXCESS WORKERS' COMPENSATION INSURANCE – KEENAN ASSOCIATES:**

Page 81  
**EXHIBIT 20**

Approval of the Extension of Independent Contractor Agreement No. I1011132 with Keenan Associates to provide insurance broker services for Excess Workers' Compensation as requested by the District. The vendor has agreed to maintain the discounted pricing for the contract term of May 12, 2014, through May 11, 2015. Annual expenditures under this contract are limited to \$18,107, funded by the general fund.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

**21. AMENDMENT TO INTRANET NETWORK SUPPORT SERVICES AGREEMENT, ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:**

Page 101  
**EXHIBIT 21**

Approval of the Amendment to the Intranet Network Support Services Agreement with the Orange County Superintendent of Schools to provide intranet data connectivity services and support to the District. This amendment changes the contract term and fees charged for services. This contract will end June 30, 2014, at an annual fee of \$1,500, paid from the general fund.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

**22. INTERNET ACCESS AGREEMENT – ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:**

Page 111  
**EXHIBIT 22**

Approval of the Internet Access Agreement with the Orange County Superintendent of Schools to provide internet access for up to 10 GB and support to the District at no cost for the period of July 1, 2014, through June 30, 2015. The Orange County Superintendent of Schools receives internet access at no charge from the California K-12 High Speed Network. If this changes, the District will be notified and would have the option to pay for internet access services or terminate the agreement.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

**23. ADVERTISE BID NO. 1415-01, AUDIO-VISUAL EQUIPMENT:**

Approval to advertise Bid No. 1415-01 for audio-visual equipment as needed by the District. The bid process allows the District to update the standard list of audio-visual equipment with current brands and models, and establish pricing for the 2014-2015 school year. The purchase of audio-visual equipment 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 audio-visual equipment must be competitively bid. The bidding process allows the District to secure the lowest possible prices and enter into an annual contract with vendors that meets all of the legal requirements.



Estimated annual expenditures for audio-visual products purchased using this bid will be approximately \$300,000. Audio-visual equipment may be funded through various sources including, but not limited to, gift funds, site funds, grants, and 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***

**24. ADVERTISE BID NO. 1415-02, OUTSOURCE TRANSPORTATION SERVICE:**

Approval to advertise Bid No. 1415-02 to provide transportation services as requested by the District. The District provides special education transportation for those students who require transportation as determined by their Individualized Education Program. Additionally, special transportation arrangements may be required for individual regular education students due to unusual circumstances. Occasionally, due to the specific needs of a student, the District's Transportation Department does not have a bus available to transport that student. This contract provides the additional and appropriate resources to meet the student's transportation needs in an efficient and cost effective manner. 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. Annual expenditures utilizing this contract are not-to-exceed \$200,000, funded by special education transportation and general 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***

**25. ADVERTISE BID NO. 1415-03, ELECTRICAL SUPPLIES AND MATERIALS:**

Approval to advertise Bid No. 1415-03 for electrical supplies and materials as needed by the District. The purchase of electrical supplies and materials exceed the bid limit of \$84,100. In accordance with the requirements of the Public Contract Code §20111, the purchase of electrical supplies and materials 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 vendors that meet all of the legal requirements. Estimated annual expenditures for electrical supplies and materials purchased using this bid will be approximately \$125,000, funded from the deferred maintenance, routine restricted maintenance, and site 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***

**26. ADVERTISE BID NO. 1415-04, GENERAL CONTRACTOR SERVICES:**

Approval to advertise Bid No. 1415-04 to provide general contractor services 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 routine, recurring, and usual general contracting work. Annual expenditures utilizing this contract are not-to-exceed \$250,000, funded by deferred maintenance, routine restricted maintenance, modernization, and site 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***

**27. ADVERTISE BID NO. 1415-05, FRESH BAKERY AND BREAD PRODUCTS:**  
Approval to advertise for Bid No. 1415-05 to provide fresh bakery and bread products as needed by the District. This bid process provides the District an essential tool for purchasing with an approved vendor to supply quality products using contract prices for a twelve-month period. The formal bid process allows the District to secure the lowest prices and enter into an annual contract with a vendor that meets all of the legal requirements. Annual expenditures utilizing this contract are not-to-exceed \$100,000, funded by Food and Nutrition Services. 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*

**28. ADVERTISE BID NO. 1415-06, GROCERY, SNACK, AND BEVERAGE PRODUCTS:**

Approval to advertise for Bid No. 1415-06 to provide grocery, snack, and beverage products as needed by the District. This bid process provides the District an essential tool for purchasing with an approved vendor to supply quality products using contract prices for a twelve-month period. The formal bid process allows the District to secure the lowest prices and enter into an annual contract with a vendor that meets all of the legal requirements. Annual expenditures utilizing this contract are not-to-exceed \$1,500,000, funded by Food and Nutrition Services. 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*

### **PERSONNEL SERVICES**

**29. 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 117  
**EXHIBIT 29**

**30. 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 123  
**EXHIBIT 30**

**31. CERTIFICATION OF TEMPORARY ATHLETIC TEAM COACH QUALIFICATIONS AND COMPETENCIES:**

Approval of the certification that all temporary athletic coaches have met the qualifications and competencies required in Title V §5593, of the California Code of Regulations. The California Code of Regulations requires the Board of Trustees to certify temporary athletic team coaches have met the provisions of Title V §5593 which applies to any person serving as a temporary athletic team coach. The District must determine each individual has met all required coaching qualifications and competencies set forth in the statute. Requirements include training in the care and prevention of athletic injuries, possession of a valid CPR or related certificate, practical experience in team athletic conditioning, knowledge of the rules and regulations in the sport or game being coached, understanding of adolescent psychology as it relates to the sport, and training in substance abuse prevention including, but not limited to, tobacco, alcohol, steroids, and human growth hormones. All current coaches have met these requirements as verified by athletic directors and principals at each site. There is no financial impact.

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

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

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

**ROLL CALL:**

Student Advisor Leilah Rodriguez \_\_\_\_

Trustee Addonizio \_\_\_\_\_

Trustee Bryson \_\_\_\_\_

Trustee Hanacek \_\_\_\_\_

Trustee Hatton-Hodson \_\_\_\_\_

Trustee Pritchard \_\_\_\_\_

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, APRIL 23, 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.*