

BOARD OF TRUSTEES  
Regular Meeting

July 10, 2013

Closed Session 5:30 p.m.  
Open Session 7:00 p.m.

**AGENDA**

**CLOSED SESSION AT 5:30 P.M.**

**1. CALL TO ORDER**

**2. CLOSED SESSION COMMENTS**

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

**A. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT**

**EXHIBIT 3 A**

- 1) Assistant Superintendent
  - 2) Executive Director
  - 3) High School Activities Director
  - 4) Middle School Principal
  - 5) Elementary School Principals
- (Pursuant to Government Code §54957)*

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

**EXHIBIT 3 B**

*(Pursuant to Government Code §54957)*

**C. 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)*

**PUBLIC HEARING:**

**Agenda Item #1 OPA Independent Study Increase**

**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*

**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. **PUPIL-TO-TEACHER WAIVER REQUEST FOR THE OXFORD PREPARATORY ACADEMY INDEPENDENT STUDY PROGRAM:** INFORMATION/  
DISCUSSION

The Board will conduct a public hearing on the Pupil-to-Teacher Waiver request for the Oxford Preparatory Academy Independent Study Program. Supporting information is located in Exhibit 2.

*CUSD Strategic Plan Pillar 5: Effective Operations*

*Contact: Julie Hatchel, Assistant Superintendent, Education 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. **PUPIL-TO-TEACHER WAIVER REQUEST FOR THE OXFORD PREPARATORY ACADEMY INDEPENDENT STUDY PROGRAM:** DISCUSSION/  
ACTION

This item requests the approval of the Pupil-to-Teacher Waiver Request for the Oxford Preparatory Academy (OPA) Independent Study Program. OPA is seeking an Alternative School of Choice Waiver Request of Education Code §51745.6 to increase the pupil-to-teacher ratio from 25:1 to 27.5:1. The revised ratio would allow resources to be redirected to other services for the direct benefit of students.

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

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

Staff Recommendation

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

Page 1  
**EXHIBIT 2**

Following discussion, it is recommended the Board of Trustees approve the Pupil-to-Teacher Waiver Request for the Oxford Preparatory Academy Independent Study Program.

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

### DISCUSSION/ACTION ITEMS

**3. 2013-2014 STRATEGIC PLAN:**

The Board of Trustees adopted a strategic plan for the District in June 2010. In 2012, staff was tasked to update the District's strategic plan for the 2013-2014 school year. To achieve this goal, District staff conducted 10 focus groups with various stakeholders, including parents, students, teachers, classified staff, management staff, and community groups. This agenda item requests Board direction on the 2013-2014 Strategic Plan and objectives.

INFORMATION/  
DISCUSSION  
Page 3  
**EXHIBIT 3**

#### Staff Recommendation

It is recommended the Board President recognize Marcus Walton, Chief Communications Officer, who will provide information on this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

### 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

**4. SCHOOL BOARD MINUTES:**

Approval of the minutes of the June 12, 2013, regular Board meeting.  
*Contact: Jane Boos, Manager, Board Office Operations*

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**EXHIBIT 4**

**5. MEMORANDUM OF UNDERSTANDING WITH THE CITY OF DANA POINT:**

Approval of the Memorandum of Understanding with the City of Dana Point and the District for the city-funded intervention consultant at Dana Hills High School (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. 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*

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**EXHIBIT 5**

### CURRICULUM & INSTRUCTION

**6. MISSION STATEMENT, PROGRAM GOALS, AND PHILOSOPHY STATEMENT FOR EARLY CHILDHOOD PROGRAMS:**

Approval of the Mission Statement, Program Goals, and Philosophy Statement for Early Childhood Programs. There is no impact to the general fund.

*CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment*  
*Contact: Julie Hatchel, Assistant Superintendent, Education Services*

Page 49  
**EXHIBIT 6**

**7. RESOLUTION NO: 1314-01, ACCEPTANCE OF 2013-2014 CALIFORNIA STATE FUNDED PRESCHOOL CONTRACT:**

Page 51  
**EXHIBIT 7**

Approval of Resolution No. 1314-01, acceptance of 2013-2014 California State Funded Preschool Contract. Each year, the Capistrano Unified School District applies for and receives a contract through the California Department of Education Child Development Division for the continued funding of preschool services. State preschools are a comprehensive developmental program for three to five-year-old children from low-income families. The program emphasizes parent education and involvement. In addition to preschool education activities, other components include health, nutrition, social services, and staff development. The state funded preschool contract provides a maximum reimbursable amount of \$2,210,692 for a minimum of 181 days of operation during the 2013-2014 school year. There is no adverse impact on the general fund.

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

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

**8. CALIFORNIA STATE PRESCHOOL PROGRAM SELF EVALUATION:**

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**EXHIBIT 8**

Approval of the California State Preschool Program Self Evaluation for fiscal year 2012-2013. The California Department of Education requires submission of a Program Self Evaluation for the 2012-2013 school year, which is incorporated into the State Preschool Contract #CSPP-2322. The evaluation includes a reflection on the Desired Results Developmental Profile (DRDP) Program Action Plan from 2011-2012 Annual Report, and the DRDP Summary of Findings and Program Action Plan from the 2012-2013 school year. This program provides services to enhance optimal early childhood development and school readiness.

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

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

**BUSINESS & SUPPORT SERVICES**

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

Page 77  
**EXHIBIT 9**

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 \$12,361,570.57; the commercial warrants total \$4,568,327.31. 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*

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

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**EXHIBIT 10**

A number of gifts have been donated to the District, including \$274,474.34 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*

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

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**EXHIBIT 11**

Approval and ratification of the District standardized Professional Services and Master Contract 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 five new agreements totaling \$817,000 and one ratified extension to an existing agreement totaling \$5,000.

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 5: Effective Operations*

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

**12. INDEPENDENT CONTRACTOR AGREEMENT – JEFFREY BRISTOW:**

Approval of an Independent Contractor Agreement with Jeffrey Bristow to provide consulting, coaching, and mentoring services for District employees, as needed by the District. The term of the agreement will be July 11, 2013, through February 28, 2014, with the option to extend by mutual agreement and upon Board approval. Annual expenditures under this agreement are limited to \$38,000, paid out of transportation funds.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

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**EXHIBIT 12**

**13. AGREEMENT FOR SPECIAL SERVICES WITH SCHOOL SERVICES OF CALIFORNIA, INCORPORATED:**

Ratification of Agreement for Special Services with School Services of California, Incorporated to provide fiscal and mandated information services. The contractor will provide services at the rates indicated in the agreement and paid by the general fund. Expenditures under this contract are limited to \$3,300.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

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**EXHIBIT 13**

**14. AMENDMENT TO INDEPENDENT CONTRACTOR AGREEMENT FOR SPECIAL SERVICES NO. ICASS1314033 – CONTROLTEC, INCORPORATED:**

Approval of Amendment to Independent Contractor Agreement for Special Services No. ICASS1314033, with Controltec, Incorporated. This amendment will add Special Conditions to the contract related to Indemnification and Arbitration. All other terms and conditions of the contract will remain the same. The contract provides installation and support for CenterTrack software program for the tracking of enrollment, tuition, and state program attendance reporting for the Early Childhood Programs Department. Expenditures under this agreement are limited to \$26,877 for the first year and \$15,084 at each renewal, paid from the state-funded and fee-based preschool programs.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

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**EXHIBIT 14**

**15. DECLARATION OF SURPLUS ITEMS:**

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*

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**EXHIBIT 15**

**16. AWARD BID NO. 1314-08, EXTERIOR PAINT AT CONCORDIA ELEMENTARY SCHOOL, PRIME PAINTING CONTRACTORS, INCORPORATED:**

Page 188  
EXHIBIT 16

Approval of Award of Bid No. 1314-08 for exterior paint at Concordia Elementary School to Prime Painting Contractors, Incorporated. Twenty four contractors attended the mandatory job walk held June 5, 2013; 14 bids were received and opened on June 11, 2013. Prime Painting Contractors is the lowest responsive, responsible bidder. The cost to paint the exterior of Concordia Elementary School is \$47,898 funded by deferred maintenance funds.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

**17. AWARD BID NO. 1314-04, AUDIO VISUAL EQUIPMENT, VARIOUS VENDORS:**

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EXHIBIT 17

Approval of Award of Bid No. 1314-04 for audio visual equipment to Advantage Imaging Supply, Incorporated; AVES Audio Visual Systems, Incorporated; Barrett-Robinson, Incorporated; B&H Foto & Electronics Corporation; California Western Visuals; Camcor, Incorporated; Golden Star Technology dba GST, Incorporated; Pathway Communications, Limited; Troxell Communications, Incorporated; and VCOM dba Valiant National AV Supply. Forty eight vendors registered for bid documents; 13 bids were received and opened on June 4, 2013. The contract provides 37 standard audio visual items used throughout the District. The Bid Summary shows the low bidder for each audio visual item. A portion of the contract is awarded to ten vendors. It is estimated that the annual expenditure for audio visual equipment purchased using this bid would be approximately \$300,000. Audio visual equipment may be funded through many sources such as gift funds, site funds, and grants.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

**18. ADVERTISE REQUEST FOR QUALIFICATIONS/PROPOSAL NO. 4-1314, ARCHITECTURAL SERVICES:**

Approval to advertise for qualifications and proposals to provide architectural services. The District requires architectural services to assist in the planning phase, design development phase, and general contract administration for projects, on an as-needed basis. The scope of work may include architectural services for a variety of projects, including but not limited to, new construction, modernization, renovation, deferred maintenance, relocatable classrooms, infrastructure upgrade project(s), or any other architectural services required by the District. This Request for Qualifications/Proposal (RFQ/P) provides the District the opportunity to competitively solicit firms and establish a list of firms to use on an as-needed basis for projects throughout the District. The RFQ/P will solicit firms with extensive background and experience in the areas of architectural, structural, civil, mechanical, electrical engineering, and landscape architecture services. The District may select one or more firms that best meet the District's needs to perform the design and related project services as described in the RFQ/P. The agreement resulting from this RFQ/P would consist of an initial one-year term with four one-year renewal periods at the option of the Board of Trustees. Funds for these services will be budgeted in the appropriate project accounts when costs have been determined.

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

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

**PERSONNEL SERVICES**

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

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**EXHIBIT 19**

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*

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

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**EXHIBIT 20**

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*

**21. DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS:**

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**EXHIBIT 21**

Approval of the *Declaration of Need for Fully Qualified Educators*. Education Code §80026 requires that a *Declaration of Need for Fully Qualified Educators* be on file with the appropriate County Office of Education before the beginning of a new school year and shall remain in force until the end of that academic year. (A *Declaration of Need* is necessary if there is an insufficient number of qualified applicants.) Submission of this declaration does not commit the District to issuing short term staff permits or emergency credentials, but rather is submitted as a matter of routine in the event it becomes necessary to employ such individuals.

Based on past and current trends, the 2013-2014 *Declaration of Need for Fully Qualified Educators* enables the District to request special teaching permits in hard-to-fill areas such as Special Education (Deaf and Hard of Hearing, Moderate/Severe, Pre-School), and single subjects (Spanish, Physics, Chemistry).

This year, there continues to be a limited need for Cross Cultural, Language, and Academic Development/English Learner Authorizations. A *Declaration of Need for Fully Qualified Educators* must be filed prior to the beginning of the school year, even though there is no way to determine if there will be a need to employ teachers. However, if the Board of Trustees has not approved the appropriate declaration for the upcoming year, the District is precluded from hiring such individuals should the need arise. There is no financial impact to the general fund in the Board's acceptance of this declaration.

*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 24, 2013, 7:00 P.M. AT THE CAPISTRANO UNIFIED SCHOOL DISTRICT OFFICE  
BOARD ROOM, 33122 VALLE ROAD, SAN JUAN CAPISTRANO, CALIFORNIA**

For information regarding Capistrano Unified School District, please visit our website: [www.capousd.org](http://www.capousd.org)



## 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.*