

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

BOARD OF TRUSTEES  
Regular Meeting

September 10, 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. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**  
Kirsten M. Vital/Clark Hampton/John Forney/Attorney Jeff Hoskinson  
Capistrano Valley High School, 26301 Via Escolar, Mission Viejo  
Negotiating Parties: American Tower Corporation  
Under Negotiation: Price and Terms of Payment  
(Pursuant to Education Code §54956.8)

**EXHIBIT 3A**

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

*Anthony Aleman – Selected to play on the USSSA Far West All American 11 U Team*

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

At the May 14, 2014, Board meeting, Trustees narrowed a list of 24 proposed school names to 7 for the new K-8 school in Rancho Mission Viejo. The selected names are: Acjachemen School, Barbara L. Banda School, Escencia School, Glenn T. Seaborg School, Helena Modjeska School, Ortega Oaks School, and Ronald Reagan School. The purpose of this item is for Trustees to discuss and select a name for the school. There is no financial impact.

*CUSD Strategic Plan Pillar 5: Effective Operations*

*Contact: Kirsten M. Vital, Superintendent*

Staff Recommendation

It is recommended Board President John M. Alpay present this item.

Following discussion, it is recommended the Board of Trustees provide direction to staff or select a name for the new Rancho Mission Viejo K-8 school.

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

DISCUSSION/  
ACTION

Page 1

**EXHIBIT 1**

**2. RESOLUTION NO. 1415-17, PRELIMINARY 2013-2014 FINANCIAL STATEMENTS (UNAUDITED ACTUALS):**

The Board of Trustees will be provided with a brief update on the 2013-2014 actuals and the revisions to the 2014-2015 budget. Resolution No. 1415-17 will be forwarded to the Orange County Department of Education, reviewed for accuracy and compliance, and subsequently transmitted to the Superintendent of Public Instruction.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

Staff Recommendation

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

DISCUSSION/  
ACTION

Page 3

**EXHIBIT 2**

Following discussion, it is recommended the Board of Trustees approve Resolution No. 1415-17, Preliminary 2013-2014 Financial Statements (Unaudited Actuals).

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

ROLL CALL:

Student Advisor Akhil Patel \_\_\_\_\_

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

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

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

Trustee Alpay \_\_\_\_\_

**3. SECOND READING - REVISIONS TO BOARD POLICY 4135, 4235, AND 4335, SOLICITING AND SELLING:**

Following the revision of Board Policy 9270, it became apparent this policy also required revision. Revised Board Policy 4135, 4235, 4335, *Soliciting and Selling*, is to provide the District, Board, and employees with up-to-date information to ensure the District meets legal provisions. There is no financial impact. Changes are underlined; deletions are struck through.

***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 revisions to Board Policy 4135, 4235, 4335, *Soliciting and Selling*.

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

**4. SECOND READING - REVISIONS TO BOARD POLICY 4137, TUTORING:**

Following the revision of Board Policy 9270, it became apparent this policy also required revision. Revised Board Policy 4137, *Tutoring*, is to provide the District, Board, and employees with up-to-date information to ensure the District meets legal provisions. There is no financial impact. Changes are underlined; deletions are struck through.

***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 revisions to Board Policy 4137, *Tutoring*.

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

**5. FIRST READING - REVISIONS TO BOARD POLICY 1312.1, COMPLAINT PROCEDURES:**

As changes occur in Education Code or precedent-setting lawsuits, it becomes necessary to update policies. Revised Board Policy 1312.1, *Complaint Procedures*, is to provide the District, Board, and employees with up-to-date information to ensure the District meets legal provisions. There is no financial impact. Changes are underlined; deletions are struck through.

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

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

DISCUSSION/  
ACTION

Page 151

**EXHIBIT 3**

DISCUSSION/  
ACTION

Page 153

**EXHIBIT 4**

INFORMATION/  
DISCUSSION

Page 155

**EXHIBIT 5**

Staff Recommendation

It is recommended the Board President recognize Jodee Brentlinger, Assistant Superintendent, Personnel 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.

**6. FIRST READING - REVISIONS TO BOARD POLICY 1312.3, UNIFORM COMPLAINT PROCEDURES:**

As changes occur in Education Code or precedent-setting lawsuits, it becomes necessary to update policies. Revised Board Policy 1312.3, *Uniform Complaint Procedures*, is to provide the District, Board, and employees with up-to-date information to ensure the District meets legal provisions. There is no financial impact. Changes are underlined; deletions are struck through.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

INFORMATION/  
DISCUSSION

Page 161

**EXHIBIT 6**

Staff Recommendation

It is recommended the Board President recognize Jodee Brentlinger, Assistant Superintendent, Personnel 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.

**7. FIRST READING - REVISIONS TO BOARD POLICY 1325 ADVERTISING AND PROMOTION:**

Board Policy 1325, *Advertising and Promotion*, states only PTA, Foundation, and Booster organizations are permitted to submit flyers for approval prior to distribution. The current policy prohibits organizations which have a relationship with the District (e.g., Orange County Sheriff's Department, American Red Cross) from requesting approval for flyer distribution. This agenda item proposes policy be adopted requiring government agencies and private organizations enter into a formal agreement with the District before a request for advertising and promotion is considered. There is no financial impact. Changes are underlined; deletions are struck through.

*CUSD Strategic Plan Pillar 1: Community Relations*

*Contact: Stephen Nichols, Chief Communications Officer, Communications*

INFORMATION/  
DISCUSSION

Page 169

**EXHIBIT 7**

Staff Recommendation

It is recommended the Board President recognize Stephen Nichols, Chief Communications Officer, 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.

**8. FIRST READING - REVISIONS TO BOARD POLICY 1400 RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND SCHOOLS:**

As a result of revising Board Policy 1325, it became apparent this policy also required revision. Revisions to Board Policy 1400 reflect changes necessary to align it with other Board Policies. There is no financial impact. Changes are underlined; deletions are struck through.

*CUSD Strategic Plan Pillar 1: Community Relations*

*Contact: Stephen Nichols, Chief Communications Officer, Communications*

INFORMATION/  
DISCUSSION

Page 171

**EXHIBIT 8**

Staff Recommendation

It is recommended the Board President recognize Stephen Nichols, Chief Communications Officer, 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.

**9. FIRST READING - REVISIONS TO BOARD POLICY 1700 RELATIONS BETWEEN PRIVATE INDUSTRY AND SCHOOLS:**

INFORMATION/  
DISCUSSION  
Page 173  
**EXHIBIT 9**

As a result of revising Board Policy 1325, it became apparent this policy also required revision. Revisions to Board Policy 1700 reflect changes necessary to align it with other Board Policies. Additionally, the revision clarifies that for-profit or non-profit private organizations are required to enter into an agreement with the District in order for a relationship to be established. There is no financial impact. Changes are underlined; deletions are struck through.

***CUSD Strategic Plan Pillar 1: Community Relations***

***Contact: Stephen Nichols, Chief Communications Officer, Communications***

Staff Recommendation

It is recommended the Board President recognize Stephen Nichols, Chief Communications Officer, 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.

**CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted by the Board in one motion in the form listed below. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar. The Superintendent and the staff recommend approval of all consent Calendar items.

**GENERAL FUNCTIONS**

**10. SCHOOL BOARD MINUTES:**

Approval of the minutes of the August 27, 2014, regular Board meeting.

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

Page 175  
**EXHIBIT 10**

**CURRICULUM & INSTRUCTION**

**11. 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***

**12. MEMORANDUM OF UNDERSTANDING WITH THE ORANGE COUNTY DEPARTMENT OF EDUCATION FOR THE CAREER PATHWAYS PARTNERSHIP PROGRAM:**

Page 177  
**EXHIBIT 12**

Approval of the Memorandum of Understanding with the Orange County Department of Education for the Career Pathways Partnership Program (OCCPP). The OCCPP grant builds partnerships between schools, businesses, and community colleges to establish a K-14 program focused on high-need, high-demand, and high-interest career training and work opportunities. This is a regional consortium grant including 35 education agencies and 100 business partners. The pathway focus areas include: Healthcare/bio-technology expansion at Dana Hills High School; a new bio-technology pathway at San Juan Hills High School; an Engineering Design pathway at Capistrano Valley High School (STEM Career Academy); a new Engineering Design pathway at Aliso Niguel and Tesoro high schools; and an Information Communications Technology pathway at San Clemente and Junipero Serra high schools, and California Preparatory Academy. This five-year grant totals \$483,801; with a \$148,800 total allocation in the first year. There is District in-kind funding of \$2,161,825, including general fund teacher salaries, Carl Perkins, and Regional Occupational Program funding. There are no additional expenditures required with this grant beyond the current services.

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

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

13. **STUDENT TEACHING AGREEMENT – CHAPMAN UNIVERSITY – SPEECH/LANGUAGE PATHOLOGIST:** Page 203  
**EXHIBIT 13**  
Approval of the Student Teaching Agreement with Chapman University for placement of Speech/Language pathologists. During the school year, master teachers are selected to work with student teachers to fulfill the requirements for student teaching at various institutes of higher education. Student teaching is the fieldwork experience necessary to earn a teaching credential. There is no financial impact.  
*CUSD Strategic Plan Pillar 1: Community Relations*  
*Contact: Julie Hatchel, Assistant Superintendent, Education Services, Elementary*

**BUSINESS & SUPPORT SERVICES**

14. **PURCHASE ORDERS, COMMERCIAL WARRANTS, AND PREVIOUSLY BOARD-APPROVED BIDS AND CONTRACTS:** Page 209  
**EXHIBIT 14**  
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 \$42,970,891.41 and the commercial warrants total \$4,839,995.67. 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*

15. **DONATION OF FUNDS AND EQUIPMENT:** Page 237  
**EXHIBIT 15**  
Approval of donations of funds and equipment. A number of gifts have been donated to the District, \$40,204.59 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*

16. **INDEPENDENT CONTRACTOR, PROFESSIONAL SERVICES, FIELD SERVICE, AND MASTER CONTRACT AGREEMENTS:** Page 239  
**EXHIBIT 16**  
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 \$21,200, 14 new agreement ratifications totaling \$980,956, one extension to an existing agreement totaling \$10,800, and two amendment ratifications to existing agreements totaling \$20,000. 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*

17. **SPECIAL EDUCATION SETTLEMENT AGREEMENTS:**  
Approval of the ratification of special education Settlement Agreement Case #2013030198, Settlement Agreement Case #2014071171, and Informal Dispute Resolution Case #070714. Due to the confidential nature of the Agreements, supporting information is provided to Trustees under separate cover. Expenditures under these Agreements are limited to \$37,673, funded by special education funds.  
*CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment*  
*Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations*

- 18. SPECIAL EDUCATION INFORMAL DISPUTE RESOLUTION AGREEMENT:**  
 Approval of special education Informal Dispute Resolution Case #071114. Due to the confidential nature of the Agreement, supporting information is provided to Trustees under separate cover. Expenditures under this Agreement are limited to \$29,271, funded by special education funds.  
*CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment*  
*Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations*
- 19. AUTHORIZING ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE PROGRAMS TO MANAGE THE DISTRICT CLAIMS TRUST ACCOUNT AND TO BE THE REPRESENTATIVE ON THE DISTRICT CLAIMS TRUST ACCOUNT WITH WELLS FARGO BANK:**  
 Approval for Alliance of Schools for Cooperative Insurance Programs (ASCIP) to manage the District claims trust account replacing Corvel Enterprise Comp, Incorporated. ASCIP is implementing a new claims system for property and liability and will be printing all checks from the new system, including checks from the District claims trust account. There is no financial impact.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
- 20. RESOLUTION NO. 1415-18, AUTHORIZING THE INCREASE AND DECREASE IN APPROPRIATIONS FOR THE FISCAL YEAR ENDING 2013-2014:**  
 Approval of Resolution No. 1415-18, Authorizing the Increase and Decrease in Appropriations for the Fiscal Year ending 2013-2014. Resolution No. 1415-18 will adjust the budget approved at second interim 2013-2014 to final unaudited actuals budgets.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
- 21. RESOLUTION NO. 1415-19, ADOPTING THE 2013-2014 ACTUAL GANN LIMIT AND THE 2014-2015 ESTIMATED GANN LIMIT:**  
 Approval of Resolution No. 1415-19, Adopting the 2013-2014 Actual Gann Limit and the 2014-2015 Estimated Gann Limit. Resolution No. 1415-19 establishes the actual Gann Limit for 2013-2014 at \$279,256,223.39 and the estimated Gann Limit for 2014-2015 at \$277,248,725.80. Approval of this Resolution will have no financial implications on either the 2013-2014 or 2014-2015 budgets.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
- 22. RESOLUTION NO. 1415-20, REAPPROPRIATION OF CARRYOVER FUNDS:**  
 Approval of Resolution No. 1415-20, Authorizing the Reappropriation of Carryover Funds. Resolution No. 1415-20 authorizes the reappropriation of carryover income and associated expenditures for the 2014-2015 fiscal year based on final unaudited balances for the 2013-2014 fiscal year. The carryover income and expenditures will adjust balances adopted in June 2014.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

Page 339  
**EXHIBIT 19**

Page 343  
**EXHIBIT 20**

Page 349  
**EXHIBIT 21**

Page 355  
**EXHIBIT 22**

23. **RESOLUTION NO. 1415-21, AUTHORIZATION TO SIGN APPLICATIONS AND ASSOCIATED DOCUMENTS AND SUPPORT OF APPLICATIONS FOR ELIGIBILITY DETERMINATION AND FUNDING:** Page 361  
**EXHIBIT 23**  
Approval of Resolution No. 1415-21, Authorization to Sign Applications and Associated Documents and Support of Applications for Eligibility Determination and Funding. The District intends to file applications for funding under the School Facility Program. This Resolution will authorize the Deputy Superintendent, Business and Support Services; and the Executive Director, Facilities/Maintenance & Operations to submit applications for eligibility determination and funding for programs including, but not limited to, modernization and new construction. There is no financial impact.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
24. **AMENDMENTS TO AGREEMENTS BID NO. 1415-01, AUDIO VISUAL EQUIPMENT WITH ADVANTAGE IMAGING SUPPLY, INCORPORATED; TROXELL COMMUNICATIONS, INCORPORATED; PRO SVL, INCORPORATED; AND SCHOOL SPECIALTY, INCORPORATED:** Page 363  
**EXHIBIT 24**  
Approval of the Amendments to Agreements related to Bid No. 1415-01 for the purchase of audio visual equipment with Advantage Imaging Supply, Incorporated; Troxell Communications, Incorporated; Pro SVL, Incorporated; and School Specialty, Incorporated. The contracts shall be amended to correct the Awarded Items due to withdrawal of bids by vendors, and to correct clerical and formatting errors. The exhibit shows the revised standard list of 51 different items of audio visual equipment with current brands and models and sets prices for the 2014-2015 fiscal year. The total expenditures under this contract are estimated to be \$800,000, depending upon the availability of funds. Audio visual equipment may be funded through many sources, such as gift, site funds, and grants.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
25. **INCOME AGREEMENT WITH ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:** Page 469  
**EXHIBIT 25**  
Ratification of the Income Agreement No. 40966 with the Orange County Superintendent of Schools to provide the services of Hope Therapies for speech and language services, assessments, and consultations for District students. The contractor will provide services at the rates indicated in the Agreement. The term of this Agreement is July 1, 2014, through June 30, 2015. Annual expenditures under this contract are limited to \$10,000, paid by special education funds.  
*CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
26. **SCHOOL BUS SERVICE AGREEMENT WITH JSERRA CATHOLIC HIGH SCHOOL:** Page 475  
**EXHIBIT 26**  
Approval of School Bus Service Agreement No. 1415093 with JSERRA Catholic High School. Through this Agreement, the District provides inspections, maintenance, repairs, and bus rental services. The District will offer services at the rates indicated in the Agreement. The income received from 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*



**27. EXTENSION OF BID NO. 1112-15, REFURBISHED COMPUTER EQUIPMENT WITH INSIGHT SYSTEMS EXCHANGE:**

Page 483  
**EXHIBIT 27**

Approval of Extension of Bid No. 1112-15 for the purchase of refurbished computer equipment from Insight Systems Exchange. The current contract provides set pricing for refurbished computer equipment most commonly purchased by the District. The contract also provides that in the event an item within the bid is discontinued or no longer available, it may be replaced by an item that performs the same task. It shall be deemed an acceptable replacement only if it meets or exceeds original specifications, is provided at the same or lesser price of the original item, and is approved by the District. If the upgrade provides additional or enhanced functionality, the increased functionality must be supported by documentation and the price of the new item must be accepted by the District. As the product depreciates in value, the computer becomes less in worth, and the District negotiates with the vendor quarterly or as needed, to ensure the most cost-effective price. The contract extension is valid from October 25, 2014, through October 24, 2015, providing the District with the most current models at the most cost-effective pricing. Annual expenditures under this contract are estimated at \$500,000, funded by site funds, gift funds, grants, and the general fund.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

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

Approval to advertise Bid No. 1415-08 for elevator service, maintenance, and repairs as needed 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 servicing elevators throughout the District. Annual expenditures utilizing this contract are estimated to be \$100,000, funded by deferred maintenance and routine restricted maintenance. 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:**

Page 497  
**EXHIBIT 29**

Approval of the activity list for employment, separation, and additional assignments of classified employees. These positions will be charged to the appropriate fund and are included in the adopted budget.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

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

Page 501  
**EXHIBIT 30**

Approval of the activity list for employment, separation, and additional assignments of certificated employees. These positions will be charged to the appropriate fund and are included in the adopted budget.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

**31. QUARTERLY REPORT - WILLIAMS SETTLEMENT LEGISLATION:**

Acceptance of Williams Settlement Legislation Fourth Quarter Report. As a result of the Williams Settlement, Education Code §35186 mandates school districts establish policies and procedures to resolve deficiencies related to textbooks and instructional materials, teacher vacancies or misassignments, facility conditions posing a threat to student/staff health or safety, and instruction and services for the California High School Exit Examination. Furthermore, the law requires any deficiencies or complaints be reported to the Board of Trustees at a regularly scheduled public meeting each quarter. During the fourth quarter, no complaints were filed.

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

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

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

ROLL CALL:

Student Advisor Akhil Patel \_\_\_\_

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, SEPTEMBER 24, 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.*