

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

BOARD OF TRUSTEES  
Regular Meeting

February 11, 2015

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 DISCIPLINE/DISMISSAL/RELEASE**  
(Pursuant to Government Code §54957)

**EXHIBIT A1-A2**

**B. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION EXHIBIT B**  
Kirsten Vital/Clark Hampton/Jodee Brentlinger/Michelle Le Patner/  
Attorney Dan Shinoff  
Significant Exposure to Litigation – One Case  
(Pursuant to Government Code §54956.9)

**C. CONFERENCE WITH LABOR NEGOTIATORS**  
Kirsten Vital/Jodee Brentlinger/Clark Hampton/Attorney Jon Pearl  
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)

**D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
Kirsten Vital/Leadership Associates Consultant Kent Bechler  
Superintendent  
(Pursuant to Government Code §54957)

**EXHIBIT D**

**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**

*Carl Hankey K-8 – International Baccalaureate Certification*

*Sharon Yanaura – Districtwide Wear-a-Pair, Bring a New Pair of Pajamas Philanthropy Project*

*Student Body President's Report – Dana Hills High School*

**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. SPECIAL EDUCATION COMMUNITY ADVISORY COMMITTEE ANNUAL REPORT:**

California Education Code §§56190-56194 specifies that each Special Education Local Plan Area must establish a Community Advisory Committee (CAC) with parents of students with special needs forming the majority of membership. Other members include parents of other students in the District, general education and special education teachers, school personnel, representatives of public and private agencies, and persons concerned with individuals with exceptional needs. CAC members are appointed by the Board of Trustees for a period of two years in an advisory capacity. CAC responsibilities include: advising the District on the plan for special education, recommending annual priorities, assisting in parent education, recruiting parents and other volunteers, encouraging community involvement in special education, supporting activities on behalf of individuals with special needs, and assisting in parent awareness of the importance of regular school attendance. This presentation will highlight the 2013-2014 CAC accomplishments.

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

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

**INFORMATION/  
DISCUSSION**

Page 1

**EXHIBIT 1**

2. **SOUTH COAST REGIONAL OCCUPATION PROGRAM JOINT POWERS AGREEMENT AND RESTRUCTURE:**

INFORMATION/  
DISCUSSION  
Page 7  
**EXHIBIT 2**

The South Coast Regional Occupation Program (ROP) and Joint Powers Agreement (JPA) between the District and Laguna Beach Unified School District have been in place since 1970. Over the years, the JPA has been amended with minor changes. The new State funding, Local Control Funding Formula (LCFF), requires the ROP JPA be amended as a result of the language related to funding. The District would like to maintain and amend the ROP JPA in order to ensure an integrated high school program so all students are ready for college and career through better articulation with ROP, Saddleback, and Career Technical Education programs and services; addressing the duplicative infrastructure of ROP; and reducing the \$2.9 million funding allocated to ROP in order to develop additional pathways and courses for students, and provide additional counselors and academic advisors (guidance support). This item will provide background on the funding changes, information on what is required, and a summary of District's proposed plan based on the work with Laguna Beach Unified School District and South Coast ROP.

***CUSD Strategic Plan Pillar: Academic Achievement & 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.

3. **FIRST READING – BOARD POLICY 5119, SCHOOL OF CHOICE:**

INFORMATION/  
DISCUSSION  
Page 9  
**EXHIBIT 3**

Board Policy 5119, *School of Choice*, is the governing policy outlining the purpose, intent, priority criteria, and process used for School of Choice. This policy is being brought to the Board to align with current law, and address facility, specialized program, and enrollment considerations. Changes are underlined; deletions are struck through.

***CUSD Strategic Plan Pillar 3: Academic Achievement & 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. This is an information item only and no Board action is necessary.

4. **FIRST READING – BOARD POLICY 5116, SCHOOL ATTENDANCE BOUNDARIES:**

INFORMATION/  
DISCUSSION  
Page 15  
**EXHIBIT 4**

Board Policy 5116, *School Attendance Boundaries*, is the governing policy for the guidelines for developing attendance boundary options and recommendations. This policy is being brought to the Board to align with current law and recommendations in Board Policy 5119, *School of Choice*. No school attendance boundaries are recommended for change or being considered for any changes. Changes are underlined; deletions are struck through.

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

5. **SCHOOL BOARD MINUTES:** Page 19  
**EXHIBIT 5**  
Approval of the minutes of the January 27, 2015, Conflict of Interest Training.  
*Contact: Jane Boos, Manager, Board Office Operations*
6. **SCHOOL BOARD MINUTES:** Page 21  
**EXHIBIT 6**  
Approval of the minutes of the January 28, 2015, regular Board meeting.  
*Contact: Jane Boos, Manager, Board Office Operations*

### CURRICULUM & INSTRUCTION

7. **MASTER TEACHER PAYMENT:** Page 29  
**EXHIBIT 7**  
Approval of payment to District master teachers who supported a student teacher during the 2014 fall semester. Student teachers from various universities are placed in the District throughout the school year. Current university agreements specify that institutions pay master teachers a nominal stipend for their supervision and support of student teachers. California State University, Fullerton, has agreed to reimburse the District for all costs associated with compensating master teachers. The compensation amounts vary because of different statutory costs and nature of assignments.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Julie Hatchel, Assistant Superintendent, Education Services, Elementary*

### BUSINESS & SUPPORT SERVICES

8. **PURCHASE ORDERS, COMMERCIAL WARRANTS, AND PREVIOUSLY BOARD-APPROVED BIDS AND CONTRACTS:** Page 31  
**EXHIBIT 8**  
Approval of purchase orders (Attachment 1) and commercial warrants (Attachment 2). The expenditures related to the listed purchase orders and commercial warrants included in this item were previously authorized as part of the District's budget approval process. The purchase orders total \$2,034,370.94 and the commercial warrants total \$6,621,804.37. 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*
9. **DONATION OF FUNDS AND EQUIPMENT:** Page 63  
**EXHIBIT 9**  
Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$304,347.61 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*

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

Approval of the District standardized Independent Contractor, Professional Services, Master Contract, and Field Service Agreements. Due to state budget cuts to schools over the last several years, staff requests contractors to reduce their fees for services by ten percent. The expenditures related to the listed agreements were previously authorized as part of the District's budget approval process. The exhibit shows two ratifications of new agreements totaling \$67,500 and one amendment ratification to an existing agreement totaling \$6,200. 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*

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

Approval of the ratification of special education Informal Dispute Resolution Case #013215. Due to the confidential nature of the Agreement, supporting information is provided to Trustees under separate cover. Expenditures under this Agreement are limited to \$6,960, funded by special education funds.

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

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

**12. AWARD BID NO. 1415-17, MOVEMENT AND RECONFIGURATION OF RELOCATABLE BUILDINGS TO G.A. DOMINGUEZ:**

Approval of Award of Bid No. 1415-17, Movement and Reconfiguration of Relocatable Buildings to G.A. Dominguez. Twelve entities registered and downloaded documents; three bids were received and opened on January 13, 2015. The three bidders include: G.A. Dominguez; Impact Construction Services, Incorporated; and Pacific MH Construction, Incorporated. G.A. Dominguez is the lowest responsive, responsible bidder. The bid award was determined by creating eight job scenarios of the most common District repairs using select line items at different quantities at weighted percentages. The term of the base contract is March 1, 2015, through February 29, 2016, with two one-year renewal terms, at the option of the Board of Trustees, for a total contract term not-to-exceed three years. Annual expenditures utilizing this contract are estimated to be \$250,000, funded by deferred maintenance funds, routine restricted maintenance funds, Developer Fees, and Community Facilities Districts.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

**13. SIMI VALLEY UNIFIED SCHOOL DISTRICT REQUEST FOR PROPOSAL RELATING TO MICROSOFT ENROLLMENT FOR EDUCATION SOLUTIONS SOFTWARE LICENSES WITH SHI INTERNATIONAL CORPORATION:**

Approval to utilize the Simi Valley Unified School District Request for Proposal for the volume licensing agreement relating to Microsoft Enrollment for Education Solutions software licenses from SHI International, Corporation, under the same terms and conditions of the public agency's contract. This contract provides competitive set pricing for Microsoft Enrollment for Education Solutions software licenses, as needed by the District.

Annual expenditures utilizing this contract are estimated to be \$200,000, funded by the general fund. School boards have the authority to “piggyback” on another public agency’s bid, per Public Contract Code §20118, when it is in the best interest of a district. It is often advantageous to utilize piggyback contracts when items are identical to the District’s specifications. Using piggyback contracts saves time and often provides lower prices than a single jurisdiction would be able to obtain. Due to the size of the contract and award, the documentation will be posted online on the District Board Agendas and Supporting Documentation page.

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

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

**PERSONNEL SERVICES**

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

Page 107  
**EXHIBIT 14**

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***

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

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**EXHIBIT 15**

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***

**16. AUTHORIZATION OF COACHES TO PROVIDE SECOND SEMESTER PHYSICAL EDUCATION CREDIT:**

Page 127  
**EXHIBIT 16**

Approval of teachers who are credentialed in subjects other than physical education (PE) to provide PE credit to students in that respective sport. Districts may assign a teacher with a credential in a subject area other than PE to coach a competitive sport and award PE credit to students. State law requires that such teachers be full-time employees of a district, complete a minimum of 20 hours of first-aid instruction, have training on the harmful effects of steroid use, and be approved by the Board of Trustees. It has been determined all teachers who do not hold a physical education credential, but are assigned coaching activities for which such credit is given, are full-time employees of the District, and have completed cardiopulmonary resuscitation and first-aid certification. Coaching stipends are budgeted and funded through the general fund or booster club donations.

***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 McNicholas	_____
Trustee Alpay	_____	Trustee Pritchard	_____
Trustee Hanacek	_____	Trustee Reardon	_____
Trustee Jones	_____	Trustee Hatton-Hodson	_____

**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,  
FEBRUARY 25, 2015, 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.*