

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

REVISED
12-5-14

BOARD OF TRUSTEES
Regular Meeting

December 10, 2014

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. STUDENT EXPULSIONS

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

EXHIBIT 3A1-A8

B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

(Pursuant to Government Code §54957)

EXHIBIT B

C. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION EXHIBIT C1

Significant Exposure to Litigation – Two Cases
(Pursuant to Government Code §54956.9)

D. CONFERENCE WITH LABOR NEGOTIATORS

Kirsten M. 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)

E. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Superintendent/Leadership Associates Consultant Kent Bechler
(Pursuant to Government Code §54957)

EXHIBIT E

RECORDING OF SCHOOL BOARD MEETINGS

In accordance with Board Policy 9324, Board Minutes, all Regular School Board Meetings will be audio recorded

**OATH OF OFFICE
7:00 p.m.**

Trustees Hatton-Hodson, Jones, and McNicholas

OPEN SESSION

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA – ROLL CALL

REPORT ON CLOSED SESSION ACTION

REORGANIZATION OF THE BOARD

1. REORGANIZATION OF BOARD – ELECTION OF PRESIDENT:

The Capistrano Unified School District Board of Trustees is conforming to Education Code requirements by holding its annual organizational meeting at the December 10, 2014, meeting. Board Policy 9100, *Annual Organizational Meeting*, presents the order of business for this meeting. Agenda items 1 through 3 may be completed under this agenda item. There is no financial impact.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Kirsten M. Vital, Superintendent

Staff Recommendation

AGENDA ITEM 1

The Superintendent will facilitate the election of the Board President. The Board may do this by oral nominations and voting, or by ballot after oral nominations are made.

AGENDA ITEMS 2 & 3

As soon as the new Board President is elected, he or she will immediately assume the role of President and will commence with the election of the Vice President and Clerk, then proceed with the other items on the evening's agenda.

2. REORGANIZATION OF BOARD – ELECTION OF VICE PRESIDENT:

3. REORGANIZATION OF BOARD – ELECTION OF CLERK:

WINTER MUSIC PROGRAM

Dana Hills High School Blue Lantern Vocal Jazz Ensemble Under the Direction of Ray Woods

BREAK

BOARD PRESIDENT PRESENTATION

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.

4. SELECTION OF TRUSTEE PARTICIPATION ON VARIOUS COMMITTEES:

DISCUSSION/
ACTION
Page 1
EXHIBIT 4

Every year at the organizational meeting in December, Trustee assignments are made to various committees and other groups in which there is an expectation of Board representation. The exhibit is a listing of appointment assignments, with meeting date information, and the name or names of the Trustee(s) who served on the committee during 2014. This agenda item requests the Board of Trustees select a member or members to serve on one or more of the committees during 2015. There is no financial impact.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Kirsten M. Vital, Superintendent

Staff Recommendation

It is recommended the Board of Trustees review the various committees as listed in the exhibit and reach a consensus and/or take a formal vote on which Trustees will participate on the various committees.

5. RESOLUTION NO. 1415-29, ROLE OF THE BOARD: POWERS AND RESPONSIBILITIES:

DISCUSSION/
ACTION
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EXHIBIT 5

Resolution No. 1415-29, Role of the Board: Powers and Responsibilities, reaffirms the role of the Board.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Kirsten M. Vital, Superintendent

Staff Recommendation

It is recommended the Board President recognize Kirsten M. Vital, Superintendent, to present this item.

Following discussion, it is recommended the Board of Trustees approve Resolution 1415-29, Role of the Board: Powers and Responsibility.

Motion by _____ Seconded by _____

ROLL CALL:

Student Advisor Akhil Patel	_____	Trustee Jones	_____
Trustee Alpay	_____	Trustee McNicholas	_____
Trustee Hanacek	_____	Trustee Pritchard	_____
Trustee Hatton-Hodson	_____	Trustee Reardon	_____

DISCUSSION/ACTION ITEMS

6. PRESENTATION AND RECEIPT OF THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDING JUNE 30, 2014:

DISCUSSION/
ACTION
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EXHIBIT 6

State law requires each school district in California have an annual audit conducted by a state-certified independent auditor. The audit is conducted according to generally accepted auditing standards, specific guidelines, and procedures set by the State Controller's office. Under state law, annual fiscal audits are neither accepted nor rejected by a board, but merely received by the district. For record keeping purposes, the Board of Trustees has annually adopted a motion indicating recognition of receipt of the annual audit report. This agenda item pertains to the presentation of the 2013-2014 fiscal year Annual Financial Report to the Board of Trustees. The Annual Financial Report for the fiscal year ending June 30, 2014, was completed by the firm Vavrinek, Trine, Day & Co, LLP, Certified Public Accountants.

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, who will introduce a partner from the audit firm Vavrinek, Trine, Day & Co., LLP to present a summary of the audit report for the year ending June 30, 2014.

Following discussion, it is recommended the Board of Trustees receive the Annual Financial Report for the District for the fiscal year ending June 30, 2014.

Motion by _____ Seconded by _____

7. CERTIFICATION OF THE 2014-2015 FIRST INTERIM REPORT AND ADOPTION OF RESOLUTION NO. 1415-26, 2014-2015 REVENUE AND EXPENDITURE INCREASES/DECREASES:

DISCUSSION/
ACTION
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EXHIBIT 7

In accordance with Education Code §42130, school districts are required to prepare and submit Interim Financial Reports to the governing board. Resolution No. 1415-26 adjusts the various fund budgets to reflect the First Interim Report. The purpose of these reports is to satisfy State and County Office of Education officials as to whether or not the District will be able to meet its financial obligations for the remainder of the fiscal year. Additionally, as required by AB 2756, districts must certify that minimum reserve levels are projected to be met in the two subsequent fiscal years.

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.

Following discussion, it is recommended the Board of Trustees approve the Certification of the 2014-2015 First Interim Report and Adoption of Resolution No. 1415-26, 2014-2015 Revenue and Expenditure Increases/Decreases.

Motion by _____ Seconded by _____

ROLL CALL:

Student Advisor Akhil Patel	_____	Trustee Jones	_____
Trustee Alpay	_____	Trustee McNicholas	_____
Trustee Hanacek	_____	Trustee Pritchard	_____
Trustee Hatton-Hodson	_____	Trustee Reardon	_____

8. RECOVERY PLAN:

DISCUSSION/
ACTION
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EXHIBIT 8

At the October 22, 2014, Board meeting, Trustees were provided with an update on the Road to Recovery Plan outlining the five recovery themes, and the recommendation for an emphasis in fiscal years 2014-2015 and 2015-2016 on Safety and Student Services and Support. Staff will bring forward the budget allocation recommendations for the two focus themes, as well as address the other remaining three themes of Curriculum and Instruction/Instructional Technology, Parent and Community Outreach, and Operational Efficiency.

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.

Following discussion, it is recommended the Board of Trustees approve the 2014-2015 and 2015-2016 Road to Recovery budget allocation.

Motion by _____ Seconded by _____

9. SCHOOL BOARD MEETING SCHEDULE FOR JULY THROUGH DECEMBER:

Regular Board meetings are held on the second and fourth Wednesday of each month. Since Veterans Day falls on the second Wednesday in November next year, the meeting has been scheduled for the third Wednesday. This item presents to the Board of Trustees the proposed schedule of the regular Board meetings for the period July through December 2015.

CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Kirsten M. Vital, Superintendent

Staff Recommendation

It is recommended the Board of Trustees approve the proposed July through December 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

10. SCHOOL BOARD MINUTES:

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

Contact: Jane Boos, Manager, Board Office Operations

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EXHIBIT 10

11. SCHOOL BOARD MINUTES:

Approval of the minutes of the November 17, 2014, Board/Superintendent Workshop.

Contact: Jane Boos, Manager, Board Office Operations

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EXHIBIT 11

CURRICULUM & INSTRUCTION

12. SINGLE SCHOOL PLANS FOR STUDENT ACHIEVEMENT AND BUDGETS FOR 2014-2015:

Approval of the Single School Plans for Student Achievement and Budgets (SPSA) for 2014-2015. As required by Senate Bill 374, the purpose of each school's SPSA is to create a cycle of continuous improvement of student performance, and to ensure all students succeed in reaching academic standards set by the State Board of Education. The goals contained within each plan are aligned to the District's Local Control Accountability Plan. Each plan is developed and initially approved through a process conducted by the school site's advisory committee that includes stakeholder input. Plans are written to cover a two-year period, but are updated annually. The outlined action plans and related expenditures are implemented throughout the school year, and serve as a framework for each school's efforts. Each school's plan is reviewed and approved by its School Site Council, which is composed of a balanced group representing parents, community members, and staff.

Due to the size of the documents, Single Plan for Student Achievement documents are available for viewing in Education Services upon request.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

13. MEMORANDUM OF UNDERSTANDING WITH BREAKTHROUGH SAN JUAN CAPISTRANO:

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EXHIBIT 13

Approval of the Memorandum of Understanding with Breakthrough San Juan Capistrano, through the 2015-2016 school year. Breakthrough San Juan Capistrano's mission is to increase academic opportunities for highly motivated, underserved students, supporting them through a successful college path, and inspiring them to become educators and educational leaders. Students are provided a six-week summer academic program, guidance support, and college counseling at no cost. The goal is to serve 300 students, recruiting 25 new middle school students each year. The District will provide access to classrooms at designated schools in compliance with the Civic Center Act, once a year access to sixth-grade students, and monthly access to high school students. The District will also distribute information to participating students and collaborate with Breakthrough staff.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

BUSINESS & SUPPORT SERVICES

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

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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 \$3,449,657.78 and the commercial warrants total \$6,513,542.93. 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:

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EXHIBIT 15

Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$395,102.62 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:

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 five new agreements totaling \$571,500; six ratifications to new agreements totaling \$123,156; nine extensions to existing agreements totaling \$92,199; one extension ratification to an existing agreement totaling \$5,000; four amendments to existing agreements totaling \$15,000; one amendment ratification to an existing agreement with no financial impact, and one ratification of an extension and amendment to an existing agreement 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 INFORMAL DISPUTE RESOLUTION AGREEMENT:

Approval of the ratification of special education Informal Dispute Resolution Case #102614. 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

18. MEMBERS OF THE SPECIAL EDUCATION LOCAL PLAN AREA COMMUNITY ADVISORY COMMITTEE:

Approval of the appointment of Bridget Harvey, Kim Horner, Lisa Klipfel, Janette Morey, Shadi Pourkashef, and Mercedes Wagner to serve as Community Advisory Committee (CAC) voting members for the 2015 and 2016 calendar years. In accordance with the California Education Code §56190, each Special Education Local Plan Area (SELPA) shall establish a CAC with parents of special education students forming the majority. Based on the bylaws of the SELPA, a committee of voting members is established annually, comprised of District parents, teachers, administrators, and community representatives who serve District students. The term of appointment for voting members is two years, staggered annually. There is no financial impact.

CUSD Strategic Plan Pillar 1: Community Relations

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

19. MEMORANDUM OF UNDERSTANDING WITH SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT:

Approval of the Memorandum of Understanding with Saddleback Valley Unified School District (SVUSD) for the purpose of implementing special education services and programs. The Agreement grants funding to SVUSD to provide Adult Transition Program services to a District student currently residing in an adult-group facility within SVUSD boundaries. The student's permanent residency is within District boundaries. The Agreement allows SVUSD to provide all direct services to the student, including access to local community supports and independent living. The District will provide oversight of the program and collaborate in decisions related to educational services. Expenditures under this Agreement are estimated to be \$60,000, funded by special education funds.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

20. RESOLUTION NO. 1415-27, ANNUAL AND FIVE-YEAR REPORTABLE FEES REPORT FOR FISCAL YEAR 2013-2014, IN COMPLIANCE WITH GOVERNMENT CODE §66001 AND §66006:

Page 493
EXHIBIT 20

Approval of Resolution No. 1415-27 authorizing the Annual and Five-Year Reportable Fees Reports for Fiscal Year 2013-2014, in compliance with Government Code §66001 and §66006. On February 9, 1998, the Board of Trustees adopted guidelines in Senate Bill 1693, legislation requiring school districts to justify and report the need and reasonableness of any collection and spending of developer fees for new school facilities. In compliance with Government Code §66001 and §66006, findings on the type and amounts of fees are to be published in Annual and Five-Year Reports, as long as the District continues to use developer fees as a funding mechanism for new school facility projects. Also, the District published a “Notice of Public Meeting,” and made the reports available to the public at least 15 days prior to the District’s Board meeting.

CUSD Strategic Plan Pillar 5: Effective Operations

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

21. AGREEMENT FOR LCAP INFOGRAPHIC SERVICES FULL SERVICE OPTION WITH GOBO, LLC:

Page 507
EXHIBIT 21

Ratification of the Agreement for LCAP Infographic Services Full Service Option with GOBO, LLC. This Agreement provides infographic services to create a visual tool that will help clarify the California Local Control and Accountability Process (LCAP) and effectively communicate LCAP goals and progress to stakeholders. The contractor will provide services at the rates indicated in the Agreement. The Agreement term is July 1, 2014, through June 30, 2015. Annual expenditures under this contract are estimated to be \$3,000, paid by the general fund.

CUSD Strategic Plan Pillar 5: Effective Operations

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

22. AMENDMENT TO AGREEMENT BID NO. 1112-10, TREE TRIMMING MAINTENANCE SERVICE WITH WEST COAST ARBORISTS, INCORPORATED:

Page 513
EXHIBIT 22

Approval of Amendment No. 2 to Agreement Bid No. 1112-10 for tree trimming services provided by West Coast Arborists, Incorporated. This contract is amended to increase the annual not-to-exceed amount to \$300,000 for additional services, as needed by the District. All other terms and conditions of the contract remain the same.

CUSD Strategic Plan Pillar 5: Effective Operations

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

23. AMENDMENT NO. 1 TO AGREEMENT TO MODIFY RESTRICTIONS ON THE PROPERTY LOCATED AT 2C LIBERTY IN THE CITY OF ALISO VIEJO BETWEEN THE CAPISTRANO UNIFIED SCHOOL DISTRICT AND SHEA HOMES LIMITED PARTNERSHIP:

Page 531
EXHIBIT 23

Approval of Amendment No. 1 to Agreement to Modify Restrictions on the Property Located at 2C Liberty in the City of Aliso Viejo between the Capistrano Unified School District and Shea Homes Limited Partnership. On July 9, 2014, the Board previously approved an Agreement between the District and Shea Homes to modify certain covenants, conditions, and restrictions applicable to the 2C Liberty Property in Aliso Viejo, which is currently in escrow to be acquired by the Foundation for Affordable Housing (Foundation). The Shea Agreement originally required certain documents, modifying the restrictions, to be recorded no later than December 31, 2014. The Foundation, however, while having received approval of entitlements to develop the planned senior housing project from the City of Aliso Viejo, has elected to utilize two 30-day extensions to the close of escrow under its existing Purchase and Sale Agreement with the District, moving the date for the close of escrow from December 31, 2014, to March 2, 2015.

The purpose of this amendment is to modify the Shea Agreement to accommodate the Foundation's election, and allow for recording of the documents modifying the restrictions to occur on or before March 31, 2015. This Amendment makes no substantive changes other than the modification to the Outside Date for recording the documents under the Shea Agreement.

CUSD Strategic Plan Pillar 5: Effective Operations

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

24. AMENDMENT NO. 2 TO THE USE OF FACILITIES LEASE AGREEMENT FOR THE 2015-2020 SCHOOL YEARS, JOURNEY CHARTER SCHOOL:

Page 579
EXHIBIT 24

Approval of Amendment No. 2 to the Use of Facilities Lease Agreement for the 2015-2020 School Years with Journey Charter School (Journey) at the Foxborough campus, located at 27102 Foxborough, Aliso Viejo, CA 92656. The current Agreement expires on June 30, 2015. The Amendment extends the Agreement to June 30, 2020. The Amendment allows the continued use of portable classrooms and ancillary facilities and provides that the District will make available to Journey Room 24 and the library/office (L) building for the 2015-2016 school year and for the remainder of the term. The District will repaint the exterior and carpet the interiors of Room 24 and the library/office (L) building prior to Journey's occupancy for the 2015-2016 school year. All other facilities are provided as is. The Rental Payment shall increase by 3 percent each school year, starting July 1, 2015. Journey may terminate the Agreement by giving 12 months written notice without cause. The Agreement satisfies the District's obligation to provide facilities to Journey under Proposition 39 as long as the Agreement is in effect. The Amendment has been reviewed and approved by the District's legal counsel. Expenditures under the Agreement are funded by deferred maintenance funds.

CUSD Strategic Plan Pillar 5: Effective Operations

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

25. EXTENSION OF INDEPENDENT CONTRACTOR AGREEMENT WITH MTGL, INCORPORATED:

Page 601
EXHIBIT 25

Approval of the Extension of Independent Contractor Agreement No. I1011110 with MTGL, Incorporated, to provide special inspections and materials testing, as required by the District. The consultant will provide services at the previously negotiated reduced pricing for the renewal period. Annual expenditures under this contract are limited to \$200,000, funded by Developer Fees, routine restricted maintenance, deferred maintenance, and Community Facilities Districts. The funding will vary depending on the project.

CUSD Strategic Plan Pillar 5: Effective Operations

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

26. EXTENSION OF AGREEMENTS FOR BID NO. 1314-15, CO-CURRICULAR BUS SERVICE WITH VARIOUS VENDORS:

Page 643
EXHIBIT 26

Approval of the Extension of Agreements Bid. No. 1314-15 with Certified Transportation Services, Incorporated; JFK Transportation Co., Incorporated; Transportation Charter Services, Incorporated; Pacific Coast Sightseeing Tours & Charters, Incorporated; and First Student, Incorporated, to provide transportation services, as needed by the District. First Student, Incorporated proposed a price increase of 1.9 percent and the remaining contractors had no price increase for the renewal period of January 1, 2015, through December 31, 2015. Annual expenditures under this contract are estimated at \$400,000, funded by the appropriate accounts, including ASB and parent groups.

CUSD Strategic Plan Pillar 5: Effective Operations

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

27. EXTENSION OF AGREEMENT FOR BID NO. 1314-18, ELECTRICAL SERVICE WITH GILBERT & STEARNS, INCORPORATED:

Page 701
EXHIBIT 27

Approval of the Extension of Agreement Bid. No. 1314-18 with Gilbert & Stearns, Incorporated, to provide repairs related to electrical services for all sites within the District. The vendor proposed a less than one percent increase in pricing supported by documentation related to prevailing wages for the renewal period of January 1, 2015, through December 31, 2015. Annual expenditures under this contract are limited to \$500,000, funded by deferred maintenance and routine restricted maintenance accounts.

CUSD Strategic Plan Pillar 5: Effective Operations

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

28. AWARD BID NO. 1415-08, ELEVATOR SERVICE, VERTICAL TRANSPORT, INCORPORATED:

Page 713
EXHIBIT 28

Approval of Award of Bid No. 1415-08, Elevator Service to Vertical Transport, Incorporated. Twelve contractors registered and downloaded documents; six bids were received and opened on October 30, 2014. All bidders are listed in the exhibit. Vertical Transport, Incorporated, is the lowest responsive, responsible bidder. The bid award was determined by creating two job scenarios of the most common District repairs using select line items and the annual maintenance costs for elevator and wheelchair-lift service at a weighted percentage. The term of the base contract is January 1, 2015, through December 31, 2015, 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 \$100,000, funded by deferred maintenance, routine restricted maintenance, and modernization funds.

CUSD Strategic Plan Pillar 5: Effective Operations

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

29. AWARD REQUEST FOR PROPOSAL NO. 3-1415, CLASSIFIED SERVICE CLASSIFICATION AND COMPENSATION STUDY, EWING CONSULTING, INCORPORATED:

Approval of Award of Request for Proposal No. 3-1415, Classified Service Classification and Compensation Study to Ewing Consulting, Incorporated. The District received proposals from Koff & Associates; Reward Strategy Group; and Ewing Consulting, Incorporated. Ewing Consulting, Incorporated, was selected based on its experience working with small and large public school districts across the state and its above average ranking in each criteria area. The term of the base contract is December 11, 2014, through December 10, 2015, with two one-year renewal terms, at the option of the Board of Trustees. Expenditures related to this contract are \$79,000, funded by the general fund. When the contract is finalized, it will be brought forward for Board approval. The proposals, evaluation criteria, and rating sheets are available in the Purchasing Department for review. For more information, please contact Terry Fluent, Director, Purchasing, at (949) 234-9436.

CUSD Strategic Plan Pillar 5: Effective Operations

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

30. SHORECLIFFS MIDDLE SCHOOL ROOF REPLACEMENT AND REPAINTING PROJECT; APPROVAL OF ARCHITECTS AGREEMENT; AND APPROVAL TO ADVERTISE FOR BIDS:

Approval of the Shorecliffs Middle School Roof Replacement and Repainting Project; Approval of the Agreement for Architectural and Related Services; and Approval to Advertise for Bid No. 1415-16, Shorecliffs Middle School Roof Replacement and Repainting Project. The complete roof system at Shorecliffs Middle School needs replacing, and the site needs repainting. WLC Architects, Incorporated, has provided an estimate of \$2,220,319 for the total project cost. The architectural services for this project are \$220,319, as detailed in the Agreement for Architectural and Related Services.

Due to the size of the Agreement for Architectural and Related Services, the document will be posted online on the District Board Agendas and Supporting Documentation page. The site plans and bid documents are located in the Purchasing Department for review. This project is funded by Fund 23 (SFID Bond Funds).

CUSD Strategic Plan Pillar 5: Effective Operations

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

31. OXFORD PREPARATORY ACADEMY NEW PORTABLE RESTROOM BUILDING AND LOCKER ROOM CONVERSION; APPROVAL OF ARCHITECTURAL AND RELATED SERVICES:

Approval of the Oxford Preparatory Academy New Portable Restroom Building and Locker Room Conversion; Approval of the Agreement for Architectural and Related Services. At the October 9, 2014, Board meeting, the Board approved the Facilities Use Agreement with Oxford Preparatory Academy. The District will provide, place, and hook up one portable restroom, and the District will convert one portable into a locker room. WLC Architects, Incorporated, has provided an estimate of \$224,016 for the total project cost. The architectural services for this project are \$34,173, as detailed in the Agreement for Architectural and Related Services. The project will be completed utilizing Board approved “piggyback” contracts and current District bids. 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. Due to the size of the Agreement for Architectural and Related Services, the document will be posted online on the District Board Agendas and Supporting Documentation page. The project will begin pending Division of the State Architect approval. This project is funded by Fund 25 (Developer Fee).

CUSD Strategic Plan Pillar 5: Effective Operations

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

32. RESOLUTION NO. 1415-28, APPROVAL OF INTERNAL CONNECTIONS EQUIPMENT AND SERVICES REQUEST FOR PROPOSALS PROCESS:

Approval of Resolution No. 1415-28, Approval of Internal Connections Equipment and Services Request for Proposals Process. Resolution No. 1415-28 authorizes the District to utilize the Request for Proposals (RFP) process to acquire technology products and services taking into account specific requirements and evaluation criteria in addition to cost as allowed by Public Contract Code §20118.2. The District is seeking to purchase additional wireless access points, routers, switches, and controllers to support the adoption of mobile technologies and the implementation of the Smarter Balanced Assessments. Given the specialized and critical nature of the internal connections equipment and services, the District is requesting Board approval to publish an RFP with the following evaluation components (a) Price – 30 percent, (b) Availability of local support and prior project management experience with like-size-district – 20 percent, (c) Ability to meet bid qualifications including preferred service and hardware specifications (Cisco compatible or equivalent) – 30 percent, (d) Prior experience with eRate, the District and/or like size public education institutions – 10 percent, and (e) Company experience and references – 10 percent. The recommendation for award would be brought back to the Board of Trustees after the selection process concludes.

CUSD Strategic Plan Pillar 5: Effective Operations

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

33. ADVERTISE REQUEST FOR PROPOSAL NO. 6-1415, E-RATE CATEGORY TWO INTERNAL CONNECTIONS EQUIPMENT AND SERVICES:

Approval to advertise for Request for Proposal (RFP) No. 6-1415, E-Rate Category Two Internal Connections Equipment and Services. The District is seeking approval to advertise for eligible equipment and services for 56 school sites, and the data center for a total pre-discounted cost of approximately \$3.2 million of which the District would need to fund 49 percent, an estimated \$1.6 million. The equipment includes additional wireless access points, routers, switches, and controllers to support the adoption of mobile technologies and the implementation of the Smarter Balanced Assessments. Estimated expenditure utilizing this contract is \$1.6 million funded by Community Facilities Districts, Developer Fees, and the general fund. Due to the size of the proposal packet, the RFP 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

34. ADVERTISE REQUEST FOR QUALIFICATIONS AND PROPOSALS NO. 5-1415, PRE-CONSTRUCTION AND CONSTRUCTION MANAGEMENT SERVICES FOR ESENCIA K-8 SCHOOL:

Approval to advertise Request for Qualifications and Proposals (RFQ-P) No. 5-1415 to provide pre-construction and construction management services for Esencia K-8 School. This RFQ-P will enable the District to solicit proposals from qualified, competent providers of construction management services. The total expenditure under this contract is estimated to be \$320,000, funded by Rancho Mission Viejo mitigation fees. Due to the size of the proposal packet, the RFQ-P 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

35. ADVERTISE BID NO. 1415-15, REFRIGERATION EQUIPMENT PREVENTATIVE MAINTENANCE, REPAIR, AND INSTALLATION:

Approval to advertise for bids to install, maintain, and repair refrigeration equipment, as requested by the District. The formal bid process allows the District to secure the lowest prices and enter into annual contracts with vendors that meet all of the legal requirements. Annual expenditures utilizing this contract are not-to-exceed \$200,000, funded by Food and Nutrition Services. Due to the size of the bid packet, 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

36. ADVERTISE BID NO. 1415-17, MOVEMENT AND RECONFIGURATION OF RELOCATABLE BUILDINGS:

Approval to advertise for bids to move and reconfigure relocatable buildings, as requested by the District. The formal bid process allows the District to secure the lowest prices and enter into annual contracts with vendors that meet all of the legal requirements. Annual expenditures utilizing this contract are not-to-exceed \$250,000, funded by deferred maintenance funds, routine restricted maintenance funds, Developer Fees, and Community Facilities Districts. Due to the size of the bid packet, 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

37. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES:

Page 739
EXHIBIT 37

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

38. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:

Page 753
EXHIBIT 38

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

39. MEMORANDUM OF UNDERSTANDING WITH CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 224 FOR NOVEMBER 1, 2014 – JUNE 30, 2015:

Page 765
EXHIBIT 39

Acceptance of the Memorandum of Understanding with the California School Employees Association, Chapter 224 for November 1, 2014, through June 30, 2015, regarding the Identification Badge Pilot Program. There is no fiscal impact.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

40. WILLIAMS SETTLEMENT LEGISLATION - FIRST QUARTER REPORT:

Page 767
EXHIBIT 40

Acceptance of Williams Settlement Legislation First 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. Upon site review during the first quarter, no deficiencies were found.

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 Alpay _____

Trustee Hanacek _____

Trustee Hatton-Hodson _____

Trustee Jones _____

Trustee McNicholas _____

Trustee Pritchard _____

Trustee Reardon _____

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,
JANUARY 14, 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

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.