

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

REVISED  
6-19-15

BOARD OF TRUSTEES  
Regular Meeting

June 24, 2015

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

**AGENDA**

**CLOSED SESSION AT 5:00 P.M.**

- 1. CALL TO ORDER**
- 2. CLOSED SESSION COMMENTS**
- 3. CLOSED SESSION** (as authorized by law)
  - A. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION** EXHIBIT A1-A2  
Significant Exposure to Litigation – Two Cases  
*Pursuant to Government Code §54956.9{d}{2}*
  - B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE** EXHIBIT B  
*(Pursuant to Government Code §54957)*
  - C. PUBLIC EMPLOYEE EMPLOYMENT/APPOINTMENT** EXHIBIT C1-C8
    1. Assistant Superintendent, SELPA, Special Education Operations
    2. Executive Director, Professional Development
    3. Director, Food and Nutrition Services
    4. Elementary School Principal
    5. Coordinator, Athletics and Extra-Curricular Programs
    6. Coordinator, Pupil Welfare
    7. Supervisor, Chief Chef
    8. Public Information Officer
    9. Interim Assistant Superintendent, Education Services  
*(Pursuant to Government Code §54957)*
  - D. STUDENT EXPULSIONS** EXHIBIT D1-D3  
Deliberations of Findings of Fact and Recommendations  
*(Pursuant to Education Code §48918{c} and §35145)*
  - E. CONFERENCE WITH LABOR NEGOTIATORS**  
Kirsten Vital/Jodee Brentlinger/Clark Hampton  
Employee Organization:
    - 1) Capistrano Unified Education Association (CUEA)
    - 2) California School Employees Association (CSEA)
    - 3) Teamsters
    - 4) Unrepresented Employees (CUMA)  
*(Pursuant to Government Code §54957.6)*

**PUBLIC HEARING:**

Agenda Item #1 Special Education Local Plan Area Annual Service Plan and Annual Budget Plan

**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.**

**CALL TO ORDER – ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF THE AGENDA**

**REPORT ON CLOSED SESSION ACTION**

**SPECIAL RECOGNITIONS**

*Sunghyum Kim, Chelavette Tilimon, and Gavin Martin – K-12 Perfect Attendance  
San Juan Hills High School Principal Tom Ressler – Contributions to the Community*

**BOARD AND SUPERINTENDENT COMMENTS**

**ORAL COMMUNICATIONS (Non-Agenda Items)**

Oral Communications will occur immediately following Board and Superintendent Comments. The total time for Oral Communications shall be twenty (20) minutes. Individual presentations are limited to a maximum of three (3) minutes per individual.

**PUBLIC HEARING**

1. **PUBLIC HEARING: 2015-2016 SPECIAL EDUCATION LOCAL PLAN AREA ANNUAL SERVICE PLAN AND ANNUAL BUDGET PLAN:** INFORMATION DISCUSSION
- The Board will conduct a public hearing on the Special Education Local Plan Area Annual Service Plan and Annual Budget Plan. Supporting information is located in Exhibit 2.
- CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment***
- Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations***

Staff Recommendation

It is recommended the Board President open the public hearing, determine if members of the public have submitted requests to speak on the item, and after hearing any speakers, formally close the public hearing.

2. **2015-2016 SPECIAL EDUCATION LOCAL PLAN AREA ANNUAL SERVICE PLAN AND ANNUAL BUDGET PLAN:** DISCUSSION/ ACTION
- Each Special Education Local Plan Area is required to submit an Annual Service Plan and Annual Budget Plan. The plans are required to be adopted at a public hearing. The Annual Service Plan must identify the Individualized Education Program services the District intends to provide at school locations within the District and at other public and private locations. The Annual Service Plan also requires adoption of the California State Management Information System number codes to represent services such as 330 for specialized academic instruction and 415 for language and speech services. The Annual Budget Plan is required to identify expenditures in specific categories as determined by the California Department of Education.
- CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment***
- Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations***
- Page 1  
**EXHIBIT 2**

Staff Recommendation

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

Following discussion, it is recommended the Board of Trustees approve the 2015-2016 Special Education Local Plan Area Annual Service Plan and Annual Budget Plan.

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

**DISCUSSION/ACTION ITEMS**

**3. END-OF-YEAR RECAP:**

This item presents year-end reflections on the accomplishments of the 2014-2015 school year as well as goals and focus areas for the 2015-2016 school year.

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

***Contact: Kirsten M. Vital, Superintendent***

INFORMATION  
DISCUSSION  
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**EXHIBIT 3**

Staff Recommendation

It is recommended the Board President recognize Superintendent Kirsten M. Vital, 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.

**4. COMMUNITY ENGAGEMENT DISCUSSION:**

At the May 27, 2015, Board meeting, staff and the District's financial advisor, Government Financial Strategies, presented Trustees with a process for engaging the community to look at the District's need for safe, cool, warm, and dry facilities. This presentation is an opportunity to share with Trustees a progress report, and more detailed plans, regarding the community engagement process.

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

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

INFORMATION/  
DISCUSSION

Staff Recommendation

It is recommended the Board President recognize Clark Hampton, Deputy Superintendent, Business and Support 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.

**5. 2015-2016 LOCAL CONTROL AND ACCOUNTABILITY PLAN AND ANNUAL UPDATE:**

In June 2013, the Legislature adopted a new funding system for schools in California known as the Local Control Funding Formula (LCFF). The purpose of the new funding formula was to give districts more local control over how funds are spent. As part of the LCFF, the Legislature included an accountability component known as the Local Control and Accountability Plan (LCAP). In developing its LCAP, districts must address eight state priorities, solicit input, and engage stakeholders. A public hearing regarding the LCAP was held at the June 10, 2015, Board meeting. This item presents the final 2015-2016 LCAP and Annual Update, which has been updated based upon the consideration of input from District stakeholder groups. Once Board approved, the District's LCAP will be submitted for review to the Orange County Department of Education.

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

***Contact: Contact: Stacy Yogi, Executive Director, State and Federal Programs***

DISCUSSION/  
ACTION  
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**EXHIBIT 5**

Staff Recommendation

It is recommended the Board President recognize Stacy Yogi, Executive Director, State and Federal Programs, to present this item.

Following discussion, it is recommended the Board of Trustees approve the 2015-2016 Local Control and Accountability Plan and Annual Update.

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

**6. 2015-2016 BUDGET ADOPTION:**

The District is required by law to adopt a budget for the 2015-2016 fiscal year no later than June 30, 2015, for enactment on July 1, 2015. The budget for 2015-2016 is based upon revenue assumptions outlined within the Governor’s May Revise, as well as District-specific assumptions for revenue and expenditures. The following documents are included in the exhibit: 2015-2016 Budget for District Funds; School District Certification of the State Criteria and Standards and the Workers’ Compensation Certification; State Criteria and Standards; and 2015-2016 Guidelines and Assumptions.

*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 adopt the 2015-2016 Budget.

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

DISCUSSION/  
ACTION  
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**EXHIBIT 6**

**7. LADERA RANCH ADDRESS VERIFICATION UPDATE:**

The Student Services Department is requiring address verification of all Ladera Ranch kindergarten through eighth grade students. This will ensure students enrolled in Ladera Ranch schools are attending their school of residence per site boundaries and the School of Choice process. Individual school sites requested resident verification documentation in accordance with Board Policy. The Student Services Department sent warning letters to each family who did not comply with this request. A private investigator will conduct resident checks throughout the summer for addresses reported as questionable or potentially falsified or unverified. A cross reference of multiple students with the same address, not considered to be homeless, will be investigated. A residence verification company will also be utilized to determine appropriate student placement. This item is a follow up from the May 27, 2015, Board meeting request from Trustees for staff to provide a data analysis of address verification in Ladera Ranch, and next steps to research the City of Irvine’s address verification practice, and the legality and cost of implementing an address verification practice for 2016-2017.

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

*Contact: Mike Beekman, Executive Director, Student and Safety Services*

Staff Recommendation

It is recommended the Board President recognize Mike Beekman, Executive Director, Student and Safety 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.

INFORMATION/  
DISCUSSION  
Page 215  
**EXHIBIT 7**

**8. RESOLUTION NO. 1415-52, PEOPLE-FIRST LANGUAGE FOR ALL STUDENTS:**

This Resolution serves as a commitment of the District to use People-First Language for All Students to the greatest extent possible in order to eliminate generalizations and stereotypes by focusing on the person rather than the disability. There is no financial impact.

*CUSD Strategic Plan Pillar 1: Community Relations*

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

DISCUSSION/  
ACTION  
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**EXHIBIT 8**

Staff Recommendation

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

Following discussion, it is recommended the Board of Trustees approve Resolution 1415-52, People-First Language For All Students.

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

ROLL CALL:

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

9. **RESOLUTION NO. 1415-49, RESOLUTION OF THE BOARD OF TRUSTEES OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT ACTING AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 98-2 OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT (LADERA) AUTHORIZING THE ISSUANCE OF 2015 SPECIAL TAX REFUNDING BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT-TO-EXCEED NINETY-TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$92,500,000) AND APPROVING CERTAIN DOCUMENTS AND TAKING AND APPROVING CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH:**

DISCUSSION/  
ACTION  
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**EXHIBIT 9**

At the June 10, 2015, Board meeting, the Board received an update on the District’s monitoring of refinancing opportunities with respect to outstanding bonds of the District’s Community Facilities Districts (CFDs). With respect to the CFD 98-2 (Ladera) refinancing, the Board is asked to consider adoption of Resolution No. 1415-49, authorizing the sale of the bonds, approving the legal documents in form, distribution of the Preliminary Official Statement, and other actions necessary to accomplish the issuance of the bonds.

***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 adopt Resolution No. 1415-49, Resolution Of The Board Of Trustees Of The Capistrano Unified School District Acting As The Legislative Body Of Community Facilities District No. 98-2 Of The Capistrano Unified School District (Ladera) Authorizing The Issuance of 2015 Special Tax Refunding Bonds in An Aggregate Principal Amount Not-To-Exceed Ninety-Two Million Five Hundred Thousand Dollars (\$92,500,000) and Approving Certain Documents and Taking and Approving Certain Other Actions in Connection Therewith.

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

ROLL CALL:

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

**10. RESOLUTION NO. 1415-50, RESOLUTION OF THE BOARD OF TRUSTEES OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT ACTING AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 2004-1 OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT (RANCHO MADRINA) AUTHORIZING THE ISSUANCE OF ITS 2015 SPECIAL TAX REFUNDING BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT-TO-EXCEED SEVEN MILLION FIVE HUNDRED THOUSAND DOLLARS (\$7,500,000) AND APPROVING CERTAIN DOCUMENTS AND TAKING AND APPROVING CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH:**

DISCUSSION/  
ACTION  
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**EXHIBIT 10**

At the June 10, 2015, Board meeting, the Board received an update on the District’s monitoring of refinancing opportunities with respect to outstanding bonds of the District’s Community Facilities Districts (CFDs). With respect to the CFD 2004-1(Rancho Madrina) refinancing, the Board is asked to consider adoption of Resolution No. 1415-50, authorizing the sale of the bonds, approving the legal documents in form, distribution of the Preliminary Official Statement, and other actions necessary to accomplish the issuance of the bonds.

***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 adopt Resolution No. 1415-50, Resolution of The Board of Trustees of The Capistrano Unified School District Acting As The Legislative Body Of Community Facilities District No. 2004-1 of The Capistrano Unified School District (Rancho Madrina) Authorizing The Issuance of Its 2015 Special Tax Refunding Bonds in An Aggregate Principal Amount Not-To-Exceed Seven Million Five Hundred Thousand Dollars (\$7,500,000) and Approving Certain Documents and Taking and Approving Certain Other Actions in Connection Therewith.

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

ROLL CALL:

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

**11. RESOLUTION NO. 1415-51, APPROVING AN EASEMENT TERMINATION AGREEMENT AND GENERAL RELEASE WITH SPECTRASITE COMMUNICATIONS, LLC, RELATIVE TO CELLULAR FACILITIES AT CAPISTRANO VALLEY HIGH SCHOOL AND AUTHORIZING RELATED ACTIONS:**

DISCUSSION/  
ACTION  
Page 617  
**EXHIBIT 11**

In 1994, the District’s Board of Trustees (Board) approved an easement (1994 Easement) to Smart SMR of California, Inc., doing business as Nextel Communications (Smart SMR) for purposes of operating a cell tower at Capistrano Valley High School (CVHS). Smart SMR subsequently, during the term of the 1994 Easement, assigned the easement rights to SpectraSite Communications, LLC (SpectraSite). The District granted the 1994 Easement with a 20-year term, which expired on or about August 31, 2014, and SpectraSite has continued to operate its cellular facilities on a month-to-month basis since such time.

The District has prepared an Easement Termination Agreement and General Release (Termination Agreement). The Termination Agreement would provide SpectraSite until March 15, 2016, to vacate the CVHS site, during which it would pay the current monthly rental fee to the District. If SpectraSite fails to vacate the CVHS site by the March 2016 deadline, SpectraSite will have the ability to extend its use of the CVHS site until September 30, 2016, but the monthly rent will increase from \$1,463.82 per month to \$9,000 per month. SpectraSite must vacate the CVHS site no later than September 30, 2016. The Board, by way of the Resolution, is also considering granting authority to the Superintendent, in conjunction with legal counsel, to make non-substantive changes to the Termination Agreement for purposes of reaching a final agreement with SpectraSite. In the event SpectraSite does not execute and return the Termination Agreement, within a time deemed reasonable by the Superintendent, the Resolution before the Board further authorizes the Superintendent to simply provide SpectraSite with notice of the District's termination of SpectraSite's month-to-month tenancy, and to provide SpectraSite with a specified time (no less than 30 days) to vacate the CVHS site.

***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 Resolution No.1415-51, Approving an Easement Termination Agreement and General Release with SpectraSite Communication, LLC, Relative to Cellular Facilities at Capistrano Valley High School and Authorizing Related Actions.

Motion by _____	Seconded by _____
ROLL CALL:	
Trustee Alpay _____	Trustee McNicholas _____
Trustee Hanacek _____	Trustee Pritchard _____
Trustee Jones _____	Trustee Reardon _____
	Trustee Hatton-Hodson _____

**12. RESOLUTION NO. 1415-54, IMPLEMENTING PREQUALIFICATION OF CONSTRUCTION CONTRACTORS UNDER PUBLIC CONTRACT CODE §20111.6:**

Approval of Resolution No. 1415-54 – Implementing Prequalification of Construction Contractors Under Public Contract Code §20111.6 authorizes the District to participate in a prequalification process for certain construction contractors for the 2015-2016 fiscal year. Pursuant to Public Contract Code §20111.6, school districts must prequalify bidders for projects estimated to be more than \$1,000,000 using funds from the Leroy F. Greene School Facilities Act of 1998 or any other future state school bond. At this time, it is necessary to approve a new prequalification questionnaire to include new Department of Industrial Relations regulations, other additional changes, and adopt a uniform system of allocating points. The prequalification questionnaire requires all prospective bidders and mechanical, electrical, and plumbing subcontractors to submit a completed set of documents such as license and background, insurance, surety, performance, safety program and workers' compensation, industrial safety record, arbitration and litigation history, and financial information. Once the questionnaires and financial statements are submitted, staff will review and rate each questionnaire with a uniform rating system. This Resolution delegates the District the authority to determine whether a potential bidder shall be considered prequalified to bid on a project.

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

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

DISCUSSION/  
ACTION  
Page 627  
**EXHIBIT 12**

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 adopt Resolution No. 1415-54, Implementing Prequalification of Construction Contractors Under Public Contract Code §20111.6.

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

ROLL CALL:

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

**13. LOCAL EDUCATIONAL AGENCY PLAN FOR 2015-2016:**

DISCUSSION/  
ACTION

The approval of a Local Educational Agency (LEA) Plan by the local school board is a requirement for receiving federal funding sub-grants for No Child Left Behind (NCLB) programs. The LEA Plan includes specific descriptions and assurances as outlined in the provisions included in NCLB. In essence, LEA plans describe the actions that LEAs will take to ensure they meet certain programmatic requirements, including student academic services designed to increase student performance, coordination of services, needs assessments, consultations, services to homeless students, school choice, supplemental services, and others as required. Due to the size of the LEA Plan, documents are posted online on the Board Agendas and Supporting Documentation page.

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

**Contact: Stacy Yogi, Executive Director, State and Federal Programs**

Staff Recommendation

It is recommended the Board President recognize Stacy Yogi, Executive Director, State and Federal Programs, to present this item.

Following discussion, it is recommended the Board of Trustees approve the Local Educational Agency Plan for 2015-2016.

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

**14. RECOMMENDATION OF INTERIM TENTATIVE AGREEMENT AND MEMORANDUM OF UNDERSTANDING BETWEEN THE DISTRICT AND TEAMSTERS, LOCAL 952:**

DISCUSSION/  
ACTION  
Page 683  
**EXHIBIT 14**

The purpose of this agenda item is to seek approval of an Interim Tentative Agreement and Memorandum of Understanding (MOU) between the District and the Teamsters, Local 952. With the salary adjustment contained in the Interim Tentative Agreement, the Public Disclosure of Collective Bargaining Agreement is also required and included in the exhibit. The total estimated fiscal impact of the Interim Tentative Agreement is approximately \$124,000.

***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 Interim Tentative Agreement and Memorandum of Understanding between the District and Teamsters, Local 952.

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

**15. RECOMMENDATION OF REVISED EMPLOYMENT AGREEMENT WITH CAPISTRANO UNIFIED MANAGEMENT ASSOCIATION, JULY 1, 2014-JUNE 30, 2015:**

The purpose of this agenda item is to seek approval of a revised Employment Agreement between the District and CUMA for salary adjustments for 2014-2015. The total estimated fiscal impact of this salary adjustment is approximately \$422,000.

*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 revised Employment Agreement between the District and CUMA for 2014-2015.

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

**16. RECOMMENDATION OF AMENDMENTS TO EMPLOYMENT AGREEMENTS – DISTRICT DEPUTY SUPERINTENDENT, BUSINESS SERVICES, JULY 1, 2014-JUNE 30, 2015 AND JULY 1, 2015 – JUNE 30, 2018:**

The purpose of this agenda item is to seek approval of the amendment to the Employment Agreement between the District and the Deputy Superintendent, Business Services. The total estimated fiscal impact of this salary adjustment is approximately \$3,820.

*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 Fourth Amendment to the current Employment Agreement for the Deputy Superintendent, Business Services and approve the First Amendment to the new contract, effective July 1, 2015.

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

**17. SCHOOL BOARD MEETING SCHEDULE FOR SPECIAL MEETINGS AND WORKSHOPS:**

Currently the Board meets on the second and fourth Wednesday of each month. This item provides the Board the opportunity to discuss revising the 2015-2016 Board Meeting Schedule or adding designated dates for special Board meetings and workshops throughout the year. Proposed calendars for Trustee consideration designate the third Wednesday of selected months, or designate the fourth Wednesday of each month as either a special Board meeting or workshop. Special Board meetings and workshops could be cancelled if not needed.

*CUSD Strategic Plan Pillar 5: Effective Operations*

*Contact: Kirsten M. Vital, Superintendent*

DISCUSSION/  
ACTION  
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**EXHIBIT 15**

DISCUSSION/  
ACTION  
Page 687  
**EXHIBIT 16**

INFORMATION/  
DISCUSSION  
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**EXHIBIT 17**

Staff Recommendation

It is recommended the Board President recognize Kirsten M. Vital, Superintendent, 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.

**18. FIRST READING – BOARD BYLAW 9322, AGENDA/MEETING MATERIALS:**

Several Board members have requested revisions to Board Bylaw 9322, *Agenda/Meeting Materials*, in regards to requests for the placement of agenda items. There is no financial impact. Changes are underlined; deletions are struck through.

*CUSD Strategic Plan Pillar 5: Effective Operations*

*Contact: Kirsten M. Vital, Superintendent*

INFORMATION/  
DISCUSSION

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**EXHIBIT 18**

Staff Recommendation

It is recommended the Board President recognize Superintendent Kirsten M. Vital, 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**

**19. SCHOOL BOARD MINUTES:**

Approval of the minutes of the May 27, 2015, regular Board meeting.

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

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**EXHIBIT 19**

**20. SCHOOL BOARD MINUTES:**

Approval of the minutes of the June 4, 2015, special Board meeting.

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

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**EXHIBIT 20**

**21. CALIFORNIA SCHOOL BOARDS ASSOCIATION MEMBERSHIP:**

Approval of membership in California School Boards Association (CSBA) for the 2015-2016 school year. At the January 14, 2015, Board meeting, the Board approved membership in the CSBA through June 30, 2015. During the Board's discussion of the item, Superintendent Vital commented that it may take 18 months for the District to fully reap the benefits of the CSBA membership. Based on that discussion, this item proposes extending the District's membership through June 2016. Because the vast majority of the District's Board policies are outdated and many have not been updated since 1995, access to CSBA's GAMUT Online is crucial to maximizing efficiency when updating District policies. A three-day CSBA Policy Development Workshop has been scheduled for July 8, 9, and 10 at the District office. A representative from CSBA will be assisting staff with prioritizing and updating their department's Board policies. District membership fees in CSBA for 2015-2016 would be \$18,088.

*CUSD Strategic Plan Pillar 5: Effective Operations*

*Contact: Kirsten M. Vital, Superintendent*

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**EXHIBIT 21**

## **CURRICULUM & INSTRUCTION**

**22. 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: Mike Beekman, Executive Director, Student Services*

**23. RESOLUTION NO. 1415-55, DESIGNATED REPRESENTATIVES FOR SIGNATURE FOR CALIFORNIA DEPARTMENT OF EDUCATION LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES:**

Page 709

**EXHIBIT 23**

Approval of Resolution No. 1415-55 will authorize the District to designate representatives to sign documents for the California Department of Education Local Agreement for Child Development Services.

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

*Contact: Debra Keeler, Director, Early Learning Programs*

**24. AGREEMENT NO. 41780 FOR QUALITY RATING AND IMPROVEMENT SYSTEM OF EARLY EDUCATION PROGRAMS WITH THE ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:**

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**EXHIBIT 24**

Approval of Agreement No. 41780 for Quality Rating and Improvement System of Early Education Programs with the Orange County Superintendent of Schools. The Agreement provides support and incentive for the California State Preschool Program for quality improvement based on a tiered rating structure. This Agreement provides services from July 1, 2014, to December 31, 2015, related to preschool age children to improve early childhood development and school readiness services.

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

*Contact: Debra Keeler, Director, Early Learning Programs*

**25. AGREEMENT NO. CSPP-5303 FOR CHILD DEVELOPMENT SERVICES WITH CALIFORNIA DEPARTMENT OF EDUCATION:**

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**EXHIBIT 25**

Approval of Agreement No. CSPP-5303 for Child Development Services with the California Department of Education. This Agreement provides services from July 1, 2015, to June 30, 2016, related to pre-school age children to enhance optimal early childhood development and school readiness.

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

*Contact: Debra Keeler, Director, Early Learning Programs*

**26. CONSOLIDATED APPLICATION AND REPORTING SYSTEM:**

Approval of the June 30, 2015, Consolidated Application and Reporting System (CARS) Data Collections. CARS is a two-part application and reporting process for multiple state and federal, formula-driven categorical program funds, submitted annually to the California Department of Education (CDE) to fund supplemental programs. The Consolidated Application is used by the CDE to distribute categorical funds from various state and federal programs. In June of each year, districts are required to submit part of the application to document program participation in categorical programs and provide assurances of compliance with legal requirements of each program. The federal programs coordinated through the Consolidated Application include Title I, Part A; Title II, Part A; and Title III, Part A. As required by the CDE, the District English Learner Advisory Committee also reviewed this document. The complete Consolidated Application is on file for review in the State and Federal Programs office.

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

*Contact: Stacy Yogi, Executive Director, State and Federal Programs*

**27. SINGLE SCHOOL PLANS FOR STUDENT ACHIEVEMENT AND BUDGETS FOR 2015-2016:**

Approval of the Single School Plans for Student Achievement and Budgets (SPSA) for the 2015-2016 school year. As required by SB374, 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 advisory committee that includes stakeholder input. Plans are written to cover a two-year period, but are updated annually. Title I School-wide Plan components are also included. 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 their School Site Council, which is composed of a balanced group representing parents, community members, and staff. The Single Plan for Student Achievement documents are available for viewing in Education Services upon request.

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

***Contact: Stacy Yogi, Executive Director, State and Federal Programs***

**BUSINESS & SUPPORT SERVICES**

**28. PURCHASE ORDERS, COMMERCIAL WARRANTS, AND PREVIOUSLY BOARD – APPROVED BIDS AND CONTRACTS:**

Page 837  
**EXHIBIT 28**

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 \$591,207.45 and the commercial warrants total \$9,240,788.71. 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***

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

Page 875  
**EXHIBIT 29**

Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$112,858.68 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***

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

Page 879  
**EXHIBIT 30**

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 seven new agreements totaling \$281,640, seventeen extensions to existing agreements totaling \$318,424, and five amendment ratifications to existing agreements totaling \$29,460. 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*

**31. SPECIAL EDUCATION SETTLEMENT AGREEMENTS:**

Approval of special education Settlement Agreement Case #2015030145 and Settlement Agreement Case #2015041097. Due to the confidential nature of the Agreements, supporting information is provided to Trustees under separate cover. Expenditures under these Agreements are limited to \$86,953, funded by special education funds.

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

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

**32. SPECIAL EDUCATION SETTLEMENT AGREEMENTS:**

Approval of the ratification of special education Settlement Agreement Case #2015040038 and Informal Dispute Resolution Case #054415. Due to the confidential nature of the Agreements, supporting information is provided to Trustees under separate cover. Expenditures under these Agreements are limited to \$3,500, funded by special education funds.

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

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

**33. RESOLUTION NO. 1415-53, EDUCATION PROTECTION ACT:**

Page 1273  
**EXHIBIT 33**

Approval of Resolution No. 1415-53, Education Protection Act. On November 6, 2012, voters approved Proposition 30. The monies received from the Education Protection Account (EPA) shall be spent according to Article XIII, §36 of the California Constitution. The Board is required to determine how the District plans to spend the EPA money and annually post it on the District website.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

**34. CAPISTRANO UNIFIED SCHOOL DISTRICT SCHOOL-BASED MEDICAL ADMINISTRATIVE ACTIVITIES PARTICIPATION AGREEMENT - ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:**

Page 1277  
**EXHIBIT 34**

Approval of the Capistrano Unified School District School-Based Medi-Cal Administrative Activities (SMAA) Participation Agreement No. 41703 with the Orange County Superintendent of Schools to provide administrative services and required oversight related to Medi-Cal SMAA program reimbursement. The term of the Agreement is July 1, 2015, through June 30, 2016. The Orange County Superintendent of Schools receives 4.5 percent of the quarterly claim received by the District from the state for Medi-Cal Administrative Activities administration.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

**35. NEWHART MIDDLE SCHOOL HVAC REPLACEMENT; APPROVAL OF ARCHITECTURAL AND RELATED SERVICES AGREEMENT; APPROVAL TO ADVERTISE FOR BIDS:**

Approval of Newhart Middle School HVAC Replacement; Approval of the Agreement for Architectural and Related Services; Approval to Advertise for Bid No. 1516-09. The District will replace three existing rooftop multi-zone HVAC units at Newhart Middle School, which were installed during the school's initial construction and are beyond the useful life. The project will include installation of new equipment curbs, replacement of existing roofing, and installation of units in the existing enclosures. HMC Architects has provided an estimate of \$544,328 for the total project cost. The architectural-related services for this project are \$37,889 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. This project is funded by Fund 40, Mission Viejo RDA funds.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

**36. SERVICE AGREEMENT – PARADIGM HEALTHCARE SERVICES:**

Approval of Service Agreement with Paradigm Healthcare Services, LLC to provide Medi-Cal Local Educational Agency (LEA) and Administrative Activities (MAA) billing services. The firm has proposed an overall lower fee structure for services, including a 1 percent reduction in the LEA billing service fees and a 50 percent reduction in the MAA billing service fees. The contract term will be July 1, 2015, through June 30, 2016, with renewals at the option of the Board. Fees vary and are relative to the amounts the District is reimbursed by Medi-Cal for applicable Individualized Education Program (IEP) related services. This year, it is anticipated that the LEA billing program will provide the District with an estimated \$900,000 in revenue. Anticipated MAA generated funds are difficult to predict because a new measurement methodology will be used. Expenditures utilizing this contract are estimated to be \$56,000, funded by the general fund and \$100,000 funded by special education funds using revenues generated via the LEA billing program. Overall, this contract represents an expenditure that represents less than 10 percent of the District's estimated income from participation with the Medi-Cal LEA and MAA billing programs.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

**37. AWARD REQUEST FOR QUALIFICATIONS NO. 1-1516, GENERAL LEGAL SERVICES – MULTIPLE FIRMS:**

Approval of the Award of Request for Qualifications (RFQ) No. 1-1516 – General Legal Services to various firms. On April 22, 2015, the Board authorized staff to advertise for proposals for legal services. Seventy-nine proposals were received from twenty-one firms for seven major legal categories, which are listed in Exhibit A. Law firms were rated on a number of factors as described in the RFQ document. Rates for services will be locked in for a five-year term, beginning July 1, 2015, through June 30, 2020. Annual expenditures under these contracts will vary with District needs, but estimated in the amounts listed in Exhibit B, funded by the general fund, CFD administrative funds, and other applicable funding sources.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

Page 1303

**EXHIBIT 36**

Page 1317

**EXHIBIT 37**

38. **EXTENSION OF AGREEMENT FOR BID NO. 1415-02, OUTSOURCE TRANSPORTATION – AMERICAN LOGISTICS, LLC:** Page 1319  
**EXHIBIT 38**  
 Approval of the Extension of Agreement Bid. No. 1415-02 with American Logistics, LLC, provides special education transportation for those students who require transportation as determined by their Individualized Education Program. Additionally, special transportation arrangements may be required for individual general education students due to unusual circumstances. Occasionally, the District’s Transportation Department may not have a bus readily available to transport students with specific needs. This contract provides the additional and appropriate resources to meet student transportation specific needs in an efficient and cost effective manner. The vendor agreed to maintain current pricing for the renewal period of July 1, 2015, through June 30, 2016. Annual expenditures under this contract are limited to \$250,000, funded by special education transportation and general funds.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
39. **EXTENSION OF AGREEMENT FOR BID NO. 1415-05, FRESH BREAD AND BAKERY PRODUCTS – GALASSO’S BAKERY:** Page 1331  
**EXHIBIT 39**  
 Approval of the Extension of Agreement Bid No. 1415-05 with Galasso’s Bakery to provide fresh bread and other bakery products for all sites within the District. The vendor agreed to maintain their current pricing on four items and increase pricing on the one remaining item, due to increased manufacturer cost of healthier options for the renewal period of July 1, 2015, through June 30, 2016. Annual expenditures under this contract are limited to \$100,000, funded by Food and Nutrition Services.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
40. **EXTENSION OF AGREEMENT FOR BID NO. 1415-06, GROCERY, SNACK AND BEVERAGE PRODUCTS – A & R WHOLESALE DISTRIBUTORS, INCORPORATED:** Page 1339  
**EXHIBIT 40**  
 Approval of the Extension of Agreement 1415-06 with A & R Wholesale Distributors, Incorporated, to provide grocery, snack, and beverage products for all sites within the District. The vendor has agreed to maintain current pricing on 14 items, reduce pricing on 2 items, and increase pricing on the remaining items, due to increased manufacturer cost of healthier (reduced sodium, alternative oils, whole grains, and gluten-free) options for the renewal period of July 1, 2015, through June 30, 2016. Annual expenditures under this contract are limited to \$1,454,000, funded by Food and Nutrition Services.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
41. **EXTENSION OF AGREEMENT FOR BID NO. 1112-06, SERVICE TO COLLECT, RECYCLE, AND DISPOSE OF SOLID WASTE DISTRICTWIDE – CR&R INCORPORATED:** Page 1355  
**EXHIBIT 41**  
 Approval of Extension of Agreement Bid No. 1112-06 with CR&R, Incorporated to provide service to collect, recycle, and dispose of solid waste for all sites within the District. The vendor is requesting a 12.5 percent increase to their current rates for the renewal period of July 1, 2015, through June 30, 2016, due to increased cost of landfill fees, labor, and fuel. Annual expenditures under this contract are limited to \$200,000, funded by the general fund.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

**42. AWARD BID NO. 1516-01, PAPER AND PLASTIC PRODUCTS FOR FOOD AND NUTRITION SERVICES – P & R PAPER SUPPLY COMPANY:**

Page 1383  
**EXHIBIT 42**

Approval of the Award of Bid No. 1516-01, Paper and Plastic Products to P & R Paper Supply Company. On March 25, 2015, the Board authorized staff to advertise for bids for paper and plastic products. Three bids were received and opened on May 4, 2015, which are listed in Exhibit A. The bidder offering the most products at the lowest prices was used to determine the lowest responsive bidder. This bid is awarded on an all-or-nothing basis to the lowest responsive bidder, P&R Paper Supply Company. The initial contract term is July 1, 2015, through June 30, 2016, and may be extended by mutual agreement with Board approval, for a total term not-to-exceed three years. Annual expenditures under this contract are limited to \$275,000, funded by Food and Nutrition Services.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

**43. AWARD BID NO. 1516-02, AUDIO-VISUAL EQUIPMENT, VARIOUS VENDORS:**

Page 1409  
**EXHIBIT 43**

Approval of the Award of Bid No. 1516-02, Audio-Visual Equipment to the following vendors: Blue Label Power, Incorporated; CDW Government LLC; Camcor, Incorporated; Golden Star Technology, Incorporated dba GST; PC & MacExchange; Pathway Communications, LTD; Troxell Communications, Incorporated; and Ward's Media Technology. On April 22, 2015, the Board authorized staff to advertise for bids for audio-visual equipment. Eighteen bids were received and opened on May 20, 2015, which are listed in Exhibit A. Seven bidders were deemed non-responsive for failing to include the correct bid form. The bidder offering the most products at the lowest prices was used to determine the lowest responsive bidder. This bid is awarded on an item-by-item basis to the lowest responsive bidder. The initial contract term is August 1, 2015, through July 31, 2016, and may be extended by mutual agreement with Board approval, for a term not-to-exceed three years. Annual expenditures for audio-visual products purchased using this bid are anticipated to be \$900,000 to \$1,000,000 funded through various sources including, but not limited to, gift funds, site funds, grants, and general fund. Due to the size of the contracts, 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*

**44. AWARD BID NO. 1516-03, PLUMBING SERVICES - PACIFIC PLUMBING COMPANY OF SANTA ANA:**

Page 1415  
**EXHIBIT 44**

Approval of Award of Bid No. 1516-03, Plumbing Services to Pacific Plumbing Company of Santa Ana. On March 25, 2015, the Board authorized staff to advertise for bids for plumbing services. Three bids were received and opened on April 28, 2015, which are listed in Exhibit A. Pacific Plumbing of Santa Ana is the lowest responsive, responsible bidder. Job scenarios using selected line items at weighted percentages based upon common District emergencies or on-call plumbing services were used to determine the lowest responsive bidder. This bid is awarded on an all-or-nothing basis to the lowest responsive bidder, Pacific Plumbing Company of Santa Ana. The initial contract term is July 1, 2015, through June 30, 2016, and may be extended by mutual agreement with Board approval, for a total term not-to-exceed five years. Annual expenditures under this contract are limited to \$100,000, funded by deferred maintenance funds and routine restricted maintenance funds.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

**45. ADVERTISE BID NO. 1516-08, DISTRICTWIDE ROOF ASSESSMENTS AND PREVENTATIVE ROOF MAINTENANCE:**

Approval to Advertise Bid No. 1516-08, Districtwide Roof Assessments and Preventative Roof Maintenance. The District is seeking approval to advertise for roof assessments and preventative maintenance services, which can be analyzed using an on-line roof management, leak response, and preventative roof maintenance program. This bid is expected to provide all labor, materials, and equipment required for preventative roof maintenance. The formal bid process allows the District to secure the lowest possible prices and enter into an annual contract with a single vendor. Annual expenditures utilizing this contract are estimated to be \$225,000, funded by deferred maintenance funds. Due to the size of the bid package, the documents will be posted online on the District Board Agendas and Supporting Documentation page.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

**46. ADDRESS VERIFICATION SERVICE:**

Approval of Melissa Data to provide address verification. On May 27, 2015, the Board conditionally approval the End-User License Agreement for Experian QAS Software and Services Agreement and Proprietary Information Agreement to provide address verification, subject to amending the legal venue for disputes to California courts. Experian was unwilling to modify the venue and therefore District staff located an alternate vendor, Melissa Data, which is located in California. The quoted cost for these services is \$2.95 per 1000 addresses submitted for verification. Approximately 40,000 addresses will be submitted for verification, for a total estimated cost of approximately \$200 to be funded by the general fund.

*CUSD Strategic Plan Pillar 5: Effective Operations*

*Contact: Mike Beekman, Executive Director, Student and Safety Services*

**PERSONNEL SERVICES**

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

Page 1427  
**EXHIBIT 47**

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*

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

Page 1429  
**EXHIBIT 48**

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*

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

ROLL CALL:

Trustee Alpay	_____	Trustee McNicholas	_____
Trustee Hanacek	_____	Trustee Pritchard	_____
Trustee Jones	_____	Trustee Reardon	_____
		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, JULY 22, 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.*