

CAPISTRANO UNIFIED SCHOOL DISTRICT  
33122 Valle Road  
San Juan Capistrano, CA 92675  
BOARD OF TRUSTEES  
**Regular Meeting**

October 28, 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 LABOR NEGOTIATORS**

Kirsten M. Vital/Leona Olson/Clark Hampton

Employee Organization:

1. Capistrano Unified Education Association (CUEA)
2. California School Employees Association (CSEA)
3. Teamsters

*(Pursuant to Government Code §54957.6)*

**B. CONFERENCE WITH LEGAL COUNSEL– ANTICIPATED LITIGATION**

Significant exposure to Litigation – One Case

Attorney Jeanne Blumenfeld, Esq.

*(Pursuant to Government Code §54956.9 (d) (3))*

**C. PUBLIC EMPLOYEE EMPLOYMENT/APPOINTMENT**

**EXHIBIT 3C1-C2**

1. Middle School Principal

2. Director VI, Personnel Services

*(Pursuant to Government Code §54957)*

**D. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Kirsten M. Vital/Clark Hampton

Property: 31522 El Camino Real San Juan Capistrano California 92675

Negotiating Parties: City of San Juan Capistrano

Under Negotiation: Terms of payment

*(Pursuant to Government Code §54956.8)*

**E. STUDENT DISCIPLINE**

**EXHIBIT 3E1-E3**

Deliberations of Findings of Fact and Recommendations

*(Pursuant to Education Code §48918{c} and §35146)*

**F. CONFERENCE WITH LEGAL COUNSEL– EXISTING LITIGATION**

James A. Fleming v Capistrano Unified School District

Superior Court for the State of California for the County of Orange, Central Justice Center

Case No: 30-2011 00509686

Attorney Dan Spradlin

*(Pursuant to Government Code §54956.9{d}{1})*

**G. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Superintendent

*(Pursuant to Government Code §54957)*

**RECORDING OF SCHOOL BOARD MEETINGS**

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

**OPEN SESSION AT 7:00 P.M.**

**CALL TO ORDER – ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF THE AGENDA**

**REPORT ON CLOSED SESSION ACTION**

**SPECIAL RECOGNITIONS**

Lori A. Sturdevant-Brown, Outstanding Commitment to Jerri (the Dog) and the Beautiful Children at R.H. Dana ENF

**BOARD AND SUPERINTENDENT COMMENTS**

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

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

**DISCUSSION/ACTION ITEMS**

**1. CITIZEN’S REQUEST:**

Board Policy 9322, *Agenda/Meeting Materials*, states any member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. Amanda McKay requested the placement of an agenda item to address the Board regarding the implementation of SB277 Vaccination Bill for the 2016-2017 School Year.

***CUSD WIG 2: Communications – Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.***

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

Staff Recommendation

It is recommended the Board President recognize Amanda McKay to present this item. This is an information item only and no Board action is necessary.

INFORMATION/  
DISCUSSION  
Page 1  
**EXHIBIT 1**

**2. AUTHORIZATION OF COACHES TO PROVIDE FIRST SEMESTER PHYSICAL EDUCATION CREDIT:**

Approval of teachers who are credentialed in subjects other than physical education (PE) to provide PE credit to students in that respective sport. Districts may assign a teacher with a credential in a subject area other than PE to coach a competitive sport and award PE credit to students. State law requires that such teachers be full-time employees of a district, complete a minimum of 20 hours of first-aid instruction, have training on the harmful effects of steroid use, and be approved by the Board of Trustees. It has been determined all teachers who do not hold a physical education credential, but are assigned coaching activities for which such credit is given, are full-time employees of the District, and have completed cardiopulmonary resuscitation, first-aid instruction and concussion training. Coaching stipends are budgeted and funded through the general fund or booster club donations. There is no financial impact.

***CUSD WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.***

INFORMATION/  
DISCUSSION  
Page 3  
**EXHIBIT 2**

*Contact: Leona Olson, Assistant Superintendent, Personnel Services*

Staff Recommendation

It is recommended the Board President recognize Leona Olson, Assistant Superintendent, Personnel Services, to present information on this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

**3. QUARTERLY REPORT – WILLIAMS SETTLEMENT UNIFORM COMPLAINT:** INFORMATION/  
DISCUSSION

Acceptance of Williams Settlement 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. During the first quarter, one complaint was filed.

***CUSD WIG 3: Facilities – Optimize facilities and learning environments for all students.***

*Contact: Leona Olson, Assistant Superintendent, Personnel Services*

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**EXHIBIT 3**

Staff Recommendation

It is recommended the Board President recognize Leona Olson, Assistant Superintendent, Personnel Services, to present information on this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

**4. FIRST READING – REVISIONS TO BOARD POLICY 5118, INTERDISTRICT ATTENDANCE AGREEMENTS:** INFORMATION/  
DISCUSSION

This proposed revision of Board Policy 5118, *Interdistrict Attendance Agreements*, updates this policy and incorporates the recommended policy language outlined in the California School Board Association's sample Board Policy on Interdistrict Attendance Agreements. This revision will specifically address limits on student transfers out of the District to a school of choice. This policy is aligned with Education Code §46600 – §46611, Inter-district Transfer Agreements.

***CUSD WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.***

*Contact: Susan Holliday, Interim Assistant Superintendent, Education Services*

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**EXHIBIT 4**

Staff Recommendation

It is recommended the Board President recognize Susan Holliday, Interim Assistant Superintendent, Education 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. FIRST READING – REVISIONS TO BOARD POLICY 5119, SCHOOL OF CHOICE:** INFORMATION/  
DISCUSSION

After implementing the 2014-2015 revisions of Board Policy 5119, *School of Choice*, staff identified several unintended consequences of the revision. The updated policy removes Two-way Immersion program enrollment, addresses priority for employees, school closures, siblings of those students placed in specific special education programs, and adds language to address moving after the application window. The proposed revision mitigates those issues among others and also incorporates the recommended policy language outlined in the California School Boards Association's sample Board Policy on School of Choice.

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**EXHIBIT 5**

***CUSD WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.***

***Contact: Susan Holliday, Interim Assistant Superintendent, Education Services***

Staff Recommendation

It is recommended the Board President recognize Susan Holliday, Interim Assistant Superintendent, Education Services, to present information on this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

**6. ESENCIA K-8 SCHOOL, EDUCATIONAL SPECIFICATION PLAN:**

This presentation will provide Trustees with an overview of the Esencia K-8 School, Educational Specification Plan. The Educational Specification Plan will be presented to the Board on November 18, 2015 for final approval.

***CUSD WIG 3: Facilities – Optimize facilities and learning environments for all students.***

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

INFORMATION/  
DISCUSSION  
Page 19  
**EXHIBIT 6**

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.

**7. DISCUSSION REGARDING UPCOMING WIGS:**

At the October 14, 2015 Board meeting, the Board of Trustees provided feedback regarding narrowing the focus of the Communications WIGs- Staff has reviewed this feedback and is bringing back revised Communication WIGs for discussion. Also, staff will present proposed District WIGs for Teaching and Learning. CUSD WIG 1: Teaching and Learning - Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students. In addition, District staff is in the process of aligning all District plans, management evaluations, and site and department work plans to our WIGs. All WIGs will be finalized for Board of Trustees approval at the November 18, 2015 Board meeting.

***CUSD WIG 2: Communications – Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.***

***CUSD WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.***

***Contact: Ryan Burris, Public Information Officer***

***Contact: Susan Holliday, Interim Assistant Superintendent, Education Services***

***Contact: Mark Miller, Assistant Superintendent, SELPA and Special Education Operations***

INFORMATION/  
DISCUSSION  
Page 21  
**EXHIBIT 7**

Staff Recommendation

It is recommended the Board President recognize Ryan Burris, Public Information Officer, to present information on this item and answer any questions Trustees may have. It is also recommended the Board President recognize Susan Holliday, Interim Assistant Superintendent, Education Services, and Mark Miller, Assistant Superintendent, SELPA and Special Education Operations, to present information on this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

8. **FIRST READING – REVISIONS TO BOARD POLICY 5111, ADMISSIONS:** INFORMATION/  
DISCUSSION  
Page 23  
**EXHIBIT 8**
- This proposed revision of Board Policy 5111, *Admissions*, updates this policy and incorporates the recommended policy language outlined in the California School Boards Association’s sample Board Policy on Admissions. This policy revision eliminates current policy language which identifies specific school years which have past. The new language also addresses enrollment of homeless and foster youth. This revision complies with the Education Code sections regarding student admissions.
- CUSD WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.***
- Contact: Susan Holliday, Interim Assistant Superintendent, Education Services***

It is recommended the Board President recognize Susan Holliday, Interim Assistant Superintendent, Education 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.

9. **FIRST READING – REVISIONS TO BOARD POLICY 5111.1, DISTRICT RESIDENCY:** INFORMATION/  
DISCUSSION  
Page 27  
**EXHIBIT 9**
- This proposed revision of Board Policy 5111.1, District Residency, updates this policy and incorporates the recommended policy language outlined in the California School Boards Association’s sample Board Policy on District Residency. The revision includes very specific procedures related to the investigation of suspected fraudulent addresses. It also addresses the use of an outside investigator and the parameters of the investigation. This proposed policy is in alignment with Education Code §35351, Assignment of students to particular schools.
- CUSD WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.***
- Contact: Susan Holliday, Interim Assistant Superintendent, Education Services***

Staff  
Recommendation

It is recommended the Board President recognize Susan Holliday, Interim Assistant Superintendent, Education 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.

**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:** Page 31  
Approval of the Minutes of the September 23, 2015, regular Board meeting. **EXHIBIT 10**  
***Contact: Teresa Teichman, Manager, Board Office Operations***
11. **SECOND READING – REVISIONS TO BOARD POLICY 5162(a) ADMINISTERING MEDICATION:** Page 33  
Approval of Board Policy 5162, Administering Medication has been amended to align with SB 1266 (Ch. 321, Statutes of 2014). Per Education Code §49414 districts are **EXHIBIT 11**

required to provide epinephrine auto-injectors to school nurses or other employees who volunteer and receive training, which they may use to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an anaphylactic reaction. SB 1266 deleted the requirement to develop a district plan related to the use of epinephrine auto-injectors.

***CUSD WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.***

***Contact: Susan Holliday, Interim Assistant Superintendent, Education Services***

**12. 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 WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.***

***Contact: Susan Holliday, Interim Assistant Superintendent, Education Services***

**CURRICULUM & INSTRUCTION**

**13. FIELD EXPERIENCE/STUDENT TEACHING AGREEMENT – PACIFIC OAKS COLLEGE:**

Approval of unpaid field experience/student teaching agreement with Pacific Oaks College for placement of teaching candidates. During the school year, master educators are selected to work with teaching candidates to fulfill the fieldwork/student teaching requirements at various institutes of higher education. Fieldwork/student teaching experience is necessary to earn a teaching credential.

***CUSD WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.***

***Contact: Susan Holliday, Interim Assistant Superintendent, Education Services***

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**EXHIBIT 13**

**14. TERMS AND CONDITIONS FOR RECEIPT OF FUNDS FOR PARTICIPATION IN CALIFORNIA HEALTHY KIDS SURVEY:**

Approval of Terms and Conditions with County of Orange, Health Care Agency for receipt of funds for participation in California Healthy Kids Survey (CHKS).

Data from the survey is intended to help schools foster a positive school climate and student learning engagement, prevent risky behaviors and other impediments to academic achievement, and to promote positive health habits and behaviors. The biannual survey has multiple modules. The administration is planned for spring 2016, where students in grades 7, 9, and 11 will complete the core module of the survey.

Financial Impact: The District will receive approximately \$7,813 to offset costs associated with survey administration.

***CUSD WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.***

***Contact: Susan Holliday, Interim Assistant Superintendent, Educational Services***

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**EXHIBIT 14**

**BUSINESS & SUPPORT SERVICES**

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

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 \$11,492,802.43 and the commercial

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**EXHIBIT 15**

warrants total \$12,624,696.30. 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 WIG 3: Facilities – Optimize facilities and learning environments for all students.***

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

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

Page 93  
**EXHIBIT 16**

Approval of the District standardized Independent Contractor, Professional Services, Master Contract, and Field Service Agreements. The expenditures related to the listed agreements were previously authorized as part of the District’s budget approval process. The exhibit shows forty-five new agreements totaling \$422,192.10, four ratifications of new agreements totaling \$38,917.70, one extension ratification to an existing agreement totaling \$23,000, and one amendment ratification to an existing agreement with no financial impact. 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 WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.***

***CUSD WIG 2: Communications – Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.***

***CUSD WIG 3: Facilities – Optimize facilities and learning environments for all students.***

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

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

Page 233  
**EXHIBIT 17**

Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$195,616.47 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 WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.***

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

**18. AGREEMENT FOR THE USE OF EMERALD COVE OUTDOOR SCIENCE INSTITUTE FACILITIES, SUPPLIES, EQUIPMENT, AND SERVICES - PUBLIC SCHOOL DISTRICTS, SCHOOL YEAR 2015-2016:**

Page 235  
**EXHIBIT 18**

Approval of the Agreement for the use of an outdoor science institute site to provide a program and classes in outdoor science and environmental education provided by Emerald Cove Outdoor Science Institute, as requested by the District. The contractor will provide services at the rates indicated in the Agreement. The scheduled attendance for these programs for fifth grade students is April 11, 2016 through April 15, 2016 for Castille Elementary School, May 3, 2016 through May 6, 2016 for Oak Grove Elementary School, and May 23, 2016 through May 26, 2016 for Reilly Elementary School. Expenditures under this contract are estimated to be \$109,197, paid by gift funds.

***CUSD WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.***

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

**19. AWARD BID NO. 1516-13, REFURBISHED COMPUTER EQUIPMENT –**

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**INSIGHT SYSTEMS EXCHANGE:**

Approval of the Award of Bid No. 1516-13, Refurbished Computer Equipment to Insight Systems Exchange. On September 9, 2015, the Board of Trustees authorized staff to advertise for bids for the purchase of previously leased or refurbished computer equipment such as desktops, laptops, monitors, and accessories. Three bids were received and opened on October 7, 2015, which are listed in Exhibit A; however, School Tech Supply was deemed non-responsive due to not meeting all the listed requirements, specifically items 15 and 17. The lowest responsive bidder was determined by the bidder offering the most products at the lowest price. This bid is awarded on an all-or-nothing basis to the lowest responsive bidder, Insight Systems Exchange. The initial contract term is October 29, 2015 through October 28, 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 estimated to be \$450,000, funded by site funds, gift funds, grants, and the general fund. Actual expenditures will be dependent on the availability of funds and the amount may be more or less than what is currently estimated. Due to the size of the contract and award, the documentation will be posted online on the District Board Agendas and Supporting Documentation page.

***CUSD WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative education experiences to increase post-secondary options for all students***

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

**20. LIMITED USE LICENSE AGREEMENT WITH LADERA RANCH MAINTENANCE CORPORATION:**

Page 253  
EXHIBIT 20

Approval of the Limited Use License Agreement with Ladera Ranch Maintenance Corporation for a designated evacuation space located at the Avendale Village Clubhouse for the term of one year, with optional renewals. There is no general fund financial impact.

***CUSD WIG 3: Facilities – Optimize facilities and learning environments for all students.***

***Contact: Susan Holliday, Interim Assistant Superintendent, Educational Services***

**21. SPECIAL EDUCATION SETTLEMENT AGREEMENTS:**

Approval of special education Settlement Agreement Case #2014110407, Settlement Agreement Case #20150924, and Informal Dispute Resolution Case #20150922. Due to the confidential nature of the Agreements, supporting information is provided to Trustees under separate cover. Expenditures under these Agreements are limited to \$142,704, funded by special education funds.

***CUSD WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.***

***Contact: Mark Miller, Assistant Superintendent, SELPA and Special Education Operations***

**22. SPECIAL EDUCATION SETTLEMENT AGREEMENTS:**

Approval of the ratification of special education Settlement Agreement Case #2015061184, Settlement Agreement Case #2015070212, Settlement Agreement Case #2015080029, Informal Dispute Resolution Case #20150923, Informal Dispute Resolution Case #20150930, and Informal Dispute Resolution Case #20151001. Due to the confidential nature of the Agreements, supporting information is provided to Trustees under separate cover. Expenditures under these Agreements are limited to \$15,923, funded by special education funds.

***CUSD WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.***

***Contact: Mark Miller, Assistant Superintendent, SELPA and Special Education Operations***



**23. STATE OF MINNESOTA, DEPARTMENT OF ADMINISTRATION, NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS, AND WESTERN STATES CONTRACTING ALLIANCE CONTRACT NO. MNWNC-108 AWARDED TO DELL MARKETING L.P., CALIFORNIA PARTICIPATING ADDENDUM:**

Approval to utilize the State of Minnesota, Department of Administration, National Association of State Procurement Officials, and Western States Contracting Alliance Contract No. MNWNC-108 awarded to Dell Marketing L.P., and approved for use in the State of California pursuant to the California Participating Addendum, for the purchase of computer equipment, peripherals, and related services, from Dell Marketing L.P., as needed, under the same terms and conditions of the public agency’s contract. This contract provides set pricing for information technology goods, as needed, throughout the District. Anticipated annual expenditures utilizing this contract are approximately \$2,000,000, funded through various sources, including, but not limited to, gift funds, site funds, grants, and general funds. The actual amount of expenditures under the piggyback contract may be more or less than the stated amount, depending on the availability of funding. School boards have the authority to “piggyback” on another public agency’s bid, per Public Contract Code §20118, when it is in the best interest of a district. It is often advantageous to utilize piggyback bids when contract items are identical to the District’s specifications. Using piggyback contracts save time and often provide lower prices than a single jurisdiction would be able to obtain. Due to the size of the contract and award, the documentation will be posted online on the District Board Agendas and Supporting Documentation page.

***CUSD WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.***

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

**PERSONNEL SERVICES**

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

Page 261  
**EXHIBIT 24**

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 WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.***

***Contact: Leona Olson, Assistant Superintendent, Personnel Services***

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

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**EXHIBIT 25**

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 WIG 1: Teaching and Learning – Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students.***

***Contact: Leona Olson, Assistant Superintendent, Personnel Services***

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

**ROLL CALL:**

Student Advisor Sorensen	_____	Trustee McNicholas	_____
Trustee Alpay	_____	Trustee Hanacek	_____
Trustee Pritchard	_____	Trustee Reardon	_____

Trustee Jones

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

**NOTE: BY USING A ROLL-CALL VOTE FOR THE CONSENT CALENDAR, IT WILL MEET THE NEED FOR ACTION ITEMS, WHICH REQUIRE A SIMPLE MOTION OR ROLL-CALL VOTE.**

**ADJOURNMENT**

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

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS WEDNESDAY, NOVEMBER 18, 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.*