

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

REVISED

BOARD OF TRUSTEES
Regular Meeting

May 25, 2016

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 A-1**
Mark Miller **EXHIBIT A-2**
Attorney – Ernest Bell
Significant Exposure to Litigation – Two Cases
(Pursuant to Government Code § 54956.9(d)(2))
- Susan Holliday **EXHIBIT A-3**
Significant Exposure to Litigation – One Case – Student Complaint
(Pursuant to Government Code § 54956.9)
- B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION** **EXHIBIT B-1**
Mark Miller **EXHIBIT B-2**
Attorney – Ernest Bell
Significant Exposure to Litigation – Two Cases
OAH Case Number: 2016010119/2016020288
OAH Case Number: 2016050499
(Pursuant to Government Code § 54956.9(d)(1))
- C. CONFERENCE WITH LABOR NEGOTIATORS**
Kirsten M. Vital/Clark Hampton
Employee Organizations:
1) Capistrano Unified Education Association (CUEA)
2) California School Employees Association (CSEA)
3) Teamsters
4) Unrepresented Employees (CUMA)
(Pursuant to Government Code § 54957.6)
- D. STUDENT EXPULSIONS** **EXHIBIT D-1**
Deliberations of Findings of Fact and Recommendations **EXHIBIT D-2**
Case Number: 2016-032
Case Number: 2016-033
- E. PUBLIC EMPLOYMENT AND EVALUATION OF PERFORMANCE**
Superintendent
Deputy Superintendent
(Pursuant to Government Code § 54957(b))

PUBLIC HEARINGS:

Agenda Item 1: Instructional Materials Recommended for Adoption: Elementary Language Arts, Mandarin Immersion Program, Grade 3-4.

Agenda Item 2: Instructional Materials Recommended for Adoption: Secondary World Language, Grade 9-12.

Agenda Item 3: Instructional Materials Recommended for Adoption: Secondary Science, Grade 10-12.

Agenda Item 4: Instructional Materials Recommended for Adoption: Secondary Math, Grade 11-12.

Agenda Item 5: Instructional Materials Recommended for Adoption: Elementary Language Arts, Mandarin Immersion Program, Grade K-5.

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.

*Trustee Martha McNicholas, will be teleconferencing into the meeting from the following location:
Courtyard Denver Tech Center, 6565 S. Boston St., Greenwood Village, CO 80111*

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA

REPORT ON CLOSED SESSION ACTION

SPECIAL RECOGNITIONS

Celebration of Employee Anniversaries

30 Years of Service

Jayne Martin, Principal

Kathleen Plambeck, Teacher

Jeffrey Signer, Teacher

Kellee Sundin, Teacher

Steven Yancey, Teacher

Carmen Alvarez, Bilingual Community Service Liaison

Deanna Maass, Teacher

Susan Rice, Teacher

Ivonne Sims, Teacher

Nancy Williamson, Teacher

Toni Zemel, Food Service Cashier

20 Years of Service

Linda Boyer, Accounting Technician II

Brett Ellison, Psychologist

Tracy Kerins, Speech Pathologist

Valerie Rigg, Independence Facilitator

Rodney Turner, Grounds Equipment Operator

Ruben Casas, Custodian II

Marcy Hamilton, Teacher

Rosalia Koba, Counselor

Hannah Robert, School Bus Driver

Learning in Capo Spotlight

Innovation in Learning: Career pathways to academic and career success. The District's Career and Technical Education (CTE) program offers high school students 28 career pathway opportunities providing the knowledge and skills for students to be prepared for college and careers in high-demand and high-wage industries.

Extra Miler

Brooke Valderrama, Activities Director from San Juan Hills High School is recognized as an "Extra Miler" for her dedication to the safety of the students at San Juan Hills High School.

BOARD AND SUPERINTENDENT COMMENTS

ORAL COMMUNICATIONS (Non-Agenda Items)

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

PUBLIC HEARINGS

- 1. **PUBLIC HEARING: INSTRUCTIONAL MATERIALS RECOMMENDED FOR ADOPTION: ELEMENTARY LANGUAGE ARTS, MANDARIN IMMERSION PROGRAM, GRADE 3-4:** INFORMATION/ DISCUSSION

The Board will conduct a public hearing on instructional materials for elementary language arts, Mandarin Immersion program, grade 3-4.

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, Assistant Superintendent, Education Services

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. **PUBLIC HEARING: INSTRUCTIONAL MATERIALS RECOMMENDED FOR ADOPTION: SECONDARY WORLD LANGUAGE, GRADE 9-12:** INFORMATION/ DISCUSSION

The Board will conduct a public hearing on instructional materials for secondary World Language, grade 9-12.

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, Assistant Superintendent, Education Services

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.

- 3. **PUBLIC HEARING: INSTRUCTIONAL MATERIALS RECOMMENDED FOR ADOPTION: SECONDARY SCIENCE, GRADE 10-12:** INFORMATION/ DISCUSSION

The Board will conduct a public hearing on instructional materials for secondary science, grade 10-12.

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, Assistant Superintendent, Education Services

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.

- 4. **PUBLIC HEARING: INSTRUCTIONAL MATERIALS RECOMMENDED FOR ADOPTION: SECONDARY MATHEMATICS, GRADE 11-12:** INFORMATION/ DISCUSSION

The Board will conduct a public hearing on instructional materials for secondary mathematics, grade 11-12.

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

options for all students.

Contact: Susan Holliday, Assistant Superintendent, Education Services

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.

5. **PUBLIC HEARING: INSTRUCTIONAL MATERIALS RECOMMENDED FOR ADOPTION: ELEMENTARY LANGUAGE ARTS, MANDARIN IMMERSION PROGRAM, GRADE K-5:** INFORMATION/
DISCUSSION

The Board will conduct a public hearing on instructional materials for Elementary Language Arts, Mandarin Immersion Program, Grade K-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, Assistant Superintendent, Education Services

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.

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.

BUSINESS AND SUPPORT SERVICES

6. **INDEPENDENT CONTRACTOR, PROFESSIONAL SERVICES, FIELD SERVICE, AND MASTER CONTRACT AGREEMENTS:** Page 1
EXHIBIT 6

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 ten new agreements totaling \$162,860.15, five amendment ratifications to existing agreements totaling \$76,895, and one extension totaling \$150,000. Due to the size of the contract documents, the General Conditions for each type of agreement are posted online on the District's Board Agendas and Supporting Documentation page.

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

7. **AGREEMENTS FOR CONSULTANT SERVICES – MALACHIED, INC., DBA THE BREAKTHROUGH COACH:** Page 57
EXHIBIT 7

Approval of the Agreements for Consultant Services with Malachied, Inc., DBA The Breakthrough Coach to provide professional development for District leaders. These agreements cover services for one two-day conference on October 24 and 25, 2016 and one one-day conference on October 28, 2016. The contractor will provide services at the rates indicated in the agreements, paid by the general fund depending on the services requested.

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

8. **FIRST AMENDMENT TO THE AMENDED AND RESTATED JOINT FACILITIES USE AGREEMENT, CITY OF LAGUNA NIGUEL:** Page 67
EXHIBIT 8
Approval of Amendment No. 1 to the Amended and Restated Joint Facilities Use Agreement, City of Laguna Niguel at Crown Valley Elementary School (CVES). Approval of this Amended and Restated Agreement allows the City of Laguna Niguel continued use, operation and maintenance of the Ball Fields, and the Upper Field for youth sports activities, and to provide for the refurbishment and conversion of two tennis courts located at CVES to a Pickleball facility. The original agreement term of 50 years commencing November 1, 1994, will remain the same. The proposed Amended and Restated Agreement has been previously reviewed and approved by the District's legal counsel.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
9. **AWARD BID NO. 1516-21, BERGESON ELEMENTARY SCHOOL RELOCATABLE CLASSROOM PROJECT – R. JENSEN CO., INC.:** Page 71
EXHIBIT 9
Approval of the Award of Bid No. 1516-21, Bergeson Elementary School Relocatable Classroom Project to R. Jensen Co., Inc. Two bids were received and opened on, April 15, 2016 which were R. Jensen Co., Inc. and Aghapy Group Incorporated listed in Exhibit A. The bidder submitting the lowest base price was used to determine the lowest responsive bidder, at \$391,000. This project will be funded by Developer Fees.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
10. **AWARD BID NO. 1516-24, SERVICE TO COLLECT, RECYCLE, AND DISPOSE OF SOLID WASTE DISTRICTWIDE - CR&R, INC.:** Page 102
EXHIBIT 10
Approval of the Award of Bid No. 1516-24, Service to Collect, Recycle, and Dispose of Solid Waste Districtwide to CR&R, Inc. Two bids were received and opened on Monday, April 18, 2016 which includes CR&R, Inc. and Waste Management, as listed in Exhibit A. The bidder offering the most services 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, CR&R, Inc. The initial contract term is July 1, 2016 through June 30, 2017 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 estimated to be \$200,000 funded by the general fund. Actual expenditures will be dependent on the availability of funds and needs of the District.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
11. **AWARD OF REQUEST FOR PROPOSAL NO. 1-1617, E-RATE MULTIPLE CATEGORIES TO MULTIPLE VENDORS:**
Approval of the Award of Request for Proposal No. 1-1516, E-Rate Multiple Categories to multiple vendors. The awarded vendors were selected based on criteria specified in the Request for Proposal No. 1-1617 (RFP) documents. The District is seeking to procure telecommunications services and purchase additional wireless access points, routers, switches, and controllers to support the adoption of mobile technologies and the implementation of Smarter Balanced Assessments. All contracts will be subject to the limitations enumerated in the RFP documents, including, but not limited to, availability of E-Rate funding and appropriation by the Board for Fiscal Year 2016-2017. Subject to such limitations, purchases of equipment and services awarded to the winning bidders will begin on or after July 1, 2016 for an initial period of one-year with two one-year renewal periods, at the option of the Board. The total estimated fiscal impact for all categories before any E-Rate discounts is \$4.5 million, of which the District is anticipated to fund 49 percent or an estimated \$2.3 million. The projects will be funded by a combination of permitted CFD funds, Developer Fees, and the general fund. Due to the size of

the contracts and award, the documentation will be posted online on the District Board Agendas and Supporting Documentation page. The proposals, evaluation criteria and rating sheets are available in the Purchasing Department for review.

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

12. **CHARTER FACILITIES AGREEMENT FOR 2016-2017, ORANGE COUNTY ACADEMY OF SCIENCES AND ARTS:** Page 124
EXHIBIT 12
Approval of Charter Facilities Agreement with Orange County Academy of Sciences and Arts (Charter School) to enter into an in-lieu arrangement where the Charter School will occupy the lower portion at Crown Valley Elementary School starting the 2016-2017 school year. Terms of this agreement include the use of the space described and depicted in Exhibit A for a term of one year July 1, 2016 to June 30, 2017. Facility use payments will be calculated at \$6.62 per square foot of 11,040 of building space for a total of \$73,084 for one year or \$6,090 per month for twelve months. This rate is based on an 80/20 percent split of in-District/out-of-District students. In the event the Charter School provides evidence that all of its students are in-District students, in a format reasonably acceptable to the District, the per square foot rate will be reduced to \$4.52 starting in the month following such documentation being provided to the District. Additionally, Orange County Academy of Sciences and Arts will be responsible for 100 percent of all utilities services during the applicable years. The proposed agreement has been reviewed and approved by the District's legal counsel.
Contact: *Clark Hampton, Deputy Superintendent, Business and Support Services*
13. **COMMERCIAL SERVICE AGREEMENT – COX COMMUNICATIONS CALIFORNIA, LLC:** Page 140
EXHIBIT 13
Approval of Commercial Service Agreement with Cox Communications California, LLC. Technical Services is currently in the process of upgrading the District's aging analogue telephone infrastructure. In order to continue moving forward with this transition, additional Primary Rate Interfaces (PRI) are needed. With the addition of each digital PRI, and completed transition from the associated analogue counterparts, it is our goal to remain cost neutral. A total of four digital PRIs will be required to complete this project. Any future PRI purchases will be presented on an as-needed basis. The initial contract term is from June 30, 2016 through June 30, 2019. Annual expenditures under this contract are limited to \$4,800 funded by the general fund.
Contact: *Clark Hampton, Deputy Superintendent, Business and Support Services*
14. **DONATION OF FUNDS AND EQUIPMENT:** Page 143
EXHIBIT 14
Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$81,953.33 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.
Contact: *Clark Hampton, Deputy Superintendent, Business and Support Services*
15. **AWARD BID NO. 1516-26, TIJERAS CREEK ELEMENTARY SCHOOL ROOF REPLACEMENT AND EXTERIOR PAINTING – STATES LINK CONSTRUCTION, INC.:**
Approval of the Award of Bid No. 1516-26, Tijeras Creek Elementary School Roof Replacement and Exterior Painting to States Link Construction, Inc. Two bids were received and opened on April 26, 2016, which include Keystone Builders and States Link Construction, Inc. The bidder offering lowest total project price was used to determine the lowest responsive bidder, States Link Construction, Inc. for

\$1,283,500, funded by Community Facilities District funds from CFD No. 94-1. Due to the size of the supporting documentation, all documents will be posted online on the District Board Agendas and Supporting Documentation page.

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

16. EXTENDED-SCHOOL-YEAR PROPOSAL FOR 2017:

Approval of the proposed 2017 Extended-School-Year (ESY) program. California Code of Regulations § 3043, Title 5, establishes that ESY services shall be provided for each individual with exceptional needs who requires special education and related services beyond the regular academic year. A student is eligible for ESY if it is determined by the Individualized Education Program team that interruption of the pupil's educational programming may cause regression, when coupled with limited recoupment capacity, rendering it impossible or unlikely the pupil will attain the level of self-sufficiency and independence that would otherwise be expected in view of his or her disability. For 2017, staff is recommending a 19-day program from June 12, 2017 through July 7, 2017 for ESY students. The proposed ESY classes will be offered at three elementary schools, one middle school, one high school, and one adult transition center, and will serve approximately 850 students. The total cost of the special education ESY program is approximately \$1,600,000.

Contact: *Mark Miller, Assistant Superintendent, SELPA, Special Education Services*

17. LEGISLATIVE MANAGEMENT TERMS, CONDITIONS AND PRICING SUBSCRIPTION – ACCELA, INC.:

Page 144

EXHIBIT 17

Approval of the Legislative Management – Terms, Conditions and Pricing subscription with Accela, Inc. to provide government meeting management software. This agreement is for a term beginning May 2016 through April 30, 2017, with renewals at the option of the Board. The contractor will provide the software, training, and related services at the rate of \$1,000 per month paid from the general fund. The expenditures under this contract are estimated to be approximately \$12,000.

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

18. MAINTENANCE AND SUPPORT RENEWAL – AUREA, INC.:

Page 147

EXHIBIT 18

Approval of the Maintenance and Support Renewal with Aurea, Inc., which is the new name for the Lyris email Listserv District sites use to communicate with community members. The contract term is from July 1, 2016 through June 30, 2017. Annual expenditures under this contract are limited to \$3,600 funded by the general fund.

Contact: *Ryan Burris, Public Information Officer*

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

Page 149

EXHIBIT 19

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 \$8,951,884.86 and the commercial warrants total \$7,342,309. 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 warrants, by vendor, exceeding \$250,000.

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

20. **SCHOOLMESSENGER RENEWAL AUTHORIZATION – RELIANCE COMMUNICATIONS, LLC.:** Page 191
EXHIBIT 20
Approval of the SchoolMessenger Renewal Authorization with Reliance Communications, LLC. District and site administration utilize SchoolMessenger to send e-mails and automated phone calls to parents/guardians of students. It is used in cases of emergency as well as for informational items. The contract term is from August 1, 2016 through July 31, 2017. Annual expenditures under this contract are estimated to be \$83,052.80 funded by the general fund.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
21. **SERVER LEASE AGREEMENT – IDEAL COMPUTER SERVICES, INC.:** Page 193
EXHIBIT 21
Approval of the Server Lease Agreement with IDEAL Computer Services, Inc. for the purpose of maintaining an existing HP3000 server and adding a new HP3000 server. The current server houses our QSS data including Business Services and Human Resources programs and data. The server started experiencing failures causing immediate concerns; therefore, a new server was added to the existing server and maintenance contract. The initial contract term is from June 1, 2016 through May 31, 2017. Annual expenditures under this contract are limited to \$13,932 funded by the general fund.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
22. **SERVICE AGREEMENT - BRIGHTBYTES, INCORPORATED:** Page 200
EXHIBIT 22
Approval of the Service Agreement with BrightBytes, Inc. for the purposes of gathering data from parents, students and teachers regarding digital literacy. The initial contract term is from June 30, 2016 through June 30, 2017. Annual expenditures under this contract are limited to \$75,103.77 funded by the general fund.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
23. **SPECIAL EDUCATION SETTLEMENT AGREEMENTS:**
Approval of the ratification of special education Settlement Agreement Case #2015100409, Settlement Agreement Case #2015100915, Settlement Agreement Case #2015120782, Settlement Agreement Case #2016030067, Settlement Agreement Case #2016030215, Informal Dispute Resolution Case #20160302 and Informal Dispute Resolution Case #20160317. Due to the confidential nature of the agreements, supporting information is provided to Trustees under separate cover. Expenditures under these agreements are limited to \$50,825 funded by special education funds.
Contact: Mark Miller, Assistant Superintendent, SELPA, Special Education Services
24. **ORANGE COUNTY DEPARTMENT OF EDUCATION THIRD QUARTER REPORT – WILLIAMS SETTLEMENT LEGISLATION:** Page 205
EXHIBIT 24
Acceptance of Williams Settlement Legislation Orange County Department of Education (OCDE) Third Quarter Report. Education Code § 1240(2) (H) requires OCDE to report activity completed for identified schools in deciles 1-3 each quarter. Furthermore, the law requires the report be provided to the Board of Trustees at a regularly scheduled public meeting each quarter.
Contact: Gordon Amerson, Assistant Superintendent, Human Resource Services

CURRICULUM AND INSTRUCTION

25. **AGREEMENT NO. 42631 FOR QUALITY RATING AND IMPROVEMENT SYSTEM OF EARLY EDUCATION PROGRAMS WITH THE ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:** Page 207
EXHIBIT 25
Approval of Agreement No. 42631 Quality Rating and Improvement System Block Grant (QRIS) for continuous quality improvement of early education programs. This is based on a tiered rating structure that provides supports and incentives for the State early childhood program to reach higher levels of quality. The maximum grant funds provide the Early Childhood Programs \$154,200 of additional funding for the California State Preschool Program. This agreement provides services from July 1, 2015 to September 30, 2016 related to preschool age children to improve early childhood development and school readiness services.
Contact: Susan Holliday, Assistant Superintendent, Education Services
26. **DELETION OF BOARD POLICY 6164.6, IDENTIFICATION AND EDUCATION UNDER SECTION 504:** Page 250
EXHIBIT 26
In the process of updating Board Policy 5181, *Section 504 of the Rehabilitation Act Nondiscrimination for Students with Disabilities*, staff discovered that a secondary policy regarding 504s existed, Board Policy 6164.6, *Identification and Education Under Section 504*. Board Policy 6164.6 contains much of the same language outlined in Board Policy 5181. Staff is recommending to Trustees to remove Board Policy 6164.6 as much of the language is covered in BP 5181 and will also be addressed in future Administrative Regulations.
Contact: Susan Holliday, Assistant Superintendent, Education Services
27. **BROADENING THE COURSE OF STUDY – NEW SECONDARY COURSES:** Page 252
EXHIBIT 27
Approval of broadening the Course of Study: New Secondary Courses. The following high school courses are proposed for the 2016-2017 course catalog in accordance with Board Policy 6143, *Course of Study*. The course proposal includes three Career Technical Education courses. Upon approval, these courses will be offered beginning in the 2016-2017 school year.
Contact: Susan Holliday, Assistant Superintendent, Education Services

HUMAN RESOURCE SERVICES

28. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES:** Page 254
EXHIBIT 28
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.
Contact: Gordon Amerson, Assistant Superintendent, Human Resource Services
29. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:** Page 260
EXHIBIT 29
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.
Contact: Gordon Amerson, Assistant Superintendent, Human Resource Services

GENERAL FUNCTIONS

30. SCHOOL BOARD MINUTES:

Approval of the minutes for the March 16, 2016 Board Workshop.

Contact: *Colleen Hayes, Manager IV, Superintendent’s Office*

Page 269
EXHIBIT 30

Motion by _____ Seconded by _____

ROLL CALL:

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

DISCUSSION ACTION ITEMS

**31. INSTRUCTIONAL MATERIALS RECOMMENDED FOR ADOPTION: DISCUSSION/
ELEMENTARY LANGUAGE ARTS, MANDARIN IMMERSION ACTION
PROGRAM, GRADE 3-4:**

A teacher committee has recommended the adoption of *Where the Mountain Meets the Moon* written by Grace Lin, published by Little Brown and Company ©2009 and *Starry River of the Sky* written by Grace Lin, published by Little Brown and Company ©2012 as supplemental resources for English Language Arts/Chinese Culture in grade 3 and 4 for the Mandarin Immersion Program. These materials have been approved by the Instructional Materials Review Committee. These titles would be adopted for an eight-year period. Site funds would be used for the purchase of these materials. Estimated cost to purchase these materials would be approximately \$300 for a class set of 30 copies, per title.

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, Assistant Superintendent, Education Services*

Staff Recommendation

It is recommended the Board President recognize Susan Holliday, Assistant Superintendent, Education Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve the adoption of *Where the Mountain Meets the Moon* written by Grace Lin, published by Little Brown and Company ©2009 and *Starry River of the Sky* written by Grace Lin, published by Little Brown and Company ©2012 as supplemental resources for English Language Arts/Chinese Culture in grade 3 and 4 for the Mandarin Immersion Program.

Motion by _____ Seconded by _____

**32. INSTRUCTIONAL MATERIALS RECOMMENDED FOR ADOPTION: DISCUSSION/
SECONDARY WORLD LANGUAGE, GRADE 9-12: ACTION**

A teacher committee has recommended the adoption of *Happy Chinese, Levels I, II and III*, Cengage Learning ©2003 as supplemental resources for Chinese I and II, grade 9-12. These materials have been approved by the Instructional Materials Review Committee. They would be adopted for an eight-year period. Site funds would be used for the purchase of these materials. Estimated cost would be approximately \$400.

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, Assistant Superintendent, Education Services

Staff Recommendation

It is recommended the Board President recognize Susan Holliday, Assistant Superintendent, Education Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve the adoption of *Happy Chinese, Levels I, II and III*, Cengage Learning ©2003 as supplemental resources for Chinese I and II, grade 9-12.

Motion by _____ Seconded by _____

33. INSTRUCTIONAL MATERIALS RECOMMENDED FOR ADOPTION: SECONDARY WORLD LANGUAGE, GRADE 9-12: DISCUSSION/ACTION

A teacher committee has recommended the adoption of *Denk Mal*, Vista Higher Learning ©2016 for AP German & German V, grade 9-12. This title has been approved by the Instructional Materials Review Committee. It would be adopted for an eight-year period. District Lottery funds would be used for the purchase of these materials. Estimated cost to purchase these materials would be \$8,500.

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, Assistant Superintendent, Education Services

Staff Recommendation

It is recommended the Board President recognize Susan Holliday, Assistant Superintendent, Education Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve the adoption of *Denk Mal*, Vista Higher Learning ©2016 for AP German & German V, grade 9-12.

Motion by _____ Seconded by _____

34. INSTRUCTIONAL MATERIALS RECOMMENDED FOR ADOPTION: SECONDARY WORLD LANGUAGE, GRADE 9-12: DISCUSSION/ACTION

A teacher committee has recommended the adoption of *Fritz Abenteuer in Amerika*, written by Fabiola Canale, Teacher’s Discovery ©2009 and *Briefe an Susie*, written by Fabiola Canale, Teacher’s Discovery ©2010 as supplemental readers for German I and II, grade 9-12. These materials have been approved by the Instructional Materials Review Committee. They would be adopted for an eight-year period. Site funds would be used for the purchase of these materials. Estimated cost would be approximately \$300 for a class set of 35 copies, per title.

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, Assistant Superintendent, Education Services

Staff Recommendation

It is recommended the Board President recognize Susan Holliday, Assistant Superintendent, Education Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve the adoption of *Fritz Abenteuer in Amerika*, written by Fabiola Canale, Teacher’s Discovery ©2009 and *Briefe an Susie*, written by Fabiola Canale, Teacher’s Discovery ©2010 as supplemental readers for German I and II, grade 9-12.

Motion by _____ Seconded by _____

35. INSTRUCTIONAL MATERIALS RECOMMENDED FOR ADOPTION: SECONDARY SCIENCE, GRADES 10-12: DISCUSSION/
ACTION

A teacher committee has recommended the adoption of *Active Physics: A Project-based Inquiry Approach, 3rd edition*, It's About Time ©2010 as a supplemental resource for Physics & Conceptual Physics, grades 10-12. This title has been approved by the Instructional Materials Review Committee. It would be adopted for an eight-year period. Site funds would be used for the purchase of this title. Current cost for a class set of 35 books would be approximately \$3,650.

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, Assistant Superintendent, Education Services

Staff Recommendation

It is recommended the Board President recognize Susan Holliday, Assistant Superintendent, Education Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve the adoption of *Active Physics: A Project-based Inquiry Approach, 3rd edition*, It's About Time ©2010 as a supplemental resource for Physics & Conceptual Physics, grades 10-12.

Motion by _____ Seconded by _____

36. INSTRUCTIONAL MATERIALS RECOMMENDED FOR ADOPTION: SECONDARY MATHEMATICS, GRADE 11-12: DISCUSSION/
ACTION

A teacher committee has recommended the adoption of *Mathematical Studies SL: Mathematics for the International Student, 3rd edition*, Haese Mathematics ©2012, for the International Baccalaureate program, IB Math Studies, grade 11-12. This title has been approved by the Instructional Materials Review Committee. It would be adopted for an eight-year period. District Lottery funds would be used for this purchase. Estimated cost would be \$3,660.

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, Assistant Superintendent, Education Services

Staff Recommendation

It is recommended the Board President recognize Susan Holliday, Assistant Superintendent, Education Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve the adoption of *Mathematical Studies SL: Mathematics for the International Student, 3rd edition*, Haese Mathematics ©2012, for the International Baccalaureate program, IB Math Studies, grade 11-12.

Motion by _____ Seconded by _____

37. INSTRUCTIONAL MATERIALS RECOMMENDED FOR ADOPTION: ELEMENTARY LANGUAGE ARTS, MANDARIN IMMERSION PROGRAM, GRADE K-5: DISCUSSION/
ACTION

A teacher committee has recommended the adoption of *MeiZhou Chinese*, MZHY Editors Group ©2007-2014 for the Chinese Language Arts, Mandarin Immersion Program in grade K - 5. These materials have been approved by the Instructional Materials Review Committee. This program would be adopted for an eight-year period. District Lottery funds would be used for the purchase of these materials. Estimated cost to purchase these materials would be \$7,300.

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, Assistant Superintendent, Education Services

Staff Recommendation

It is recommended the Board President recognize Susan Holliday, Assistant Superintendent, Education Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve the adoption of *MeiZhou Chinese*, MZHY Editors Group ©2007-2014 for the Chinese Language Arts, Mandarin Immersion Program in grade K - 5.

Motion by _____ Seconded by _____

38. FOURTH READING – REVISIONS TO BOARD POLICY 5165.1, IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY:

Legal changes necessitate revisions to BP 5165.1, *Immunization Requirements for School Entry*, to comply with State and Federal laws. Senate Bill 277 repeals the personal belief exemption from immunization. In accordance with the law, the District will no longer be able to enroll students without the required vaccinations unless the family submits a medical exemption from a licensed physician. The law also notes the allowable temporary and permanent exemptions from immunization. Additional revisions requested by Trustees during the third reading of this item have been made. Changes are underlined; deletions are struck through.

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, Assistant Superintendent, Education Services

Staff Recommendation

It is recommended the Board President recognize Susan Holliday, Assistant Superintendent, Education Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve Board Policy 5165.1, *Immunization Requirements for School Entry*.

Motion by _____ Seconded by _____

39. FIRST READING – REVISIONS TO BOARD POLICY 5121.1, GRADES/EVALUATION OF STUDENT ACHIEVEMENT:

Per Trustee request, at the April 27, 2016 Board meeting, staff is bringing forward Board Policy 5121.1, *Grades/Evaluation of Student Achievement*, for feedback and guidance on updating existing policy language.

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, Assistant Superintendent, Education Services

Staff Recommendation

It is recommended the Board President recognize Susan Holliday, 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.

DISCUSSION/
ACTION

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INFORMATION/
DISCUSSION

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EXHIBIT 39

40. TRUSTEE REQUEST TO RECONSIDER REVISIONS TO BOARD POLICY 5111.5, LANGUAGE IMMERSION AND INTERNATIONAL BACCALAUREATE ADMISSIONS:

DISCUSSION/
ACTION

This Agenda Item is to discuss whether or not the Board of Trustees will reconsider at a future Board meeting, a discussion of item Revisions Board Policy 5111.5, *Language Immersion and International Baccalaureate Admissions*

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: Kirsten M. Vital, Superintendent

Staff Recommendation

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

Following discussion, it is recommended the Board of Trustees approve the reconsideration of item Revisions to Board Policy 5111.5, *Language Immersion and International Baccalaureate Admissions* at a future Board meeting.

Motion by _____ Seconded by _____

41. BOARD ACTION TO APPROVE THE 2017-2018 SCHOOL CALENDAR:

DISCUSSION/
ACTION

At the May 11, 2016 Board meeting Trustees were updated on the process by which the Calendar Committee engaged the community and stakeholders in the calendar development process. The Calendar Committee is proposing three options for the 2017-2018 School Calendar for approval. In addition, staff is asking the Board to approve the same model for the 2018-2019 and 2019-2020 school years. The Calendar Committee utilizes the following criteria in making recommendations for school calendars: The calendar should support the educational purpose of the District; student holidays, aside from legal holidays, should be minimized and placed strategically to optimize learning; to the extent possible, the calendar should follow a consistent pattern from year-to-year so teachers can plan for instruction and families can make long-range plans. While we are not recommending Option D, it is being provided at the Calendar Committees request.

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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, Assistant Superintendent, Education Services

Staff Recommendation

It is recommended the Board President recognize Susan Holliday, Assistant Superintendent, Education Services, to present information on this item.

Following discussion, it is recommended the Board of Trustees approve Option B of the 2017-2018 school calendar and a 2018-19 and 2019-20 school calendar using the same model.

Motion by _____ Seconded by _____

42. RECOMMENDATION OF REVISED MANAGEMENT, SUPERVISORY, CONFIDENTIAL SALARY SCHEDULE:

DISCUSSION/
ACTION

The purpose of this agenda item is to seek approval of the revised Management, Supervisory, Confidential salary schedule. Approval of this revised salary schedule will restructure management salaries to be equivalent to an overall 4 percent off schedule salary increase effective July 1, 2016 through June 30, 2017 and an overall 4.67 percent ongoing increase effective July 1, 2016 with no adjustment for health and welfare costs. This increase also uses one time savings from starting the implementation on July 1, 2016 rather than July 1, 2015. Costs have been included within the 2016-2017 operational budget and multi-year projections. The total estimated fiscal impact of this salary adjustment is approximately \$1,100,000 in ongoing costs plus \$1,968,000 in one-time costs. The amount of total funding for this change is equivalent to what was negotiated with California School Employees Association (CSEA), Capistrano Unified Education Association (CUEA) and Teamsters.

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

Contact: Gordon Amerson, Assistant Superintendent, Human Resource Services

Staff Recommendation

It is recommended the Board President recognize Gordon Amerson, Assistant Superintendent, Human Resource Services, to present information on this item and answer any questions Trustees may have.

Following discussion, it is recommended the Board of Trustees approve the revised Management, Supervisory, Confidential salary schedule for July 1, 2016 – June 30, 2017.

Motion by _____ Seconded by _____

43. FIRST READING – BOARD POLICY 4313, MANAGEMENT/SUPERVISORY/CONFIDENTIAL SERVICE DAYS:

DISCUSSION/
ACTION

This proposed revision of Board Policy 4313, *Management/Supervisory/Confidential Service Days*, updates this policy to reflect the recommended changes to the certificated and classified management service days as well as the confidential service days. Changes are underlined; deletions are struck through. There is no fiscal impact.

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EXHIBIT 43

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

Contact: Gordon Amerson, Assistant Superintendent, Human Resource Services

Staff Recommendation

It is recommended the Board President recognize Gordon Amerson, Assistant Superintendent, Human Resource Services, to present information on this item.

Following discussion, it is recommended the Board of Trustees approve Board Policy 4313, *Management/Supervisory/Confidential Service Days*.

Motion by _____ Seconded by _____

44. FIRST READING – BOARD POLICY 4315, EVALUATION/ACCOUNTABILITY:

DISCUSSION/
ACTION

This proposed revision of Board Policy 4315, *Evaluation/Accountability*, updates this policy to increase accountability for management, supervisory and confidential employee performance by including language to align to our Capistrano Unified

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EXHIBIT 44

Education Association (CUEA) contract. In addition, the policy addresses how the evaluation process will support pupil progress, academic achievement and measurable goals and outcomes. Changes are underlined; deletions are struck through. There is no fiscal impact.

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

Contact: Gordon Amerson, Assistant Superintendent, Human Resource Services

Staff Recommendation

It is recommended the Board President recognize Gordon Amerson, Assistant Superintendent, Human Resource Services, to present information on this item.

Following discussion, it is recommended the Board of Trustees approve Board Policy 4315, *Evaluation/Accountability*.

Motion by _____ Seconded by _____

45. FIRST READING – BOARD POLICY 4351, MANAGEMENT COMPENSATION:

This proposed revision of Board Policy 4351, *Management Compensation*, updates this policy to reflect the recommended changes to the certificated and classified Management salary schedules, as well as the confidential salary schedule. These changes are to align the policy with the proposed revised management, supervisory and confidential salary schedule. Changes are underlined; deletions are struck through. There is no fiscal impact.

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

Contact: Gordon Amerson, Assistant Superintendent, Human Resource Services

Staff Recommendation

It is recommended the Board President recognize Gordon Amerson, Assistant Superintendent, Human Resource Services, to present information on this item.

Following discussion, it is recommended the Board of Trustees approve Board Policy 4351, *Management Compensation*.

Motion by _____ Seconded by _____

46. RECOMMENDATION TO APPROVE EMPLOYMENT AGREEMENT – DEPUTY SUPERINTENDENT, BUSINESS AND SUPPORT SERVICES, JULY 1, 2016 – JUNE 30, 2020:

Approval of the Employment Agreement between the District and the Deputy Superintendent, Business and Support Services.

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

Contact: Kirsten Vital, Superintendent

Staff Recommendation

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

Following discussion, it is recommended the Board of Trustees approve the *Employment Agreement for the Deputy Superintendent, Business and Support Services*.

DISCUSSION/
ACTION

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EXHIBIT 45

DISCUSSION/
ACTION

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EXHIBIT 46

Motion by _____ Seconded by _____

47. OPTIONS FOR CONSIDERATION FOR FUTURE FACILITIES FUNDING:

Upon direction from Trustees during the May 18, 2016 Board Workshop staff will bring further information and a timeline for facilities funding options.

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

Contact: Clark Hampton, Deputy Superintendent, Business Services

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

Contact: Ryan Burris, Public Information Officer

Staff Recommendation

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

ADJOURNMENT

Motion by _____ Seconded by _____

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS
WEDNESDAY, JUNE 8, 2016, 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

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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.