

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

BOARD OF TRUSTEES  
Regular Meeting

January 27, 2016

Closed Session 5:30 p.m.  
Open Session 7:00 p.m.

**AGENDA**

**CLOSED SESSION AT 5:30 P.M**

**1. CALL TO ORDER**

**2. CLOSED SESSION COMMENTS**

**3. CLOSED SESSION (as authorized by law)**

**A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION EXHIBIT A**

Kirsten Vital/Susan Holliday

Attorney: Mark Bresee

Significant Exposure to Litigation – One Case: Student Complaint

*(Pursuant to subsection d-3 of Government Code §54956.9)*

**B. STUDENT EXPULSIONS EXHIBIT B1-B4**

Deliberations of Findings of Fact and Recommendations

*(Pursuant to Education Code §48918)*

**C. CONFERENCES WITH REAL PROPERTY NEGOTIATORS**

District Negotiators: Kirsten Vital/Clark Hampton

Attorney: David Huff

Property: 2.4-acre parcel of real property currently identified as Orange County

Assessor Parcel No.

APN 637-412-02 and a portion of APN 637-181-01, located east of Niguel Hills

Middle School and

Northwest of the intersection Paseo de Colinas and Del Cerro in the City of Laguna

Niguel

Negotiating Party: Intracorp SoCal-1, LLC and /or Assignee (“ISC”)

Negotiating Party: Bonanni Development

Under Negotiation: Price and Terms of Payment

*(Pursuant to Education Code §54956.8)*

District Negotiators: Kirsten Vital/Clark Hampton

Attorney: Mark Bresee

Property: Facility Use Agreement Community Roots Academy 29292 Crown

Valley Parkway, Laguna Niguel, CA 92677

Negotiating Party: Community Roots Academy

Under Negotiation: Price and Terms of Payment

*(Pursuant to Education Code §54956.8)*

**D. PUBLIC EMPLOYEE EMPLOYMENT/APPOINTMENT EXHIBIT D**

Assistant Superintendent, Education Services

*(Pursuant to Government Code §54957)*

**E. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL RELEASE EXHIBIT E**

*(Pursuant to Government Code §54957)*

## **F. CONFERENCE WITH LABOR NEGOTIATORS**

Kirsten Vital/John Roach/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)

### **Public Hearing:**

**Agenda Item 1:** Pupil-to-teacher ratio waiver request for Capistrano Connections Academy Charter School

## **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**

##### **Associated Student Body Report – Junipero Serra High School:**

*Morgan Stanley, Jennifer Gallardo and Ryan Sheridan - Student Body Leadership, Junipero Serra High School*

*Meg Ervais, Principal, Junipero Serra High School*

##### **Extra Milers:**

*Barbara Lindsey, Department Administrator for Plastic General Surgery and Urology, Kaiser Permanente, Irvine*

##### **Learning in Capo Spotlight:**

*Collaborative learning: The Dana Hills High School Health and Medical Occupations (HMO) Academy and their collaboration and internship program with Kaiser Permanente in Irvine*

#### **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: PUPIL-TO-TEACHER RATIO WAIVER REQUEST FOR CAPISTRANO CONNECTIONS ACADEMY CHARTER SCHOOL:** INFORMATION/  
DISCUSSION  
The Board will conduct a public hearing on the Pupil-to-Teacher Ratio Waiver Request for Capistrano Connections Academy Charter School. Supporting information is located in Exhibit 2.

***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 open the public hearing, determine if members of the public have submitted requests to speak on this item, and after hearing any speakers, formally close the hearing before proceeding to the next agenda item.

**DISCUSSION/ACTION ITEMS**

**2. PUPIL-TO-TEACHER RATIO WAIVER REQUEST FOR CAPISTRANO CONNECTIONS ACADEMY:** DISCUSSION/  
ACTION

This item requests the approval of the Pupil-to-Teacher Ratio Waiver Request for Capistrano Connections Academy Charter School. The District is seeking a renewal of the general waiver request of Education Code §51745.6 and California Code of Regulations, Title 5, §11704, and a portion of 11963.4(a)(3) to increase the pupil-to-teacher ratio from 25:1 to up to 27.5:1 at Capistrano Connections Academy Charter School. The revised ratio would allow resources to be redirected to other services for the direct benefit of students. The Board of Directors of Capistrano Connections Academy approved requesting renewal of the waiver at their board meeting on August 25, 2015.

***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.

Following discussion, it is recommended the Board of Trustees approve the Pupil-to-Teacher Ratio Waiver Request for Capistrano Connections Academy.

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

**3. SECOND READING – REVISIONS TO BOARD POLICY 5111.5, LANGUAGE IMMERSION AND INTERNATIONAL BACCALAUREATE ADMISSIONS:** DISCUSSION/  
ACTION

Board Policy 5111.5, *Language Immersion and International Baccalaureate Admissions*, was drafted with staff and stakeholder input, including input from the Language Immersion Advisory Committee made up of parents, teachers and administrators. The policy has been developed due to the separation of the Language Immersion and International Baccalaureate programs from the School of Choice policy and process. This new policy outlines the newly developed admissions and enrollment process for Language Immersion and International Baccalaureate schools for Kindergarten registration. The enrollment process has occurred prior to the School of Choice window closing to enable participation in the School of Choice application process if not admitted to the program. The implementation of the feeder patterns, once approved, will be phased in over a period of five years. Current Language Immersion participating families will have choice in regards to their preferred feeder school during the transition years pending space. There is no financial impact. Revisions requested by Trustees during the first 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, Interim Assistant Superintendent, Education Services**

Page 1  
**EXHIBIT 2**

Page 5  
**EXHIBIT 3**

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.

Following discussion, it is recommended the Board of Trustees approve Board Policy 5111.5, *Language Immersion and International Baccalaureate Admissions*.

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

**4. SECOND READING – REVISIONS TO BOARD POLICY 5174, MARRIED, EXPECTANT, PARENTING STUDENTS:** DISCUSSION/  
ACTION

The revisions to Board Policy 5174, *Married, Expectant, Parenting Students*, provides all stakeholders with current information and ensures legal compliance. Staff has updated the policy based on Trustee feedback at the December 9, 2015 meeting. Changes are underlined, deletions are struck through. 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.***

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

Page 6  
**EXHIBIT 4**

Staff Recommendation

It is recommended the Board recognize Susan Holliday, Interim Assistant Superintendent, Education Services, to present information on this item and answer any questions Trustees may have.

Following discussion, it is recommended the Board of Trustees approve Board Policy 5174, *Married, Expectant, Parenting Students*.

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

**5. CITIZENS REQUEST FOR AGENDA ITEM: FUNDING FOR ARTS AND MUSIC:** INFORMATION/  
DISCUSSION

A citizen has requested to present information on how Arts and Music is funded in the District. After hearing presentation, the District will respond with information regarding current funding procedure and current California State Standards for Art and Music.

Page 7  
**EXHIBIT 5A-1**  
**EXHIBIT 5A-2**

Staff Recommendation

It is recommended the Board President recognize Susan Holliday, Interim 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. IMPLEMENTATION OF RECOMMENDATIONS FROM COMMUNITY COMMITTEE ON SCHOOL CLASSROOMS AND CAMPUS FACILITIES:** DISCUSSION/  
ACTION

On December 9, 2015, the Board received a Consensus Report presented by members of the Community Committee on School Classrooms and Campus Facilities. The Consensus Report provided 24 recommendations in the areas of facilities, finance, community engagement and information, and accountability. District staff has begun work toward implementation of the recommendations. The Board will receive an information presentation on several of the recommendations that can be implemented immediately, and will be asked to consider authorizing District staff to move forward with the implementation of the first phase of recommendations.

Page 54  
**EXHIBIT 6**

The first phase of recommendations to be implemented will include:

- 1) Formation of a School Facilities and Finance Committee
- 2) Formation of a Community Facilities District (CFD) Citizens' Oversight and Advisory Committee
- 3) Exploration of the viability of pursuing a Districtwide general obligation bond for school facilities through public opinion survey research

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

***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 authorize District staff to proceed with the implementation of the recommendations from the Community Committee on School Classrooms and Campus Facilities.

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

- 7. GOVERNOR'S JANUARY BUDGET PROPOSAL FOR FISCAL YEAR 2016-2017:** INFORMATION/  
DISCUSSION  
Page 55  
**EXHIBIT 7**
- On January 14, 2016, staff attended the School Services of California Governor's Budget Workshop. Trustees will be provided with a brief presentation due to the short time between the School Services workshop on January 14 and the Board meeting on January 27.

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

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

- 8. APPROVAL OF SUBSTITUTE DAILY RATE OF PAY INCREASE:** DISCUSSION/  
ACTION  
Page 56  
**EXHIBIT 8**
- The District substitute teachers currently receive the lowest daily rate of pay of districts surveyed in the county. Raising the daily rate for substitute teachers would make the District more competitive with neighboring districts, encouraging local substitutes to serve in their own district. The Board will be presented with further data and analysis following questions asked at the January 13 Board meeting.

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

***Contact: Katie Nunan, Director III, Personnel/Insurance and Risk Management***

Staff Recommendation

It is recommended the Board President recognize Katie Nunan, Director III, Personnel/Insurance and Risk Management, to present this item.

Following discussion, it is recommended the Board of Trustees approve the recommendation to increase the daily rate of pay for substitute teachers.

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

- 9. RESOLUTION NO. 1516-32, RESOLUTION OF THE BOARD OF TRUSTEES** DISCUSSION/

**OF CAPISTRANO UNIFIED SCHOOL DISTRICT AUTHORIZING THE EXECUTION OF SCHOOL FACILITIES MITIGATION AGREEMENT WITH 27 DBV OWNER, LLC AND JOINT COMMUNITY FACILITIES AGREEMENT WITH CITY OF DANA POINT AND 27 DBV OWNER, LLC:**

ACTION  
Page 57  
**EXHIBIT 9**

Zephyr Partners is planning to develop 168 condominiums in the City of Dana Point (City). The developer is proposing the formation of a Community Facilities District (CFD) to provide mitigation funds to the City, Capistrano Unified School District (District), and South Coast Water District.

The District is expected to receive, based on anticipated development, approximately, \$1,010,000. This is 130 percent more than required pursuant to statutory development impact fees. All funds will be received at the time of CFD bond issuance with no annual pay-as-you-go funding.

The City will be the lead agency on the CFD, and the District will not be responsible for any ongoing administration. The District will have the flexibility to spend the funds on any facilities needed to mitigate the impact of the additional students from the new development. The development is within the following school boundaries: R.H. Dana Elementary School, Marco Forster Middle School, and Dana Hills High School.

Resolution No. 1516-32 authorizes the District to enter into a School Facilities Mitigation Agreement with 27 DBV Owner, LLC and a Joint Community Facilities Agreement between the District, City of Dana Point, and 27 DBV Owner, LLC to finance District facilities relating to Dana Point CFD No. 2015-1.

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

***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. 1516-32, Resolution of the Board of Trustees of Capistrano Unified School District Authorizing the Execution of School Facilities Mitigation Agreement with 27 DBV Owner, LLC and Joint Community Facilities Agreement with City of Dana Point and 27 DBV Owner, LLC.

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

**10. FIRST READING – BOARD POLICIES 4111; 4211; 4311; RECRUITMENT, SELECTION AND APPOINTMENT:**

DISCUSSION/  
ACTION  
Page 87  
**EXHIBIT 10**

Education Code §35161 authorizes the Board of Trustees to delegate any of its powers or duties to any officer or employee of the District provided that the Board retains ultimate responsibility over the performance of those powers and duties delegated.

In the efficient operation of the District, students are best served when positions are filled with high quality individuals quickly. This amendment authorizes the Superintendent to hire employees subject to ratification by the Board, bridging the time between Board meetings in an effort to ensure staff is in place to provide instruction and support services efficiently and without delay. Changes are underlined, deletions are struck through.

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

***Contact: Rich Montgomery, Executive Director, Personnel Services/Compliance***

Staff Recommendation

It is recommended the Board President recognize Rich Montgomery, Executive Director, Personnel Services/Compliance, to present information on this item and answer any questions Trustees may have.

Following discussion, it is recommended the Board of Trustees approve Board Policies 4111; 4211; 4311; *Recruitment, Selection and Appointment*.

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

**CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted by the Board in one motion in the form listed below. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar. The Superintendent and the staff recommend approval of all Consent Calendar items.

**CURRICULUM AND INSTRUCTION**

- 11. **MEMORANDUM OF UNDERSTANDING WITH SOUTH COAST REGIONAL OCCUPATION PROGRAM FOR THE CAREER TECHNICAL EDUCATION (CTE) INITIATIVE GRANT:** Page 90  
**EXHIBIT 11**

Approval of this Memorandum of Understanding sets forth the terms of agreement between the District and the South Coast Regional Occupational Program, with regards to participation in the California Career Technical Education Incentive Grant Program. The purpose of this grant is to encourage and maintain the delivery of career technical education programs during implementation of the District’s Local Control Funding Formula. The District will provide matching funds from the existing budget for CTE during the period of the grant, and will provide a budget for the three years beyond the grant period showing maintenance of existing CTE courses. The current level of CTE funding is sufficient to meet the requirements of this grant. No additional funds are required.

***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. **MEMORANDUM OF UNDERSTANDING WITH, SADDLEBACK COLLEGE, AND SOUTH COAST REGIONAL OCCUPATIONAL PROGRAM REGARDING ADULT EDUCATION:** Page 94  
**EXHIBIT 12**

Approval of this Memorandum of Understanding (MOU) with South Orange County Community College District on behalf of Saddleback College (Saddleback), and South Coast Regional Occupational Program (ROP), collectively referred to as (“Parties”), would like to enter into an MOU to set forth the understandings of the Parties with respect to the transition of ROP’s Adult Education Programs (Programs) to Saddleback which is to take effect as of the 2016-2017 school year. The Programs will continue to help provide opportunities to serve the career training needs of students in the regional adult community, and to help meet the employment needs of local businesses. Students will have access to highly technical laboratories with state-of-the-art equipment and will have the opportunity to participate in internship and externship opportunities to earn certifications and licenses, and to obtain employable skills in high demand/high wage occupations.

***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*

13. **FIELD EXPERIENCE AGREEMENT – LOMA LINDA UNIVERSITY:** Page 98  
**EXHIBIT 13**  
Approval of unpaid Field Experience Agreement with Loma Linda University for placement of Educational and Instructional Program candidates. During the school year, master educators are selected to work with program candidates to fulfill the fieldwork requirements at various institutes of higher education. Fieldwork experience is necessary to earn program certification.  
*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*
14. **RESOLUTION NO. 1516-33, AMENDMENT TO AGREEMENT CSPP-5303 WITH THE CALIFORNIA DEPARTMENT OF EDUCATION FOR THE PURPOSE OF PROVIDING CHILD CARE AND DEVELOPMENT SERVICES:** Page 109  
**EXHIBIT 14**  
Approval of the ratification of Amendment 01 to Contract No. CSPP-5303 with the California Department of Education for Child Development Services. Amendment 01 increases the Maximum Reimbursable Rate from \$2,521,512 to \$2,708,007 from July 1, 2015 to June 30, 2016. This agreement provides services related to preschool age children to enhance optimal early childhood development and school readiness.  
*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*
15. **STUDENT 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*
16. **ADDENDUM NO. 2 TO AGREEMENT WITH HOBSON, INCORPORATED RELATING TO NAVIANCE SOFTWARE:** Page 112  
**EXHIBIT 16**  
Approval of Addendum No. 2 to Agreement with Hobson, Incorporated relating to Naviance Software, proposes to add 20 hours of consulting services using the Jump Start program. Naviance eDocs partners with third-party organizations (including Parchment and the Common Application) to support students' college applications in the submission of electronic documents. The Teacher Engagement Package educates teachers on how to incorporate Naviance into the classroom with the goal of helping students connect learning to life.  
*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*

**GENERAL FUNCTIONS**

17. **DONATION OF FUNDS AND EQUIPMENT:** Page 158  
**EXHIBIT 17**  
Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$184,074.61 in cash. These funds will be deposited into 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. **EXTENSION OF AGREEMENT FOR BID NO. 1415-08, ELEVATOR SERVICE, MAINTENANCE, AND REPAIR – VERTICAL TRANSPORT, INC.:** Page 160  
**EXHIBIT 18**  
Approval of Extension of Agreement Bid No. 1415-08 with Vertical Transport, Inc., to provide elevator service, maintenance, and repairs as needed throughout the District. The current hourly labor rates for the renewal period of January 1, 2016 through December 31, 2016, will remain the same. Annual expenditures utilizing this contract are estimated to be \$250,000, funded by deferred maintenance and routine restricted maintenance. Actual expenditures will vary on District needs and availability of funding.  
***CUSD WIG 3: Facilities – Optimize facilities and learning environments for all students.***  
***Contact: Clark Hampton, Deputy Superintendent, Business and Support Services***
19. **EXTENSION OF AGREEMENT FOR BID NO. 1415-14, MOBILE SURVEILLANCE SYSTEMS, SOFTWARE AND INSTALLATION FOR SCHOOL BUSES – SEON SYSTEMS SALES, INC.:** Page 177  
**EXHIBIT 19**  
Approval of Extension of Agreement Bid No. 1415-14 with Seon Systems Sales, Inc., to provide equipment, software, installation, and training for mobile surveillance systems as needed throughout the District. There are no changes to the current hourly labor rates for the renewal period of November 13, 2015 through November 12, 2016. Annual expenditures utilizing this contract are estimated to be \$53,000, funded by Medi-Cal LEA funds and the general fund.  
***CUSD WIG 3: Facilities – Optimize facilities and learning environments for all students.***  
***Contact: Clark Hampton, Deputy Superintendent, Business and Support Services***
20. **INCOME AGREEMENT NO. 42415 – ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:** Page 206  
**EXHIBIT 20**  
Approval of Income Agreement No. 42415 with Orange County Superintendent of Schools to provide Positive Behavior Interventions and Supports (PBIS) leadership training services for District staff. The contractor will provide services at the rates indicated in the Agreement. The term of this Agreement is July 1, 2015 through June 30, 2016. Annual expenditures under this contract are limited to \$1,000, paid by the general fund.  
***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***
21. **INDEPENDENT CONTRACTOR, PROFESSIONAL SERVICES, FIELD SERVICE, AND MASTER CONTRACT AGREEMENTS:** Page 214  
**EXHIBIT 21**  
Approval of the District’s 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 four ratifications of new agreements totaling \$124,040, three extensions of new agreements totaling \$79,200, three extension ratifications to existing agreements totaling \$35,000, two amendments to existing agreements totaling \$175,000, and six amendment ratifications to an existing agreement totaling \$135,000. 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. Agreement listing is attached.

*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*

**22. MASTER RETAIL SERVICES AGREEMENT WITH COXCOM, LLC DBA COX BUSINESS; COX CALIFORNIA TELCOM, LLC:**

Page 429  
**EXHIBIT 22**

Approval of Master Retail Services Agreement for commercial services provided by CoxCom, LLC (Cox Business). District schools previously received complementary cable television from Cox Business through the “Cable in the Classroom” program; specifically, free Expanded Cable Analog TV service, since 1989. Schools that want to continue with cable service must purchase this service with a digital converter box for each line at \$5.99 a month for the first year, \$6.99 a month for the second year, and \$7.99 a month for the third year of this contract, beginning November 16, 2015. Some school sites are governed by city franchise agreements and may receive one to four courtesy boxes per site for those agreements expiring between January 1, 2017 and March 9, 2020. This proposed Master Retail Services Agreement will apply to sites that do not have an applicable city local franchise agreement or those desiring additional boxes, beyond the courtesy boxes.

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

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

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

Page 442  
**EXHIBIT 23**

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 \$7,718,603.91 and the commercial warrants total \$23,082,380.80. 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.

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

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

**24. RATIFICATION OF CHANGE ORDER NO. 1, BID NO. 1415-19, LAS FLORES ELEMENTARY SCHOOL NEW PORTABLE RESTROOM BUILDING AND ASSOCIATED SITEWORK:**

Page 520  
**EXHIBIT 24**

Ratification of Change Order No. 1 related to the necessary upgrade of the fire alarm panel and the installation of steel cover plates on the v-ditch as well as repairs to the irrigation lines. In a previous action, the Board of Trustees delegated to the Superintendent the authority to approve work orders changing the cost of construction contracts, provided the cost does not exceed \$25,000 per individual work order. This change order aggregates Work Order No. 1 that may consist of additions, deletions, or other revisions that are now being presented to the Board of Trustees for ratification. All such changes in the work are performed under applicable conditions of the change in contract documents. The approved work order and the resulting change order are shown in the Exhibit. The original contract sum was \$138,400. The new contract sum including Change Order No. 1 is \$152,169.52, funded by CFD No. 92-1 Las Flores.

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

*students.*

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

**25. SIMI VALLEY UNIFIED SCHOOL DISTRICT BID NO. 034-14M.1 MICROSOFT PRODUCTS:**

Approval to utilize Simi Valley Unified School District Bid No. 034-14M.1 Microsoft Products – District-Wide for the purchase of Microsoft products from SHI International Corporation, as needed, under the same terms and conditions of the public agency’s contract. This contract provides competitive set pricing for Microsoft products, as needed, throughout the District. Anticipated annual expenditures utilizing this contract are estimate to be approximately \$200,000. Funding for these expenditures may include, but are not limited to, site funds, gift funds, and the general fund. School boards have the authority to “piggyback” on another public agency’s bid, per Public Contract Code §20118, when it is in the best interest of a district. It is often advantageous to utilize piggyback bids when contract items are identical to the District’s specifications. Using piggyback contracts saves time and often provides lower prices than a single jurisdiction would be able to obtain. Due to the size of the contract and award, the documentation will be posted online on the District’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 3: Facilities – Optimize facilities and learning environments for all students.***

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

**26. THOUSAND PINES OUTDOOR SCIENCE SCHOOL AGREEMENT:**

Approval of the Thousand Pines Outdoor Science School Agreement to use the facilities, supplies, equipment, and services provided by Thousand Pines Outdoor Science School, as requested by the District for Crown Valley Elementary School students in outdoor science education. The contractor will provide services at the rates indicated in the agreement. The scheduled attendance for this program for students of Crown Valley Elementary is January 19, through January 22, 2016. Expenditures under this contract are estimated to be \$9,364, 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: Susan Holliday, Interim Assistant Superintendent, Education Services*

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**EXHIBIT 26**

**27. SPECIAL EDUCATION SETTLEMENT AGREEMENTS:**

Approval of special education Settlement Agreement Case #2015100319 and Informal Dispute Resolution Case #20151118. Due to the confidential nature of these Agreements, supporting information is provided to Trustees under separate cover. Expenditures under these Agreements are limited to \$190,182, 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 Services*

**28. SPECIAL EDUCATION SETTLEMENT AGREEMENTS:**

Approval of the ratification of special education Settlement Agreement Case #2015080235, Informal Dispute Resolution Case #20151119, and Informal Dispute Resolution Case #20151120. Due to the confidential nature of these Agreements, supporting information is provided to Trustees under separate cover. Expenditures under these Agreements are limited to \$29,900, 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 Services*

**PERSONNEL SERVICES**

29. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES:** Page 534  
**EXHIBIT 29**

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: John A. Roach, Interim Assistant Superintendent, Personnel Services*

30. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:** Page 535  
**EXHIBIT 30**

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: John A. Roach, Interim Assistant Superintendent, Personnel Services*

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

**ROLL CALL:**

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

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

**ADJOURNMENT**

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

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS  
WEDNESDAY, FEBRUARY 10, 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](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.*