

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

May 23, 2018

Closed Session 4:00 p.m.  
Open Session 7:00 p.m.

**AGENDA**

**CLOSED SESSION AT 4:00 P.M.**

1. **CALL TO ORDER**
2. **CLOSED SESSION COMMENTS**
3. **CLOSED SESSION** (as authorized by law)

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

Gregory Merwin/Sara Young  
Attorney - Ernest Bell  
Significant Exposure to Litigation – Five Cases  
IDR Case Number 20180308  
IDR Case Number 20180327  
IDR Case Number 20180328  
IDR Case Number 20180329  
Waiver Request (per Cal. Educ. Code § 56101)  
(Pursuant to Government Code § 54956.9(d)(2))

**EXHIBIT A-1**  
**EXHIBIT A-2**  
**EXHIBIT A-3**  
**EXHIBIT A-4**  
**EXHIBIT A-5**

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

Kirsten M. Vital/Clark Hampton/Susan Holliday  
Attorney – David Huff  
Significant Exposure to Litigation – One Case  
(Pursuant to Government Code § 54956.9(d)(2)(3))

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

Gordon Amerson  
Attorney – Anthony De Marco  
Significant Exposure to Litigation - Four Cases  
(Pursuant to Government Code § 54956.9(d)(2))

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

Kirsten M. Vital/Clark Hampton  
Attorney – Anthony De Marco  
Significant Exposure to Litigation - One Case  
(Pursuant to Government Code § 54956.9(d)(2)(3))

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

Capistrano Unified School District v. County of Orange (OCSC#: 30-2017-00963064-CU-TT-CXC)  
(Pursuant to Government Code § 54956.9(a))

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

Gregory Merwin/Sara Young  
Attorney - Ernest Bell

Significant Exposure to Litigation – Ten Cases

OAH Case Number 2017101068

OAH Case Number 2017120560

OAH Case Number 2017121036

OAH Case Number 2018010229

OAH Case Number 2018010322

OAH Case Number 2018011088

OAH Case Number 2018021047

OAH Case Number 2018030454

OAH Case Number 2018031120

OAH Case Number 2018031255

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

**EXHIBIT F-1**

**EXHIBIT F-2**

**EXHIBIT F-3**

**EXHIBIT F-4**

**EXHIBIT F-5**

**EXHIBIT F-6**

**EXHIBIT F-7**

**EXHIBIT F-8**

**EXHIBIT F-9**

**EXHIBIT F-10**

**G. CONFERENCE WITH LABOR NEGOTIATORS**

District Negotiators: Kirsten M. Vital/Gordon Amerson/Clark Hampton

Employee Organizations:

1) Capistrano Unified Education Association (CUEA)

2) California School Employees Association (CSEA)

3) Teamsters

4) Capistrano Unified Management Association (CUMA)

*(Pursuant to Government Code § 54957.6)*

**H. STUDENT READMISSIONS**

Mike Beekman

Two Cases

Case # 2017-042

Case # 2018-006

**EXHIBIT H-1**

**EXHIBIT H-2**

**I. STUDENT EXPULSIONS**

Mike Beekman

Two Cases

Case # 2018-039

Case # 2018-040

**EXHIBIT I-1**

**EXHIBIT I-2**

**J. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

Gordon Amerson

Two Case

*(Pursuant to Government Code § 54957)*

**K. PUBLIC EMPLOYMENT AND EVALUATION OF PERFORMANCE**

Superintendent

*(Pursuant to Government Code § 54957(b))*

**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

##### **California Prep Academy/Capistrano Virtual School**

*Jolene Dougherty, Principal*

*Melissa Estrada, Student*

*Jeri Fromme, Student*

#### Learning In Capo Spotlight

##### **Teachers of the Year**

*David Pino - High School*

*Susan Peterson – Middle School*

*Carol Cutkomp – Elementary School*

##### **2018 Classified Employee of the Year**

*Alberto Soto-Maintenance and Operations-Custodian IV-Tesoro High School*

*Denise Caras-Transportation- Dispatcher-Transportation*

*Rodrigo Rangel-Support Services and Security-Campus Supervisor-Don Juan Avila Middle School*

*Jose (Luis) Sanchez-Child Nutrition-Storekeeper/Delivery Driver-District Office-Food Service*

*Nancy Kuhlmann-Office and Technical-Elementary School Clerk-Castille Elementary School*

*Valerie Flaherty-Para-Educator and Instructional Assistance-Independent Facilitator-Las Flores Middle School*

##### **California School Counselor of the Year**

*Kathy Pelzer*

##### **Orange County Department of Education Counselor of the Year**

*Patricia Calkins*

*Alexis Goddard*

##### **CCA Teacher of the Year**

*Katherine Amoukhteh*

##### **Vex Robotics Teacher of the Year**

*Nona Reimer*

#### Extra Miler

*Katherine Amoukhteh recognized for her dedication to the District students on the award winning Robotics' Team the Robot Dolphins, and leading them to a global competition in Houston, Texas*

### 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: 2018-2019 LOCAL CONTROL ACCOUNTABILITY PLAN:** Page 1  
**EXHIBIT 1**  
The Board will conduct a public hearing on the 2018-2019 Local Control Accountability Plan. Supporting documentation is located in Exhibit 40.

*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: Communicate with, and engage students, parents, employees, and community members in Districtwide and community-specific decisions.*

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

*Contact: Susan Holliday, Associate 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: 2018-2019 PROPOSED BUDGET ADOPTION:** Page 2  
The Board will conduct a public hearing on the 2018-2019 Proposed Budget Adoption. **EXHIBIT 2**  
Supporting documentation is located in Exhibit 42.  
*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 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: BIOTECHNOLOGY COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT WITH SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT:** Page 3  
The Board will conduct a public hearing on the College and Career Access Pathways agreement with South Orange County Community College District (SOCCCD). Per SOCCCD and Orange County Pathway grant it is required that the District conduct a public hearing and in a separate meeting adopt the course. **EXHIBIT 3**  
*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, Associate 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 or staff 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**

4. **DONATION OF FUNDS AND EQUIPMENT:** Page 5  
Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$315,359.48 in cash. These funds will be deposited in the appropriate school accounts. Items other than cash have no financial impact on the **EXHIBIT 4**

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*

- 5. PURCHASE ORDERS, COMMERCIAL WARRANTS AND PREVIOUSLY BOARD-APPROVED BIDS AND CONTRACTS:** Page 11  
**EXHIBIT 5**

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 \$28,415,559.50 and the commercial warrants total \$26,710,895.01. 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*
  
- 6. INDEPENDENT CONTRACTOR, PROFESSIONAL SERVICES, FIELD SERVICE AND MASTER CONTRACT AGREEMENTS:** Page 143  
**EXHIBIT 6**

Approval of the District standardized Independent Contractor, Professional Services, Field Service and Master Contract agreements. The expenditures related to the listed agreements were previously authorized as part of the District's budget approval process. The exhibit shows 20 new agreements totaling \$978,356.88 and 13 amendments to existing agreements totaling \$390,800. 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. AWARD BID NO. 1718-16, DANA HILLS HIGH SCHOOL TURF REPLACEMENT – ASPHALT, FABRIC & ENGINEERING, INCORPORATED:** Page 391  
**EXHIBIT 7**

Approval of Award of Bid No. 1718-16, Dana Hills High School Turf Replacement to Asphalt, Fabric & Engineering, Incorporated. Five bids were received and opened on May 7, 2018 and are listed on Exhibit A. The bidder offering the lowest base price was used to determine the lowest responsive bidder. Asphalt, Fabric & Engineering, Incorporated is the lowest responsive, responsible bidder at \$1,669,743. This project will be funded by deferred maintenance.

*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
  
- 8. AWARD BID NO. 1718-18, CHAPARRAL ELEMENTARY SCHOOL PLAYGROUND MODERNIZATION AND REPAINT – PAINTING AND DECOR, INCORPORATED:** Page 468  
**EXHIBIT 8**

Approval of Award of Bid No. 1718-18, Chaparral Elementary School Playground Modernization and Repaint to Painting and Decor, Incorporated. Three bids were received and opened on April 28, 2018 and are listed in Exhibit A. The bidder offering the lowest base price was used to determine the lowest responsive bidder. Painting and Decor, Incorporated is the lowest responsive, responsible bidder at \$279,000. This project will be funded by CFD 98-2.

*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
  
- 9. AWARD BID NO. 1718-19, ALISO VIEJO MIDDLE SCHOOL MODULAR CLASSROOMS – R. JENSEN COMPANY, INCORPORATED:** Page 503  
**EXHIBIT 9**

Approval of Award of Bid No. 1718-19, Aliso Viejo Middle School Modular Classrooms to R. Jensen Company, Incorporated. One bid was received and opened on May 2, 2018 and is listed in Exhibit A. The bidder offering the lowest base price was used to determine the lowest responsive bidder. R. Jensen Company, Incorporated

is the lowest responsive, responsible bidder at \$465,000. This project will be funded by developer fees.

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

- 10. AWARD BID NO. 1718-20, DANA HILLS HIGH SCHOOL KITCHEN STORAGE ALTERATION – NEW DIMENSION GENERAL CONSTRUCTION:** Page 535  
**EXHIBIT 10**

Approval of Award of Bid No. 1718-20, Dana Hills High School Kitchen Storage Alteration to New Dimension General Construction. One bid was received and opened on May 3, 2018 and is listed on Exhibit A. The bidder offering the lowest base price was used to determine the lowest responsive bidder. New Dimension General Construction is the lowest responsive, responsible bidder at \$259,800. This project will be funded by the cafeteria fund.

*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
- 11. AWARD BID NO. 1718-21, DANA HILLS HIGH SCHOOL STRUCTURAL REPAIRS – NEW DIMENSION GENERAL CONSTRUCTION:** Page 567  
**EXHIBIT 11**

Approval of Award of Bid No. 1718-21, Dana Hills High School Structural Repairs to New Dimension General Construction. One bid was received and opened on May 3, 2018 and is listed on Exhibit A. The bidder offering the lowest base price was used to determine the lowest responsive bidder. New Dimension General Construction is the lowest responsive, responsible bidder at \$78,540. This project will be funded by deferred maintenance.

*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
- 12. AWARD REQUEST FOR PROPOSALS NO. 6-1718, PRECONSTRUCTION AND CONSTRUCTION MANAGEMENT SERVICES – ESTABLISHING A BENCH:** Page 599  
**EXHIBIT 12**

Approval of the Award of Request for Proposals (RFP) No. 6-1718 – Preconstruction and Construction Management Services to create a bench of eligible firms for upcoming projects as needed. District staff publicly advertised RFP No. 6-1718 and received seven proposals before the stated deadline. The seven timely proposals were received from: 2H Construction, Balfour Beatty, California Construction Management Inc./MAAS Companies, CJK Construction Management, Cordoba Corporation, Kitchell, and TELACU Construction Management. All seven candidates were interviewed by a panel consisting of District Facilities, Maintenance and Operations and Purchasing staff, along with a member of an architectural firm familiar with District projects. Of the seven candidates, the panel is recommending the following four firms to provide preconstruction and construction services as needed on Facilities and Maintenance and Operations projects: Balfour Beatty, CJK Construction Management, Cordoba and TELACU Construction Management. At this time, staff is requesting approval of establishing the bench of prequalified preconstruction and construction management firms. When preconstruction and/or construction management services needs arise, a proposed contract commissioning of the prequalified firms will be presented to the Board for consideration at that time. Actual expenditures under these contracts will vary with District project needs, funded by various possible sources, including the general fund, CFD funds, and other applicable funding sources. The proposals for each firm and evaluations are available for review in the Purchasing department.

*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
- 13. CHANGE ORDER NO. 2, BID NO. 1617-18, ESENCIA K-8 PROJECT:** Page 602  
**EXHIBIT 13**

Approval of Change Order No. 2, Bid No. 1617-18 for the Esencia K-8 Project related to several project enhancements and additional electrical scope due to Rancho Mission Viejo alterations in campus power connection and conduit placement. This change

order consists of additions, deletions, or other revisions now being presented to the Board for approval. All such changes in the work are performed under applicable conditions of the change in contract documents. The original contract sum was \$27,569,000. The new contract sum including Change Order No. 2 is \$27,912,104.37 funded by developer fees, state funding and County of Orange CFD funds. With this change order, the project continues to remain under budget.

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

- 14. CHANGE ORDER NO. 2, BID NO. 1617-20, TESORO HIGH SCHOOL BUILDING D PROJECT:** Page 699  
**EXHIBIT 14**

Approval of Change Order No. 2, Bid No. 1617-20 for the Tesoro High School Building D Project for costs related to relocating leased, modular classrooms to avoid an easement with Santa Margarita Water District, minor corrections to the contract documents and several project enhancements. This change order consists of additions, deletions, or other revisions now being presented to the Board for approval. All such changes in the work are performed under applicable conditions of the change in contract documents. The original contract sum was \$9,410,000. The new contract sum including Change Order No. 2 is \$9,550,452.64 funded by capital facilities fund. With this change order, the project continues to remain under budget.

*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
- 15. CONTRACT FOR SUMMER FOOD SERVICE PROGRAM – ORANGE COUNTY PUBLIC LIBRARIES:** Page 731  
**EXHIBIT 15**

Approval of the contract for participation in the Summer Food Service Program maintained by Food and Nutrition Services and Orange County Public Libraries (OCPL), in partnership with San Juan Capistrano Library. The agreement with OCPL allows for providing meals to children, as qualified by the United States Department of Agriculture Summer Feeding Program. Operations begin on June 18, 2018 through July 26, 2018 to provide lunch to children 18 years of age and under, residing within the boundaries of the District. There is no financial impact.

*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
- 16. EXTENSION NO. 2, BID NO. 1516-14, CO-CURRICULAR BUS SERVICE – CERTIFIED TRANSPORTATION SERVICES, INCORPORATED AND JFK TRANSPORTATION COMPANY, INCORPORATED:** Page 737  
**EXHIBIT 16**

Approval of Extension No. 2 of Bid No. 1516-14, Co-Curricular Bus Service with Certified Transportation Services, Incorporated and JFK Transportation Company, Incorporated. Bid No. 1516-14 was awarded to the lowest priced vendors per category on December 9, 2015. On September 13, 2017, the award of Bid No. 1516-14 was extended for Certified Transportation Service, Incorporated and JFK Transportation Company, Incorporated through December 31, 2017. The vendors agree to maintain the pricing for categories 1 and 3, as provided in Exhibit 1 of the respective agreements for the renewal period of January 1, 2018 through December 31, 2018. Annual expenditures utilizing this contract are estimated to be \$500,000 funded by general fund, associated student body and other parent groups. Actual expenditures during this bid term may vary depending on availability of funds and District needs.

*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
- 17. CALIFORNIA MULTIPLE AWARD SCHEDULE CONTRACT NOS. 3-18-70-248K AND 3-15-70-248E, WSCA-NASPO VALUEPOINT MASTER AGREEMENT NO. AR233, CALIFORNIA PARTICIPATING ADDENDUM NO. 7-14-70-04, WSCA-NASPO VALUEPOINT MASTER AGREEMENT NO. MNWNC-108, CALIFORNIA PARTICIPATING ADDENDUM NO. 7-15-70-34-003, WSCA-NASPO VALUEPOINT MASTER AGREEMENT NO. AR615, CALIFORNIA PARTICIPATING ADDENDUM NO. 7-14-70-15, WSCA-** Page 755  
**EXHIBIT 17**

**NASPO VALUEPOINT MASTER AGREEMENT NO. MNNVP-133, CALIFORNIA PARTICIPATING ADDENDUM NO. 7-15-70-34-001, WSCA-NASPO VALUEPOINT MASTER AGREEMENT NO. AR626, CALIFORNIA PARTICIPATING ADDENDUM NO. 7-14-70-11, INFORMATION TECHNOLOGY GOODS AND RELATED SERVICES – VARIOUS VENDORS:**

Approval of the ability to utilize the State of California Multiple Award Schedule (CMAS) Contract No. 3-18-70-248K to Westcon Group North America, Inc. for the resale of Cisco products and Cisco branded services and CMAS Contract No. and 3-15-70-248E to Immix Group, Inc. for the purchase and warranty of information technology consulting services, WSCA-NASPO AR233 contract was awarded to Cisco Systems, Inc., WSCA-NASPO MNWNCC-108 awarded to Dell Marketing, L.P., WSCA-NASPO AR615 contract was awarded to F5 Networks, Inc., WSCA-NASPO MNNVP-133 contract was awarded to HP Inc., and WSCA-NASPO AR626 contract awarded to Palo Alto Networks, Inc. The District can utilize such contracts pursuant to California Public Contract Code §§ 10290, 10290.1, 10298, and 12100 without going to bid. The prices offered by the contractors have been assessed to be fair, reasonable and competitive. Technology and Information Services staff determined it is in the best interest of the District to utilize these state contracts for the purchase of these technology products and related services. The length of contract terms vary for each awarded contract. Aggregate expenditures under these contracts, as amended and extended, are estimated to be \$3,000,000; however, actual expenditures may vary based on availability of funding and District needs. Due to the size of the contracts and award documentation, they are posted online on the District Board Agendas and Supporting Documentation (Purchasing Supporting) page.

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

18. **WSCA-NASPO VALUEPOINT MASTER AGREEMENT NO. 3091, CALIFORNIA PARTICIPATING ADDENDUM NO. 7-15-70-25, COPIERS, PRINTERS, RELATED DEVICES AND ASSOCIATED SERVICES, RICOH USA, INCORPORATED:** Page 758  
**EXHIBIT 18**

Approval to utilize the WSCA-NASPO ValuePoint Master Agreement No. 3091, with California Participating Addendum No. 7-15-70-25, for the purchase of copiers, printers, and related devices, from Ricoh USA, Incorporated, as needed, under the same terms and conditions of the public agency's contract. This contract provides set pricing for copiers, printers, related devices, as well as service and supplies, such as toner and staples, as needed, throughout the District. Anticipated annual expenditures utilizing this contract are approximately \$207,000 funded by 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 save time and often provide lower prices than a single jurisdiction would be able to obtain. Due to the size of the contract and award, the documentation is posted online on the District Board Agendas and Supporting Documentation page.

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

**CURRICULUM AND INSTRUCTION**

19. **MEMORANDUM OF UNDERSTANDING WITH BE GLAD LLC TO PROVIDE PROFESSIONAL LEARNING WORKSHOPS - PROJECT GUIDED LANGUAGE ACQUISITION DESIGN MODEL AND STRATEGIES:** Page 762  
**EXHIBIT 19**

Approval of the Memorandum of Understanding (MOU) with Be Glad LLC to provide two Professional Learning Sessions to Support Training in The Project



(Guided Language Acquisition Design) Model And Strategies. The cost for the two sessions of support training is \$3,000 paid with Title III funds.

*Contact: Susan Holliday, Associate Superintendent, Education Services*

20. **MEMORANDUM OF UNDERSTANDING WITH CALIFORNIA ASSOCIATION FOR BILINGUAL EDUCATION FOR 2018-2019:** Page 766  
**EXHIBIT 20**  
Approval of the Memorandum of Understanding (MOU) with California Association for Bilingual Education (CABE) to provide professional learning sessions in support of the Language Immersion (LI) Program. It is proposed that CABE provide two days of professional learning sessions for teachers in the LI program on “How Does Spanish Work? The “What” and the “How” of Teaching K-8 Spanish Language Arts.” The cost for the two days of professional development is \$5,000, paid with Title III funds.  
*Contact: Susan Holliday, Associate Superintendent, Education Services*
21. **BROADENING THE COURSE OF STUDY – NEW CAREER TECHNICAL EDUCATION COURSE, BUILDING AND INDUSTRIAL TRADES:** Page 773  
**EXHIBIT 21**  
Approval of Broadening the Course of Study: New Career Technical Education course, Building and Industrial Trades. The following high school course is proposed for the 2018-2019 course catalog in accordance with Board Policy 6143, *Courses of Study: Building and Industrial Trades*. Upon approval, the course will be offered at San Juan Hills High School in the 2018-2019 school year.  
*Contact: Susan Holliday, Associate Superintendent, Education Services*
22. **BROADENING THE COURSE OF STUDY – NEW CAREER TECHNICAL EDUCATION COURSE, CHEMISTRY AND ENVIRONMENTAL ENGINEERING:** Page 790  
**EXHIBIT 22**  
Approval of Broadening the Course of Study: New Career Technical Education course, Chemistry and Environmental Engineering. The following high school course is proposed for the 2018-2019 course catalog in accordance with Board Policy 6143, *Courses of Study: Chemistry and Environmental Engineering*. Upon approval, the course will be offered at Tesoro High School in the 2018-2019 school year.  
*Contact: Susan Holliday, Associate Superintendent, Education Services*
23. **BROADENING THE COURSE OF STUDY – NEW CAREER TECHNICAL EDUCATION COURSE, GAME DESIGN:** Page 798  
**EXHIBIT 23**  
Approval of Broadening the Course of Study: New Career Technical Education course, Game Design. The following high school course is proposed for the 2018-2019 course catalog in accordance with Board Policy 6143, *Courses of Study: Game Design*. Upon approval, the course will be offered at Capistrano Valley High School in the 2018-2019 school year.  
*Contact: Susan Holliday, Associate Superintendent, Education Services*
24. **BROADENING THE COURSE OF STUDY – NEW SECONDARY COURSE, INTERNATIONAL BACCALAUREATE PSYCHOLOGY HIGHER LEVEL HONORS:** Page 805  
**EXHIBIT 24**  
Approval of Broadening the Course of Study: New Secondary Course, International Baccalaureate (IB) Psychology Higher Level Honors. The following high school course is proposed for the 2018-2019 course catalog in accordance with Board Policy 6143, *Courses of Study: IB Psychology Higher Level Honors*. Prerequisites for this course include a C or better in IB Psychology Standard Level. Upon approval, the course will be offered in the 2018-2019 school year.  
*Contact: Susan Holliday, Associate Superintendent, Education Services*

25. **AGREEMENT FOR ADDITIONAL SCHOOL PARTICIPATING IN INSIDE THE OUTDOORS' SCHOOL PROGRAMS AGREEMENT NUMBERS: #10004-10, #10004-11, #10024-3, #10024-4:** Page 812  
**EXHIBIT 25**  
 Approval of Agreement for Additional School Participating in Inside the Outdoors' School Programs Agreement Numbers: #10004-10, #10004-11, #10024-3, #10024-4. The Board approved the original agreement at the August 23, 2017 Board meeting for five schools to participate in Orange County Department of Education's Inside the Outdoors "Traveling Scientist" program in which classroom sessions are provided at schools on a variety of science topics. Dana Hills High School, Kinoshita Elementary School, Don Juan Avila Elementary School and Wood Canyon Elementary School have expressed an interest in adding additional sessions to those already scheduled. The addendums to the original agreement are required in order to add these additional requested sessions. There is no financial impact.  
*Contact: Susan Holliday, Associate Superintendent, Education Services*
26. **SERVICE AGREEMENT #45945 WITH ORANGE COUNTY DEPARTMENT OF EDUCATION FOR PROVISION OF FRIDAY NIGHT LIVE PARTNERSHIP:** Page 829  
**EXHIBIT 26**  
 Approval of ratification for service agreement #45945 with Orange County Department of Education for provision of Friday Night Live Partnership at Fred Newhart Middle School. Orange County Department of Education will provide reimbursement for advisor stipends at the maximum rate of \$1,000 to provide comprehensive primary prevention programs. The pilot program will be called Club Live, facilitated through Peer Assistance League (PAL) and will occur during PAL class time or as a lunchtime activity.  
*Contact: Susan Holliday, Associate Superintendent, Education Services*
27. **SINGLE PLANS FOR STUDENT ACHIEVEMENT AND BUDGETS FOR 2018-2019:** Page 842  
**EXHIBIT 27**  
 Approval of the Single Plans for Student Achievement (SPSA) and Budgets for the 2018-2019 school year. The purpose of each school's SPSA is to create a cycle of continuous improvement of student performance and to ensure all students succeed in reaching academic standards set by the State Board of Education. The goals contained within each plan are aligned to the District's Wildly Important Goals and Local Control Accountability Plan. Each plan is developed by school staff and initially approved through a process conducted by the School Site Council (SSC) advisory committee that includes stakeholder input. The SSC is composed of a group representing parents, staff and students (high schools only). All plans are updated annually. Title I Schoolwide Plan components are also included. The outlined action plans and related expenditures are implemented throughout the school year, and serve as a framework for each school's efforts. The SPSA documents are available for viewing in Education Services upon request.  
*Contact: Susan Holliday, Associate Superintendent, Education Services*

### HUMAN RESOURCE SERVICES

28. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT - CLASSIFIED EMPLOYEES:** Page 844  
**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, Associate Superintendent, Human Resource Services*
29. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT - CERTIFICATED EMPLOYEES:** Page 868  
**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, Associate Superintendent, Human Resource Services*

30. **MASTER SERVICES AGREEMENT – QUANTUM EDUCATION DYNAMICS:** Page 888  
**EXHIBIT 30**  
Approval of Master Services Agreement with Quantum Education Dynamics to provide coaching, mentoring, and support to the administrative team at Tesoro High School. The term of this agreement is effective April 1, 2018 through April 30, 2018. Expenditures under this agreement are not-to-exceed \$13,750 funded by the general fund.  
*Contact: Gordon Amerson, Associate Superintendent, Human Resource Services*
31. **ORANGE COUNTY DEPARTMENT OF EDUCATION THIRD QUARTER REPORT – WILLIAMS SETTLEMENT LEGISLATION:** Page 895  
**EXHIBIT 31**  
Acceptance of Williams Settlement Legislation Orange County Department of Education (OCDE) Third Quarter Report. As a result of the Williams Settlement, Education Code § 35186 mandates school districts establish policies and procedures to resolve deficiencies related to textbooks and instructional materials, teacher vacancies or misassignments, and facility conditions posing a threat to student/staff health or safety. Furthermore, Education Code § 1240 requires OCDE to report visits and reviews of District schools conducted by OCDE, if any. Additionally, the law requires the report be provided to the Board of Trustees at a regularly scheduled public meeting each quarter.  
*Contact: Gordon Amerson, Associate Superintendent, Human Resource Services*
32. **THIRD QUARTER REPORT – WILLIAMS SETTLEMENT LEGISLATION UNIFORM COMPLAINT:** Page 899  
**EXHIBIT 32**  
Acceptance of Williams Settlement Legislation Uniform Complaint Third Quarter Report. As a result of the Williams Settlement, Education Code § 35186 mandates school districts establish policies and procedures to resolve deficiencies related to textbooks and instructional materials, teacher vacancies or misassignments, and facility conditions posing a threat to student/staff health or safety. Furthermore, Education Code § 35186 requires any deficiencies or complaints be reported to the Board of Trustees at a regularly scheduled public meeting each quarter. During the third quarter, the District received zero complaints.  
*Contact: Gordon Amerson, Associate Superintendent, Human Resource Services*
33. **FIELD EXPERIENCE AGREEMENT WITH GRAND CANYON UNIVERSITY:** Page 902  
**EXHIBIT 33**  
Approval of Field Experience Agreement with Grand Canyon University to work with Nursing Students. Students from the University will work with District Nurses to fulfill field experience requirements to earn their degree. The agreement will be in effect on the date of the last party's signature and will remain in effect until written termination by either party.  
*Contact: Gordon Amerson, Associate Superintendent, Human Resource Services*
34. **CLINICAL EDUCATION AFFILIATION AGREEMENT WITH CALIFORNIA STATE UNIVERSITY, SAN MARCOS:** Page 910  
**EXHIBIT 34**  
Approval of Clinical Education Affiliation Agreement with California State University, San Marcos to work with Speech and Language Pathologist and Nursing Students. Students from the University will work with District Speech and Language Pathologists or District Nurses to fulfill field experience requirements to earn their degree.

The agreement will be in effect on the date of the last party's signature and will expire five years from that date.

*Contact: Gordon Amerson, Associate Superintendent, Human Resource Services*

35. **CLINICAL PRACTICUM AGREEMENT WITH CALIFORNIA STATE UNIVERSITY, NORTHRIDGE:** Page 933  
**EXHIBIT 35**

Approval of Clinical Practicum Agreement with California State University, Northridge to work with Speech and Language Pathologist Students. Students from the University will work with District Speech and Language Pathologists to fulfill field experience requirements to earn their degree. The agreement will be in effect on June 1, 2018 and will expire May 31, 2023.

*Contact: Gordon Amerson, Associate Superintendent, Human Resource Services*

36. **SCHOOL PSYCHOLOGY SUPERVISED UNPAID PRACTICUM/ INTERNSHIP FIELDWORK AGREEMENT WITH CHAPMAN UNIVERSITY:** Page 941  
**EXHIBIT 36**

Approval of School Psychology Supervised Unpaid Practicum/Internship Fieldwork Agreement with Chapman University to work with students working toward their Pupil Personnel Services Credential (School Psychologist). Students from the University will work with District School Psychologists to fulfill field experience requirements to earn their credential. The agreement will be in effect on September 1, 2018 and will expire August 31, 2023.

*Contact: Gordon Amerson, Associate Superintendent, Human Resource Services*

### GENERAL FUNCTIONS

37. **SCHOOL BOARD MINUTES:** Page 948  
**EXHIBIT 37**  
Approval of the April 25, 2018 Regular Board Meeting minutes.  
*Contact: Colleen Hayes, Manager II, Superintendent's Office*

### DISCUSSION/ACTION ITEMS

38. **PRESENTATION FROM THE SCHOOL FACILITIES AND FINANCE ADVISORY COMMITTEE:** INFORMATION/  
DISCUSSION  
Page 963  
**EXHIBIT 38**  
In the Fall of 2017, the District invited all stakeholders to apply to serve on the School Facilities and Finance Advisory Committee. The School Facilities and Finance Advisory Committee was established to provide input, advice, and recommendations on topics pertaining to school facilities and finance, including the implementation of the general obligation bond program. The committee was designed to include regional representation from high school attendance boundaries throughout the District.

The Advisory Committee has been meeting since January 2017. The Committee independently established its own governing structure, meeting agendas and subjects of interest to examine and research. District staff attends the meeting to provide information and presentations and to follow up on requests from the Committee. The Advisory Committee will be presenting their recommendations on a timeline for a potential bond.

*CUSD WIG 2: 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 Ryan Burris, Chief Communications Officer to introduce this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

39. **#CAPOFORWARD REIMAGINING PROJECT UPDATE:** INFORMATION/  
DISCUSSION  
Page 966  
**EXHIBIT 39**
- The Board will receive a presentation regarding the re-imagining project for seven elementary schools as a follow-up to the September 13, 2017 presentation. This presentation will spotlight #CapoForward progress since the official launch in September 2017 of the #CapoForward initiative, program highlights of each school, continued online marketing strategies, professional learning and data from the program metrics.

*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, Associate Superintendent, Education Services*

Staff Recommendation

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

40. **2018-2019 LOCAL CONTROL ACCOUNTABILITY PLAN UPDATE:** INFORMATION/  
DISCUSSION  
Page 997  
**EXHIBIT 40**
- In June 2013, the Legislature adopted the Local Control Funding Formula (LCFF). As part of LCFF, the Legislature included an accountability component known as the Local Control and Accountability Plan (LCAP). In developing its LCAP, districts must address eight state priorities and solicit input and consult with stakeholders. As part of the process, each district is required to hold one public hearing to solicit the recommendations and comments of the members of the public regarding the specific actions and expenditures proposed. The final 2018-2019 LCAP will be presented for approval at the June 20, 2018 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.*

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

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

*Contact: Susan Holliday, Associate Superintendent, Education Services*

Staff Recommendation

It is recommended the Board President recognize Susan Holliday, Associate 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.

41. **RECOMMENDATION OF TENTATIVE AGREEMENT WITH CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), AND ITS CAPISTRANO CHAPTER 224, FOR JULY 1, 2016 – JUNE 30, 2018:** DISCUSSION/  
ACTION  
Page 1107  
**EXHIBIT 41**
- The purpose of this agenda item is to seek approval of the Tentative Agreement between the District and California School Employees Association (CSEA), and its Capistrano Chapter 224. In addition to the Tentative Agreement, the Public Disclosure Bargaining Agreement is included in the exhibit. The total estimated fiscal impact of this agreement is approximately \$3,825,200 per year. The parties also entered into a New Term Agreement with the duration of July 1, 2018 – June 30, 2021.

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

*Contact: Gordon Amerson, Associate Superintendent, Human Resource Services*

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

Following discussion, it is recommended the Board of Trustees approve the Tentative Agreement with California School Employees Association (CSEA), and its Capistrano Chapter 224, for July 1, 2016 – June 30, 2018.

Motion \_\_\_\_\_ Second \_\_\_\_\_

**42. 2018-2019 PROPOSED BUDGET ADOPTION:**

The District is required by law to adopt a budget for the 2018-2019 fiscal year no later than June 30, 2018 for enactment on July 1, 2018. The final budget for 2018-2019 will be based upon revenue assumptions outlined within the Governor’s May Revise, as well as District-specific assumptions for revenue and expenditures and will incorporate expenditures listed in the District’s Local Control Accountability Plan (LCAP).

This item is a preliminary look at the general fund 2018-2019 budget and the 2017-2018 estimated actuals budget. The budget will be updated if necessary based upon information from the Governor’s May Revise and recommendations given by the Orange County Department of Education along with the District LCAP. The final 2018-2019 budget will be presented for Board action at the June 20, 2018 meeting.

*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.

**43. FAMILY RESOURCE CENTER:**

As defined by the Strategic Plan’s “Key Priority” of Leadership and Communication, one of the main goals is to develop resources, services and workshops for families. In response, Student Support Services, in collaboration with the Community Advisory Committee (CAC) and Education Services, has developed a Family Resource Center (FRC) that is located behind the main lobby (immediately adjacent to the receptionist area). The FRC will offer a wide range of resources to parents, including special education and general education interventions, behavior interventions, community resources for health, welfare, and nutrition, etc. Resources are organized by topic and by age/grade level. An “online version” of the resource center that will be linked to the department’s website will be available to the public by the fall of 2018.

*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.*

*Contact: Gregory Merwin, Associate Superintendent, Student Support Services*

Staff Recommendation

It is recommended the Board President recognize Gregory Merwin, Associate

INFORMATION/  
DISCUSSION  
Page 1134  
**EXHIBIT 42**

INFORMATION/  
DISCUSSION  
Page 1158  
**EXHIBIT 43**

Superintendent, Student Support Services, to present this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

**44. RESOLUTION NO. 1718-50, AUTHORIZATION OF TEMPORARY INTERFUND TRANSFERS:** DISCUSSION/  
ACTION

Education Code § 42603 authorizes the Board of Trustees to temporarily transfer money held in any fund to another fund for payment of obligations by the District. Amounts transferred will be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. Due to the nature of the current budget situation, it is necessary to secure flexibility to balance cash flow during the 2018-2019 school year. This agenda item requests Board approval to authorize interfund loans between funds. These loans (cash transfers) will be made to and between the general fund and various other District funds.

Page 1160  
**EXHIBIT 44**

*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 this item.

Following discussion, it is recommended the Board of Trustees adopt Resolution No. 1718-50, Authorization of Temporary Interfund Transfers.

Motion \_\_\_\_\_ Second \_\_\_\_\_

**45. FIRST READING – BOARD POLICY 5143.1, TOBACCO:** DISCUSSION/  
ACTION

The proposed revisions to Board Policy 5143.1, *Tobacco*, address issues relating to the recent increase in use of electronic cigarettes and vaping devices. The California School Board Association (CSBA) has a sample policy on Tobacco that addresses these issues, and the proposed revisions align with the CSBA sample. Legal counsel has reviewed the policy. There is no financial impact.

Page 1163  
**EXHIBIT 45**

*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, Associate Superintendent, Education Services*

Staff Recommendation

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

Following discussion, it is recommended the Board of Trustees approve Board Policy 5143.1, *Tobacco*.

Motion \_\_\_\_\_ Second \_\_\_\_\_

**46. PRESENTATION OF MATERIAL REVISIONS TO CHARTER OF CAPISTRANO CONNECTIONS ACADEMY CHARTER SCHOOL:** DISCUSSION/  
ACTION

The Capistrano Connections Academy Charter School has requested material revisions to its Charter to merge the non-profit public benefit corporation which governs it with two other non-profit public benefit corporations. The name of Charter School's governing non-profit public benefit corporation will change from Capistrano Connections Academy, Incorporated to California Online Public Schools.

Page 1169  
**EXHIBIT 46**

The material revisions also seek to ensure compliance with the law, including reasonably comprehensive descriptions of new requirements of charter schools enacted into law after the charter was originally granted or last renewed in accordance with Education Code § 47607, subdivision (a)(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, Associate Superintendent, Education Services**

Staff Recommendation

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

Following discussion, it is recommended that the Board of Trustees approve the material revisions to the Charter of Capistrano Connections Academy Charter School.

Motion \_\_\_\_\_ Second \_\_\_\_\_

**47. RESOLUTION NO. 1718-48, ACCEPTING CREDITS FROM NON-ACCREDITED INSTITUTIONS:** DISCUSSION/  
ACTION

Board Policy 6146.1, *High School Graduation Requirements*, (d) states that “*Transfer credits are accepted from accredited institutions only, subject to the exceptions set forth in Education Code sections 51225.1-51225.2.*”

Page 1323  
**EXHIBIT 47**

Currently, there is one student who transferred from a non-accredited institution and has since demonstrated their capabilities and provided evidence that they have made progress in learning satisfactory to the school. The student is currently unable to receive credit for work that they have previously completed at the non-accredited institution that has been determined to be comparable with District courses. To resolve this situation, staff proposes this resolution which will allow the student, listed in the resolution, the opportunity to receive District credit for the work they satisfactorily completed at a non-accredited institution.

***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, Associate Superintendent, Education Services**

Staff Recommendation

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

Following discussion, it is recommended the Board of Trustees adopt Resolution No. 1718-48, Accepting Credits from Non-Accredited Institutions.

Motion \_\_\_\_\_ Second \_\_\_\_\_

**48. RESOLUTION NO. 1718-49, GRANTING SENIORS A DISTRICT DIPLOMA:** DISCUSSION/  
ACTION

Board Policy 6146.1, *High School Graduation Requirements*, (c) states that in order “*to participate in a graduation ceremony and receive a diploma from a District comprehensive high school, a student must be enrolled prior to the first day of the spring semester. These students must successfully complete 25 District credits.*”

Page 1326  
**EXHIBIT 48**

Currently, the District has one student who moved into District attendance boundaries after the first day of the spring semester and per policy cannot participate in a graduation ceremony or receive a diploma.



To resolve this situation, staff proposes Resolution No. 1718-49 which will allow the students listed in the resolution the opportunity to participate in the graduation ceremony and receive a diploma provided the students meet the 25 District credit requirement.

***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, Associate Superintendent, Education Services***

Staff Recommendation

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

Following discussion, it is recommended the Board of Trustees adopt Resolution No. 1718-49, Granting Seniors a District Diploma as an exception to Board Policy 6146.1 (c).

Motion \_\_\_\_\_ Second \_\_\_\_\_

- 49. FIRST READING - BOARD POLICY 1312.3, UNIFORM COMPLAINT PROCEDURES:** DISCUSSION/  
ACTION  
Page 1329  
**EXHIBIT 49**

This proposed revision of Board Policy 1312.3, *Uniform Complaint Procedures*, revises this policy to reflect legal compliance requirements. 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, Associate Superintendent, Human Resource Services***

Staff Recommendation

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

Following discussion, it is recommended the Board of Trustees approve Board Policy 1312.3, *Uniform Complaint Procedures*.

Motion \_\_\_\_\_ Second \_\_\_\_\_

- 50. FIRST READING - BOARD POLICY 1312.4, WILLIAMS UNIFORM COMPLAINT PROCEDURES:** DISCUSSION/  
ACTION  
Page 1337  
**EXHIBIT 50**

This proposed revision of Board Policy 1312.4, *Williams Uniform Complaint Procedures*, revises this policy to reflect legal compliance requirements. 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, Associate Superintendent, Human Resource Services***

Staff Recommendation

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

Following discussion, it is recommended the Board of Trustees approve Board Policy 1312.4, *Williams Uniform Complaint Procedures*.

Motion \_\_\_\_\_ Second \_\_\_\_\_

**ADJOURNMENT**

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

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS  
WEDNESDAY, JUNE 20, 2018, 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**

**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.

Members of the public shall have an opportunity to address the Board regarding items on the agenda to be considered during Closed Session prior to the Board adjourning the meeting to Closed Session. Individual presentations are limited to a maximum of three minutes; however, the time assigned for individual presentations could be fewer than three minutes depending upon the total number of speakers who wish to address a specific agenda topic.

**ORAL COMMUNICATIONS (Non-Agenda Items):** Regular, scheduled meetings of the Board shall have a portion of each meeting devoted to Oral Communications. Oral Communications, will take place following Special Recognitions. The total time for the Oral Communications portion of regular meetings shall be twenty minutes. Individual presentations are limited to a maximum of three minutes per individual 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. The Board may, however, at its discretion, refer items to the administration for follow-up or place topics on a future Board agenda.

**ORAL COMMUNICATIONS (Agenda Items):** Members of the public shall also have an opportunity to address the Board on Open Session agenda items before their consideration by the Board. Individual presentations for the Consent Calendar are limited to a maximum of five minutes for all Consent Calendar items. Individual presentations for Discussion/Action agenda items are limited to a maximum of three minutes however; the time assigned for individual presentations could be fewer than three minutes depending upon the total number of speakers, who wish to address a specific agenda topic. The total time for presentations shall be limited to twenty minutes per agenda topic, unless the Board grants additional time. The Board shall hear all presentations after any staff comments but prior to the formal discussion by Board members 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 unless otherwise approved by the Board. When addressing a specific item on the agenda, the Board may vote to allow additional public speaker time for an individual Discussion/Action item.

**PUBLIC HEARINGS:** Any time the Board schedules a separate public hearing on a 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 recommended action at the time of the hearing.

#### **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.*