

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

February 13, 2019

Workshop

6:30 p.m.

**AGENDA**

**WORKSHOP 6:30 P.M.**

**CALL TO ORDER – ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF THE AGENDA**

**1. PRESENTATION ON AMBUEHL ELEMENTARY SCHOOL MODERNIZATION PROJECT AND THE PROPOSED MARCH 2020 BOND ELECTION: INFORMATION/ DISCUSSION**  
Page 1

The Board will receive an informational presentation from the District's architect and Chief Facilities Officer on the Ambuehl Elementary School Modernization Project and how it relates to the proposed March 2020 bond election.

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

**2. OVERVIEW OF LOCAL CONTROL ACCOUNTABILITY PLAN IN CALIFORNIA: INFORMATION/ DISCUSSION**  
Page 23

The Local Control and Accountability Plan (LCAP) is a three-year static plan that is updated annually and describes goals, actions, services and expenditures to support positive student outcomes that address state and local priorities. The LCAP provides an opportunity for districts to share their stories of how, what and why programs and services are selected to meet local needs. The District adheres to the LCAP template adopted by the State Board of Education. This item presents an overview of the District's LCAP development process, template changes, communication tools and timeline for 2018-2019.

***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 of Trustees 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.

**EXHIBIT 1**

**EXHIBIT 2**

**ADJOURNMENT**

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

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS  
WEDNESDAY, FEBRUARY 27, 2019, 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.*

CAPISTRANO UNIFIED SCHOOL DISTRICT  
**BOARD REPORT**

To: Board of Trustees

From: Clark Hampton, Deputy Superintendent, Business and Support Services  
John Forney, Chief Facilities Officer

Date: February 13, 2019

Board Item: Presentation on Ambuehl Elementary School Modernization Project and the  
Proposed March 2020 Bond Election

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**HISTORY**

With the sale of Whispering Hills Mello-Roos Community Facilities District bonds, funding was available to invest in Ambuehl Elementary School, the school that serves the Whispering Hills Development. In order to determine the facilities needs for the school site, the District hired Kitchell, Inc. to prepare a facilities needs assessment of Ambuehl Elementary School. With Ambuehl as the “case study” and with support from the Superintendent’s Facilities and Finance Committee, the Board of Trustees approved the same facilities condition assessment be performed Districtwide.

**BACKGROUND INFORMATION**

As part of the Ambuehl Elementary School case study, in addition to the needs assessment, outreach efforts were conducted to identify additional needs to the school. District staff along with the District architect met with Ambuehl Elementary School teachers, staff, Parent Teacher Association, site council and community members to discuss the future modernization project. The purpose of the meetings was to gather input of concerns with the existing facilities and obtain ideas and suggestions for improvement of Ambuehl Elementary School facilities. The scope of work incorporates mandatory improvements per the Division of State Architect, suggestions from the stakeholders along with tackling priorities in the Ambuehl Elementary School needs assessment.

**CURRENT CONSIDERATIONS**

Staff will present a brief update on the proposed project scope of work and timeline of the proposed modernization project and how it relates to the March 2020 bond election.

**FINANCIAL IMPLICATIONS**

There are no financial implications at this time.

**STAFF RECOMMENDATION**

District staff recommends the Board of Trustees receive the informational presentation on the Ambuehl Elementary School modernization project and the proposed March 2020 bond election.

**PREPARED BY:** John Forney, Chief Facilities Officer

**APPROVED BY:** Clark Hampton, Deputy Superintendent, Business and Support Services



February 13, 2019 // Capistrano Unified School District

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EXHIBIT #1

# Ambuehl Elementary Modernization



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# Ambuehl Elementary School Modernization Project

- In order to best determine the needs of its facilities, the District undertook an extensive facilities condition assessment (Kitchell Report) Districtwide starting with Ambuehl Elementary School as a case study.
- District staff along with the District architect met with Ambuehl Elementary School teachers, staff, Parent Teacher Association, site council and community members to discuss the future modernization project to gather input of concerns with the existing facilities and obtain ideas and suggestions for improvement of Ambuehl Elementary School facilities.
- The scope of work incorporates mandatory improvements per the Division of State Architect, suggestions from the stakeholders along with tackling priorities in the Ambuehl Elementary School needs assessment.

## History

Ambuehl Elementary // Modernization  
Studies  
Capistrano USD



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February 13, 2019

CUSD Community Mtg #CM-1:  
5/31/18

## PRE-DESIGN

CUSD Project Scoping  
Mtg: 9/25/18

DSA Pre-Application  
Mtg: 10/19/18

## SCHEMATIC DESIGN

CUSD TIS Review Mtg #1: CUSD M&O Review Mtg: 10/25/18

CUSD/AES Site Review  
Mtg: 11/14/18

## DESIGN DEVELOPMENT

CUSD Community Mtg #CM-2:

CD Progress Document Upload: 12/19/18

CUSD TIS Review Mtg #2: 1/9/19

## CONSTRUCTION DOCUMENTS

Page 3 of 21

EXHIBIT #1

## AGENCY

CUSD FFA Committee Mtg: 1/10/19

Submit to DSA: 1/24/19

CUSD Final Finish Review Mtg: 2/20/19

CUSD Initial Finish Review Mtg: 2/6/19

Anticipated Approval: April 2019

## BIDDING

## CONSTRUCTION ADMINISTRATION

# Project Schedule

Ambuehl Elementary // Modernization  
Studies  
Capistrano USD

\* schedule also includes bi-weekly owner/architect progress meetings

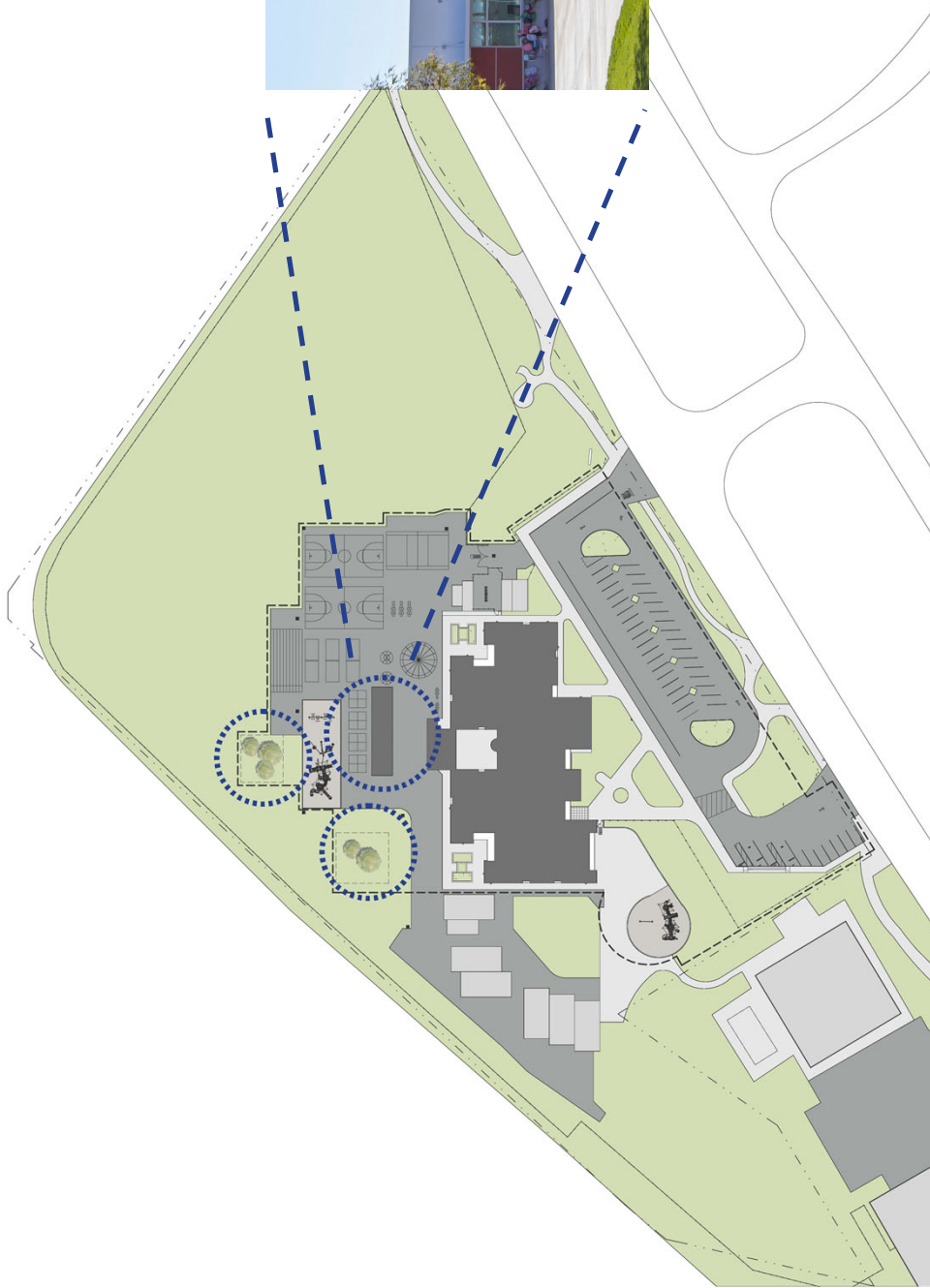


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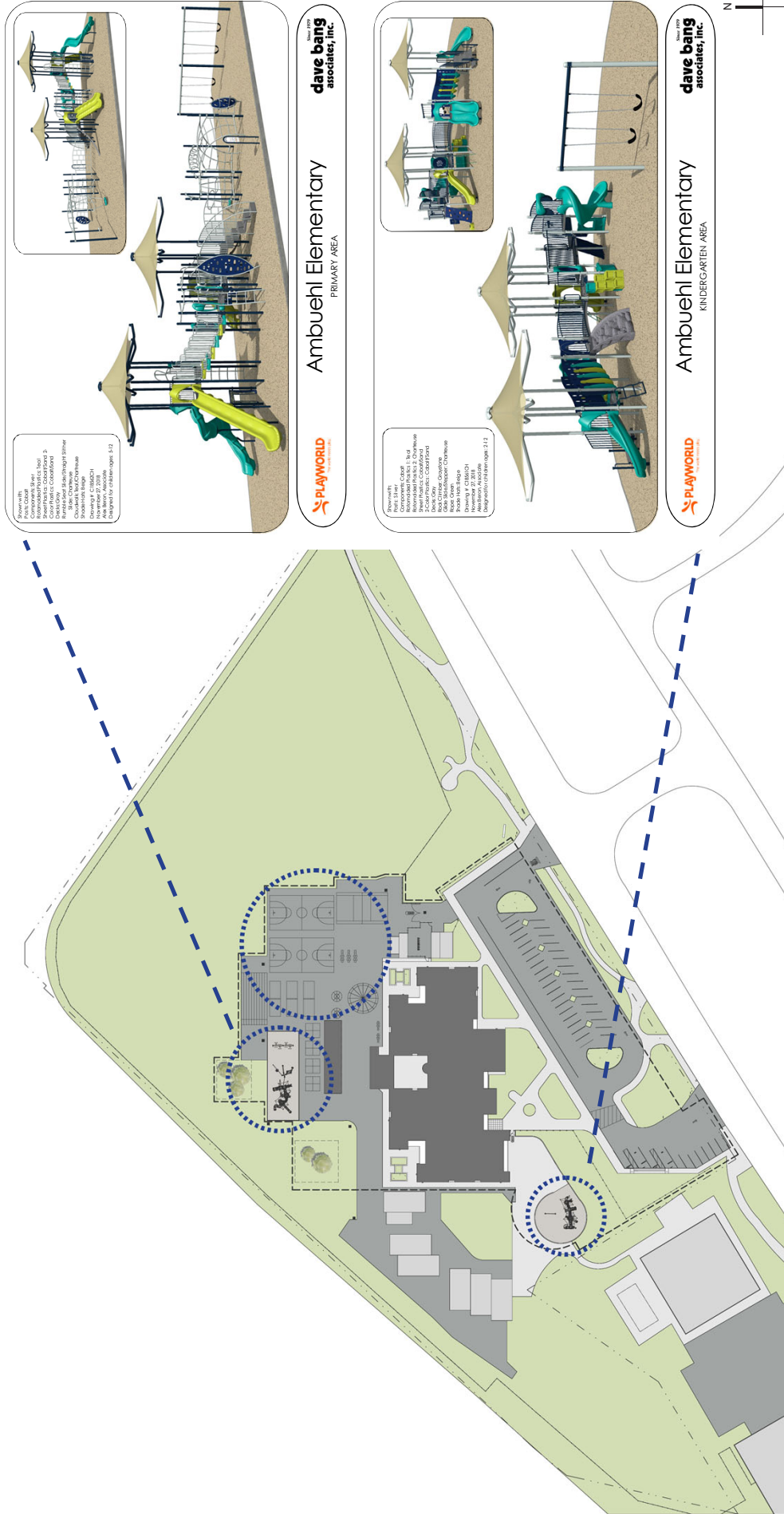
# Project Goals





## Site:

**Shade/Trees**  
Ambuehl Elementary // Modernization  
Studies  
Capistrano USD



## Site:

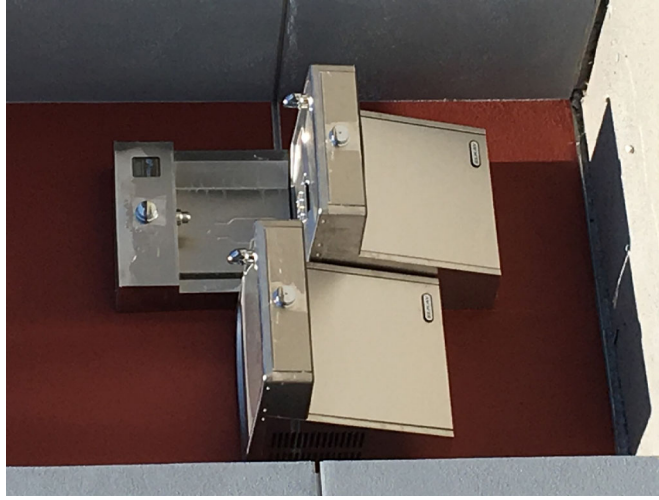
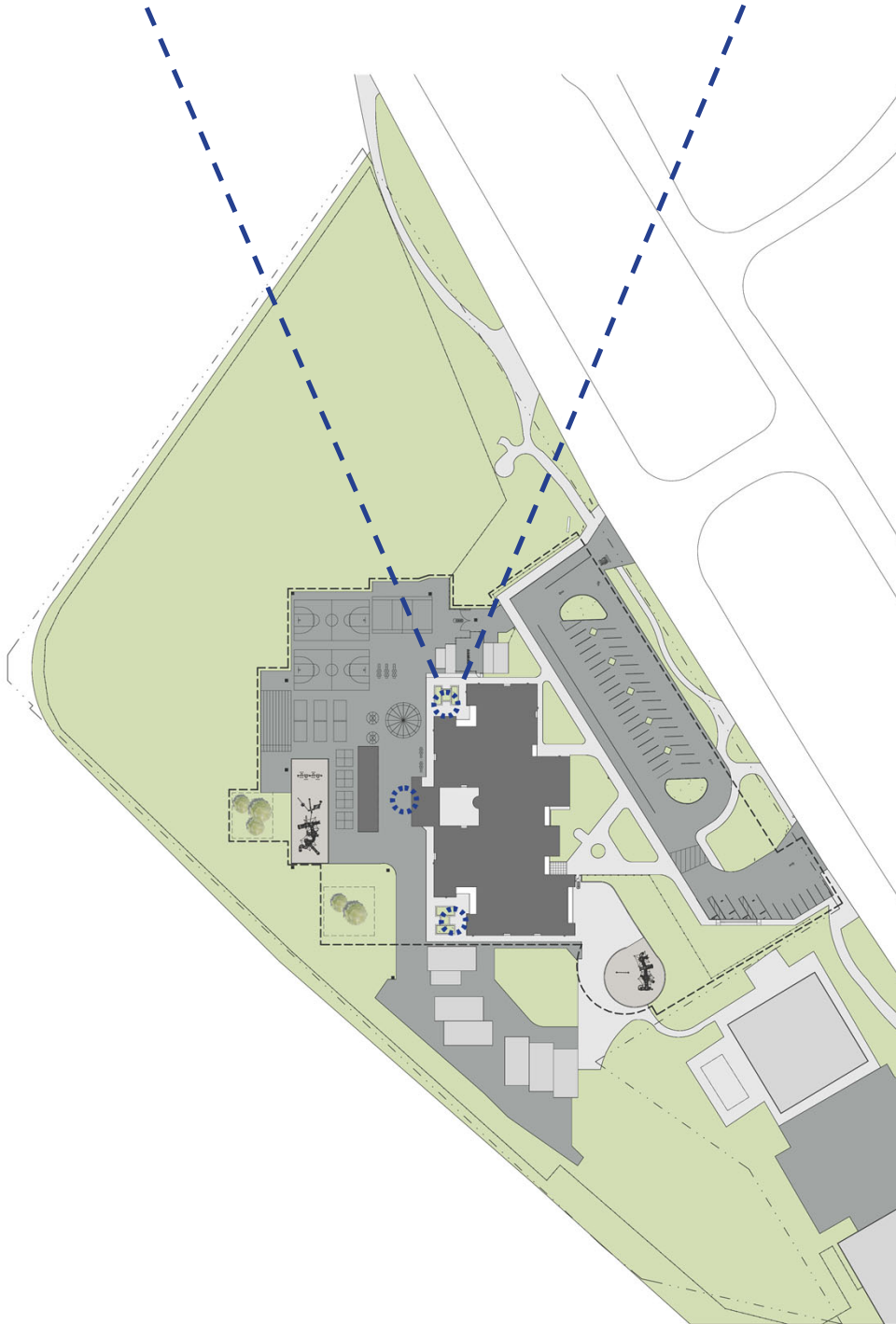
# Play Area/Play Equipment/Rubber Surfacing

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Studies  
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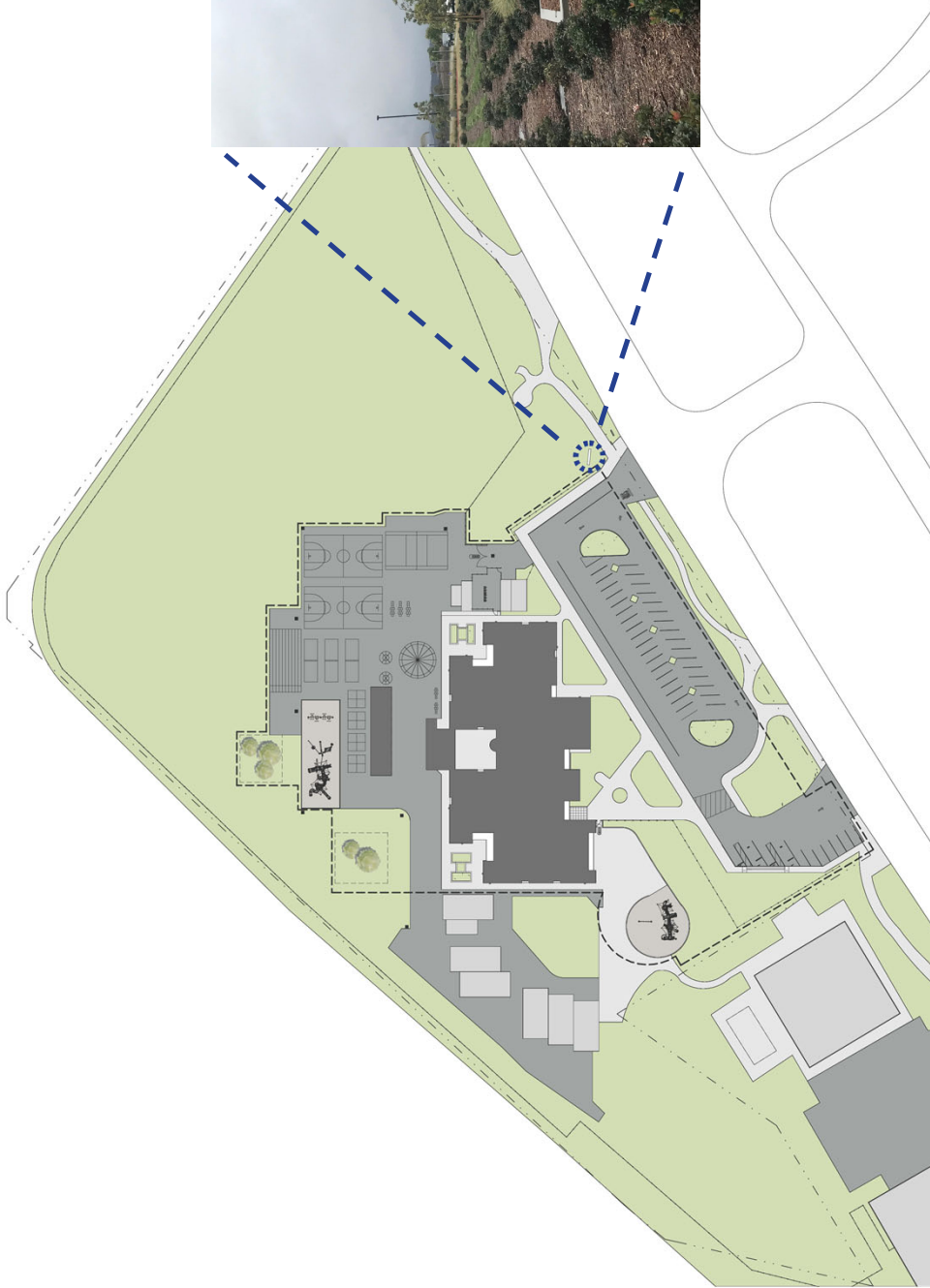


## Site: Drinking Fountains with Bottle Fillers

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Site:

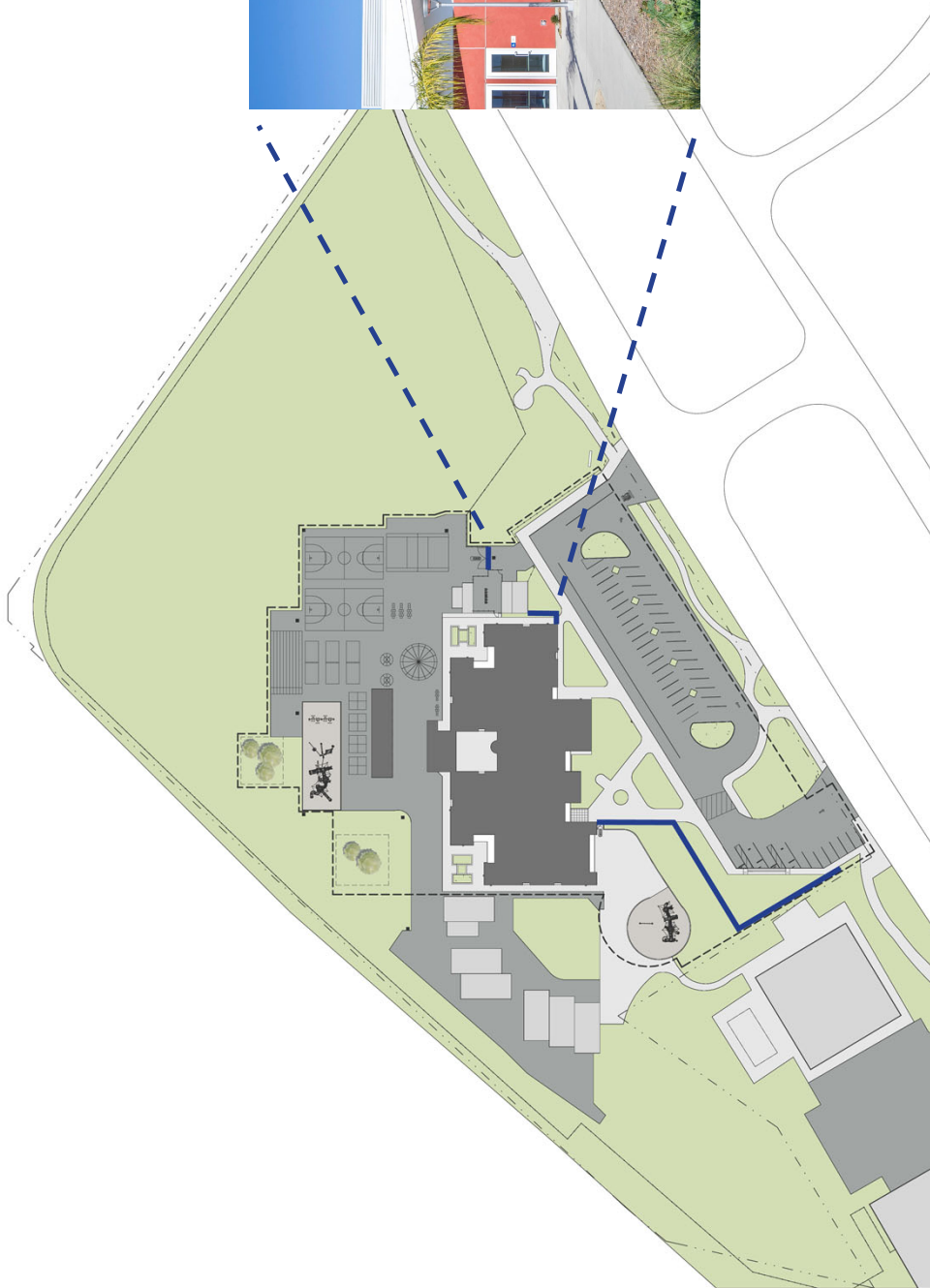
**Marquee**

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Studies  
Capistrano USD



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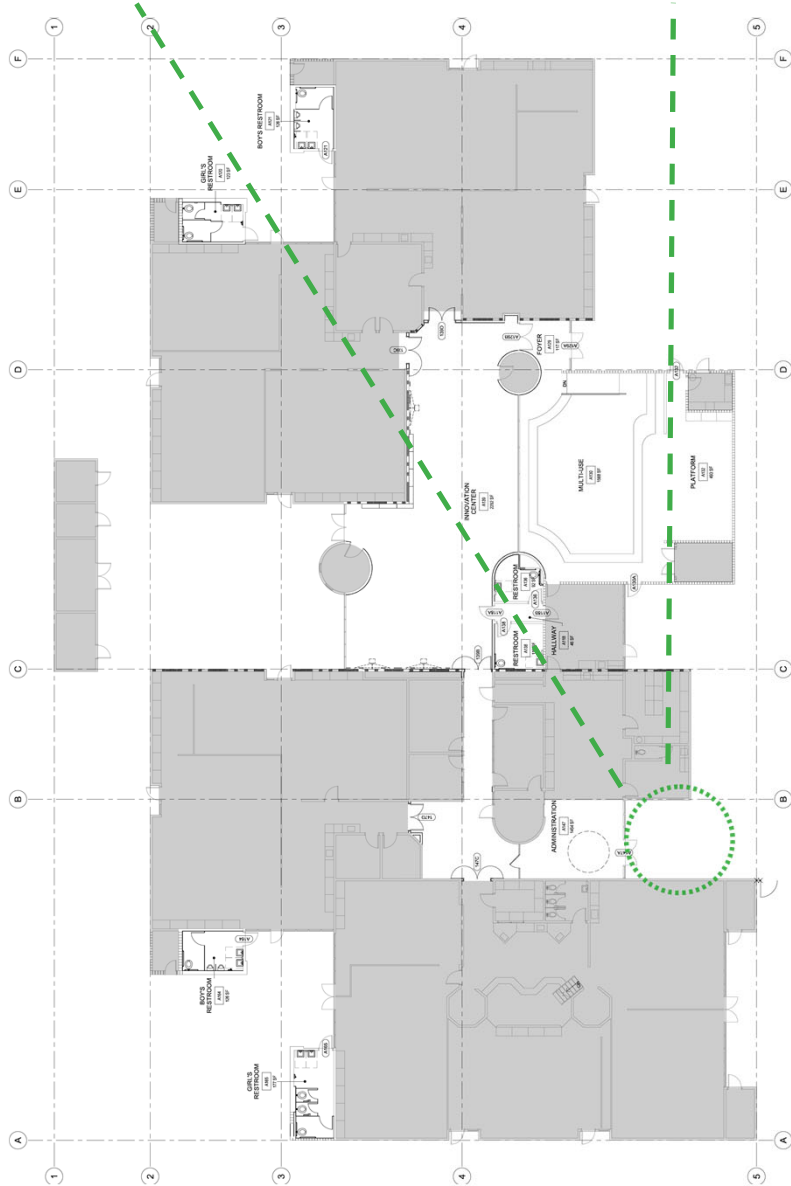
## Site:

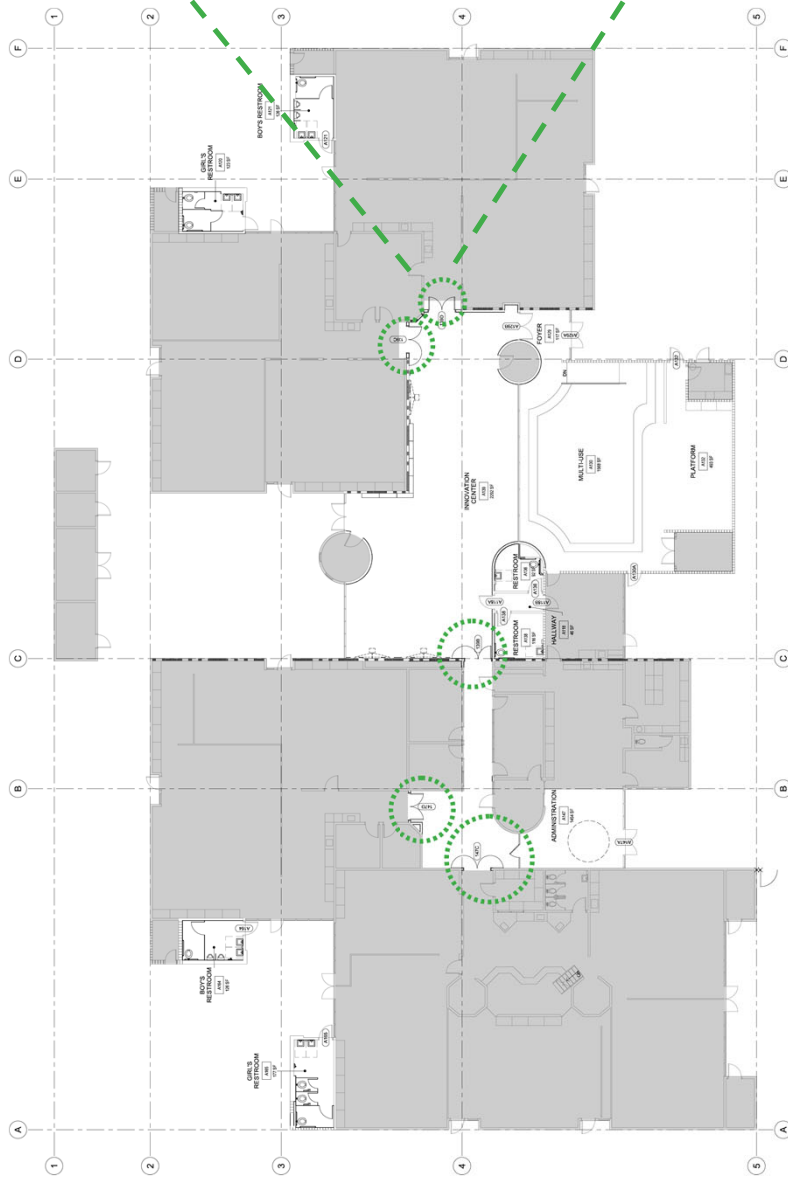
# Fencing/Welcoming Environment

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Studies  
Capistrano USD



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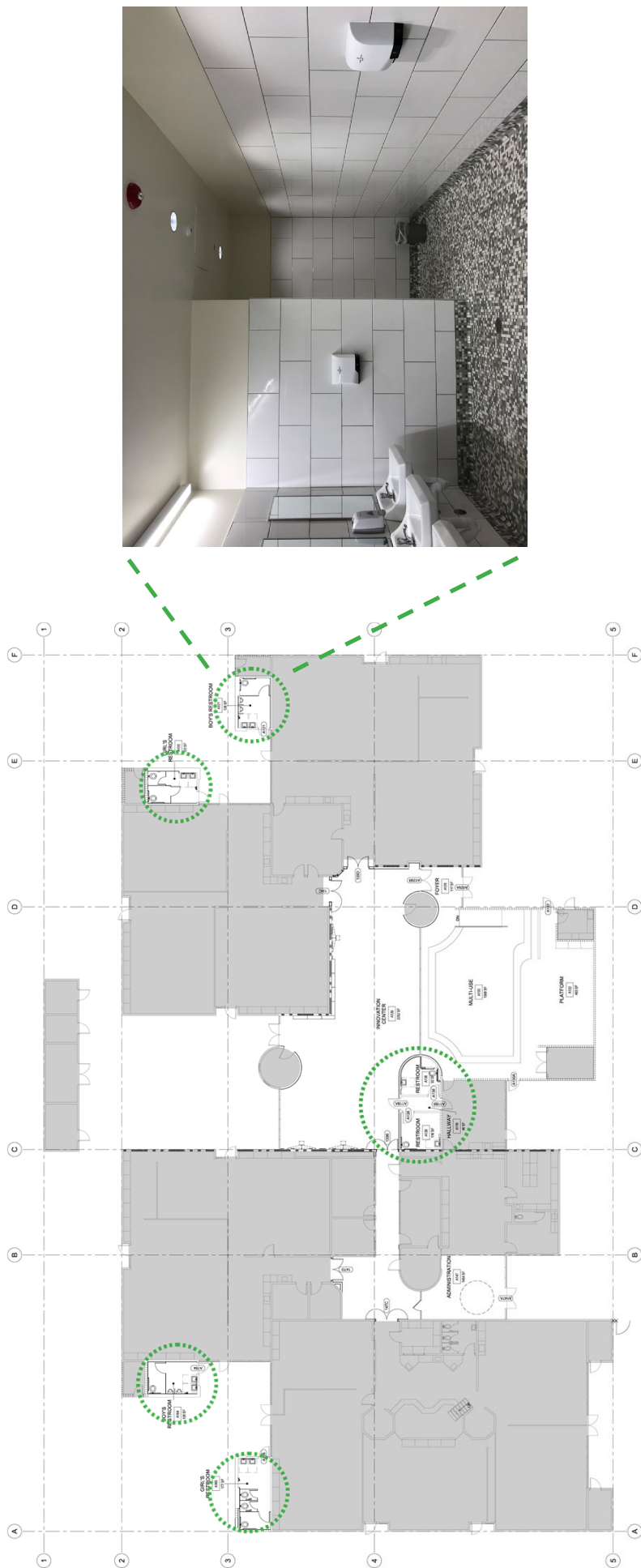


## Building: Safety/Security

Ambuehl Elementary // Modernization  
Studies  
Capistrano USD



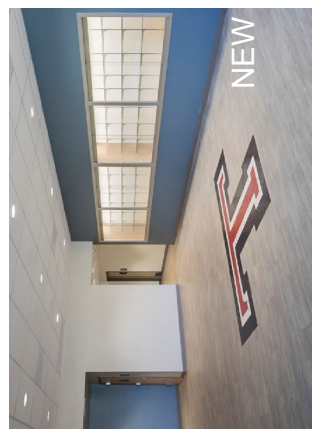
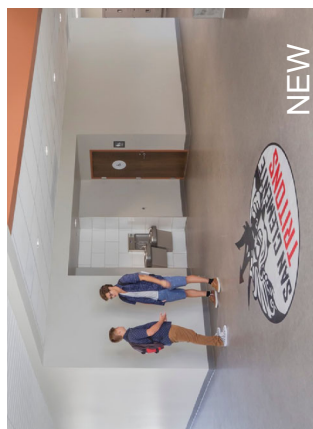
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# Building: Restrooms

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Studies  
Capistrano USD





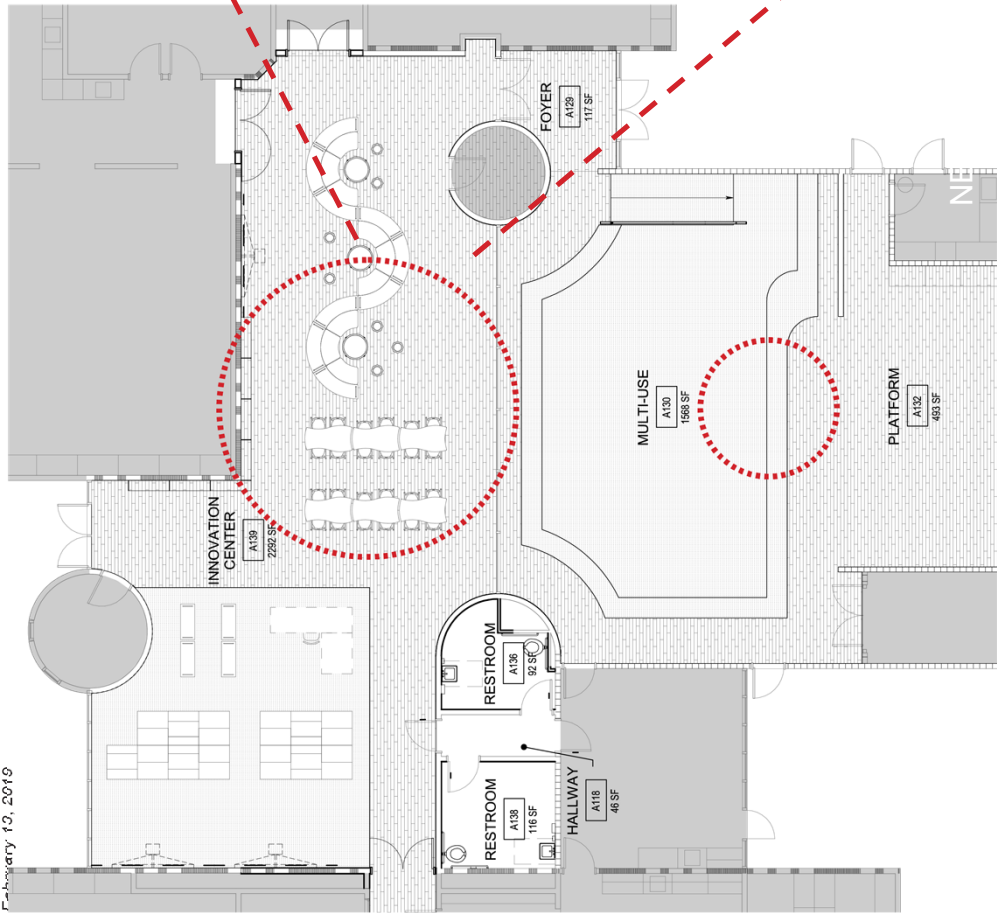
# Building: School Identity

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Studies  
Capistrano USD



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February 12, 2019



## Innovation Center:

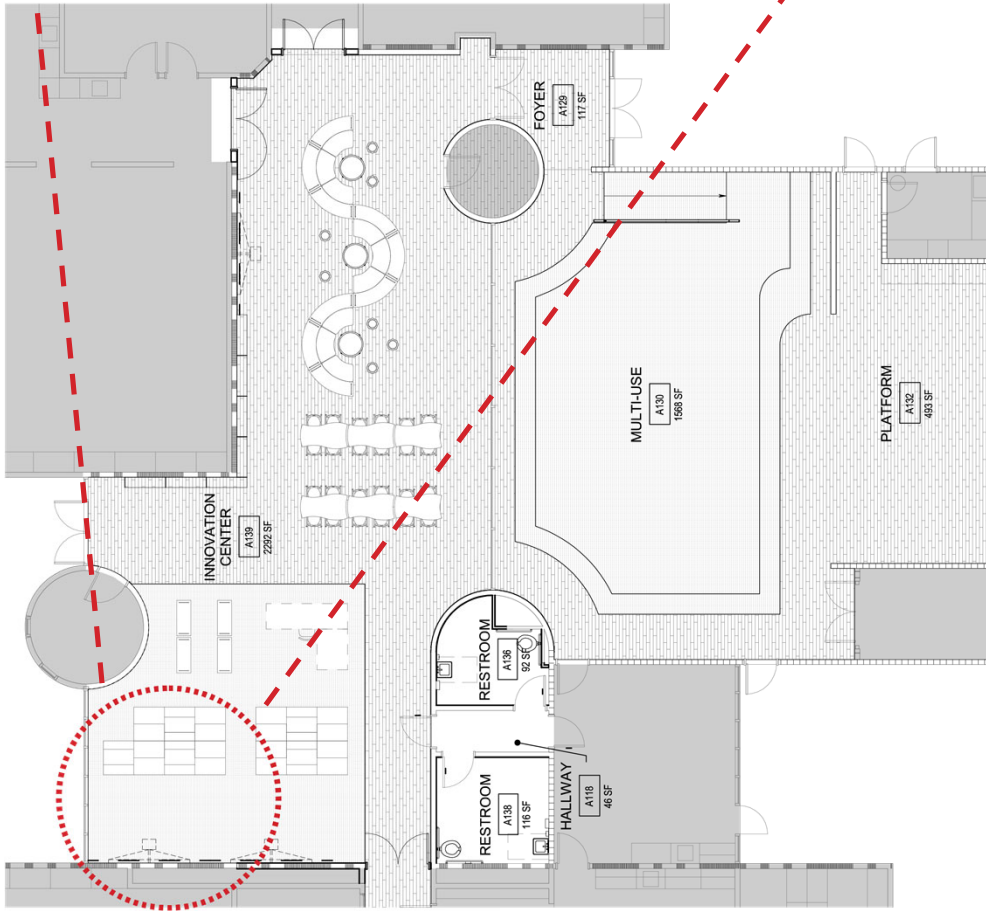
### Lighting

Ambuehl Elementary // Modernization  
Studies  
Capistrano USD



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February 13, 2019



# Innovation Center: Kindergarten Gathering Space

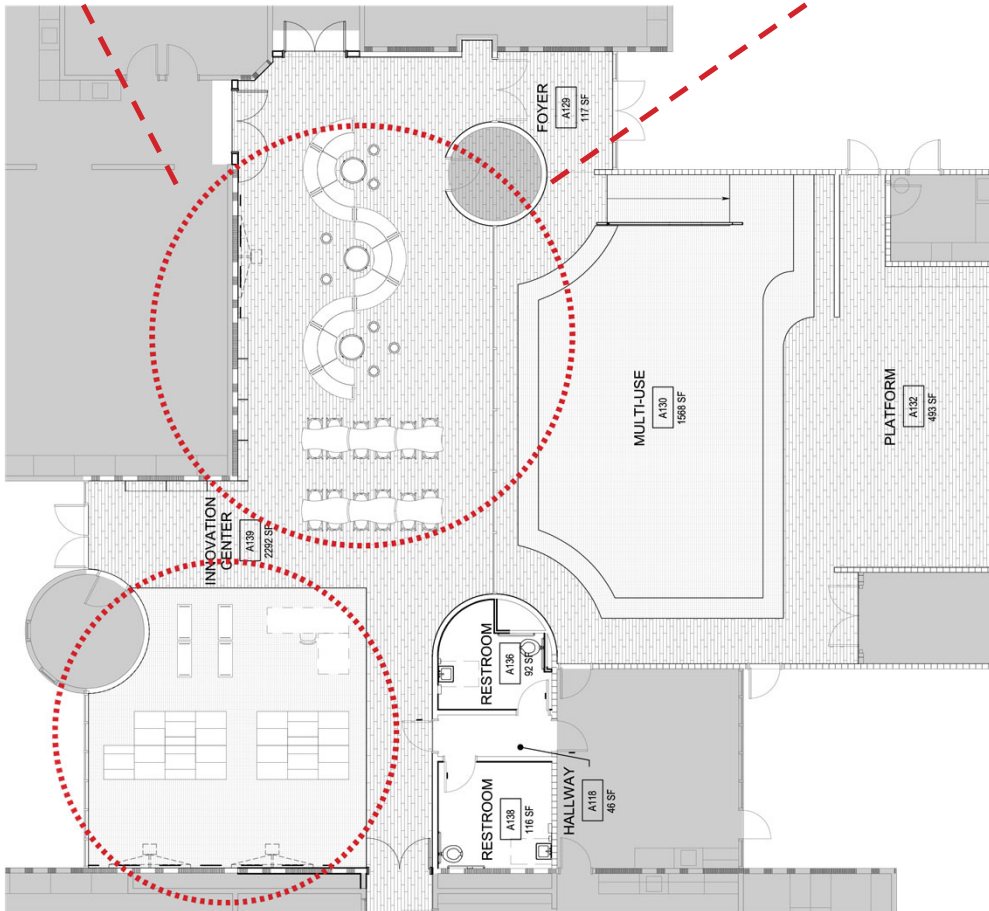
Ambuehl Elementary // Modernization  
Studies  
Capistrano USD



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February 13, 2019



## Innovation Center: Flexibility

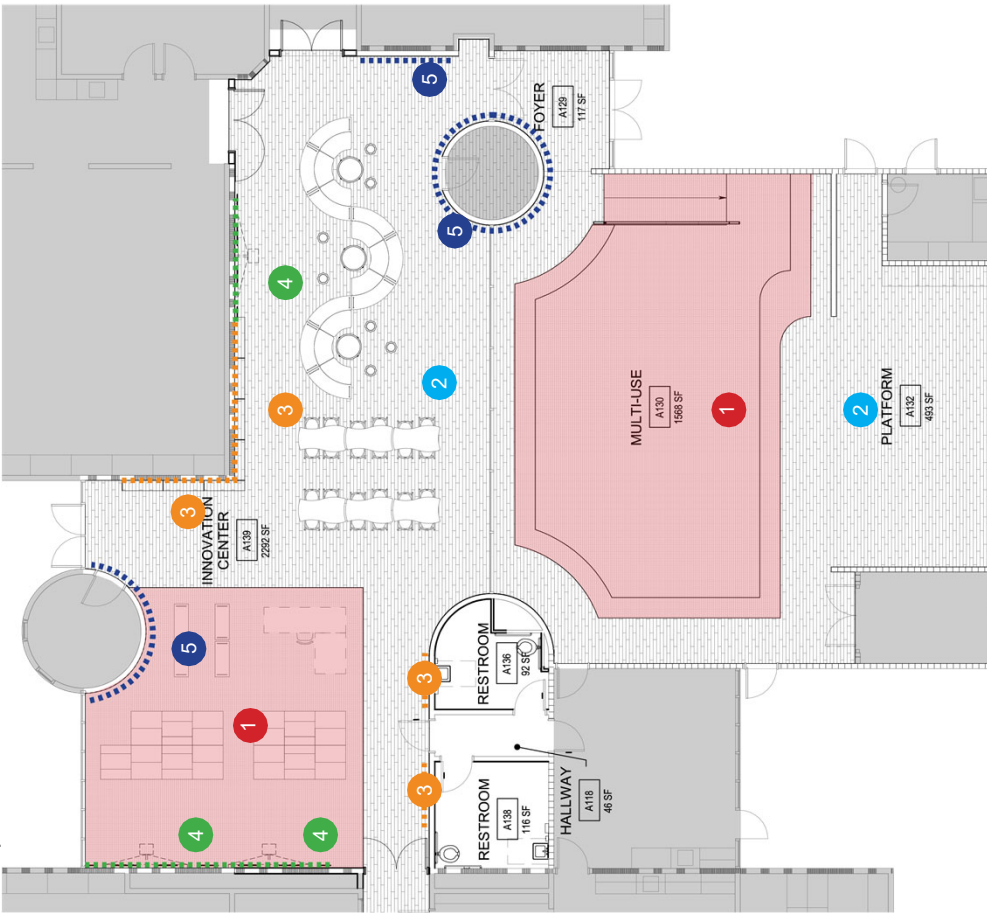
Ambuehl Elementary // Modernization  
Studies  
Capistrano USD



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February 13, 2019



- 1 New carpet
- 2 New luxury vinyl tile
- 3 Acoustic wall panels
- 4 Short throw projector w/ magnetic, dry erase wall coverings
- 5 Accent paint

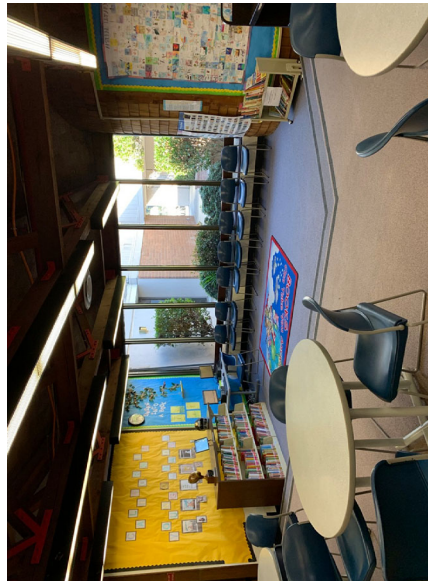
# Innovation Center: Interior Finishes

Ambuehl Elementary // Modernization  
Studies  
Capistrano USD



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February 13, 2019



## Existing Conditions

Ambuehl Elementary // Modernization  
Studies  
Capistrano USD



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## Innovation Center: Interior Finishes

Ambuehl Elementary // Modernization  
Studies  
Capistrano USD



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## Innovation Center: Interior Finishes

Ambuehl Elementary // Modernization  
Studies  
Capistrano USD



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# **Outreach Update**

## **Preparation for Potential March 2020 Bond Measure and Beyond**

- Principal Outreach – Training
- Community Outreach – Identify Priority Needs
- Review and Define Priority Needs/Scope – Data Collection and Review
- Team Meetings - Finalize Priority Needs
- Facilities and Finance Committee Presentation – On findings and recommendations
- Board Presentation – On findings and recommendations





**CAPISTRANO UNIFIED SCHOOL DISTRICT  
BOARD REPORT**

To: Board of Trustees

From: Susan Holliday, Associate Superintendent, Education Services

Prepared by: Stacy Yogi, Executive Director, State and Federal Programs

Date: February 13, 2019

Board Item: Overview of Local Control Accountability Plan in California

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**HISTORY**

The Local Control Funding Formula (LCFF) was enacted in 2013-2014, and it replaced the previous kindergarten through grade 12 (K-12) finance system which had been in existence for roughly 40 years. For school districts and charter schools, the LCFF establishes base, supplemental, and concentration grants in place of the myriad of previously existing K-12 funding streams, including revenue limits, general purpose block grants, and most of the 50-plus state categorical programs that existed at the time.

Under the Local Control Funding Formula (LCFF), all local educational agencies, county offices of education, and charter schools are required to prepare a Local Control Accountability Plan (LCAP), which describes how they intend to meet annual goals for all pupils, with specific activities to address state and local priorities. There are three LCAP guiding principles:

1. Local Control – decision making is most effective when accomplished at the local level; districts have flexibility in the use of funding to improve student outcomes
2. Transparency – the LCAP includes information to demonstrate that funding is used to increase and improve services for the neediest students
3. Equity – the goals and actions of the plan focus on improved outcomes for students and closing of the achievement gap

The District has developed and adopted a LCAP since 2015-2016.

**BACKGROUND INFORMATION**

The LCAP is a three-year static plan that is updated annually and describes goals, actions, services and expenditures to support positive student outcomes that address state and local priorities. The LCAP provides an opportunity for districts to share their stories of how, what, and why programs and services are selected to meet local needs. The District adheres to the LCAP template adopted by the State Board of Education. The 2018-2019 LCAP is available on the [District website](#).

The 2018-2019 LCAP is year two of the three-year plan. The 2020-2021 LCAP will be an opportunity to write a new three-year plan.

## **CURRENT CONSIDERATIONS**

This item presents an overview of the LCAP history, components of the plan, template revisions, communication tools, and a timeline for LCAP development, implementation and approval in a continuous improvement cycle.

The 2018-2019 LCAP begins with a plan summary that includes key District information, a review of performance, and Budget Summary. The next section in the LCAP is the Annual Update that states the expected and actual outcomes, actions, services, and expenditures by goal for the previous year. It also includes an analysis of implementation and effectiveness and summary of changes as a result. Following the Annual Update is the Stakeholder Engagement Section, which outlines the parent, staff and student involvement process. The next section outlines the Goals, Actions, Services and Expenditures by goal that are planned for the current year along with the expected outcomes. The next section is the Demonstration of Increased or Improved Services for Unduplicated Pupils which includes information about the estimated supplemental funding and use for services for all students and those targeted to students who are low-income, English learners and/or foster youth. The final section is an expenditure summary.

To make the 109-page LCAP more understandable, staff have developed a LCAP two-page summary as well as worked with Gobo Infographics to develop a 12-page infographic. Staff distribute these LCAP tools at District and school site engagement meetings to more effectively communicate the District's LCAP goals, actions, strategies, expenditures and outcomes.

A 2018-2019 LCAP timeline displays planned LCAP meetings, stakeholder engagement sessions, and key dates for the development and adoption of the 2019-2020 LCAP.

At the January, 2019 meeting of the State Board of Education, revisions to the LCAP template were approved for the 2019-2020 school year. Changes include:

- Removal of the Budget Summary from the LCAP Plan Summary
- Added Comprehensive Support and Improvement (CSI) prompts to the LCAP Plan Summary
  - Schools within the district that have been identified for CSI
  - How the District is supporting identified schools to develop the CSI plans
  - How the District will monitor and evaluate the implementation and effectiveness of the CSI plan to support student and school improvement
- Made minor changes to the instructions and appendices
- Removed the Increased or Improved Services prompt from the LCAP Plan Summary
- Replaced most references to the "LCFF Evaluation Rubrics" with "California School Dashboard"

A new Budget Overview for Parents replaced the previous Budget Summary part of the LCAP for 2019-2020. It is required to be attached to the front of the 2019-2020 LCAP and contains the following information:

- Total General Fund budget expenditures for the LCAP year
- Total funds budgeted for planned actions and services to meet the goals in the LCAP for the LCAP year

- Total projected LCFF revenues for the LCAP year
- A brief description of the activities or programs supported by General Fund expenditures that are not included in the LCAP

The annual development and implementation of the LCAP is a cycle of continuous improvement. Data and progress is reviewed and analyzed, actions and services are modified as needed and then implemented, and stakeholders are engaged throughout the process.

Staff will provide an LCAP update at the April board meeting, bring the draft of the 2019-2020 LCAP for public hearing at the May board meeting and seek adoption at the June board meeting.

### **FINANCIAL IMPLICATIONS**

None

### **STAFF RECOMMENDATION**


It is recommended the Board of Trustees 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.

**PREPARED BY:** Stacy Yogi, Executive Director, State and Federal Programs

**APPROVED BY:** Susan Holliday, Associate Superintendent, Education Services



**Capistrano Unified School District  
LCAP Timeline 2018-2019**

August/September	October/November	December/January
PROGRESS MONITORING AND PLANNING		
Gather data for needs assessment  September 14 <sup>th</sup> – Local Indicator State Academic Standards Committee Meeting	October 10 <sup>th</sup> – Board Meeting: Approval of LCAP Parent Advisory Committee October 24 <sup>th</sup> - Local Indicator Parent Engagement Committee Meeting November 5 <sup>th</sup> - LCAP District Planning Team Mtg.: <ul style="list-style-type: none"> <li>Review Template changes</li> <li>Discuss stakeholder engagement ideas</li> <li>Analyze needs assessment data</li> <li>Review draft of LCAP Infographic and 1-page summary</li> </ul> November 13 <sup>th</sup> – LCAP PAC Meeting November 14 <sup>th</sup> – Board Meeting: Local Indicators	Stakeholder Engagement Meetings: December 6 <sup>th</sup> – Tesoro High (students) December 6 <sup>th</sup> – DELAC  December 6 <sup>th</sup> – OCDE LCAP Directors Meeting January 10 <sup>th</sup> – LCAP District Planning Team Meeting: <ul style="list-style-type: none"> <li>Plan agenda for Stakeholder Engagement Meetings</li> <li>Review Annual Update expenditures</li> </ul> January 11 <sup>th</sup> – OCDE LCAP Directors Meeting
February	March	April
UPDATE/CREATE PLAN		
February 5 <sup>th</sup> - LCAP PAC Meeting February 11 <sup>th</sup> – CA School Dashboard, CSI & ATSI presentation for Principals  Stakeholder Engagement Meetings: February 12 <sup>th</sup> – CSEA February 13 <sup>th</sup> – Board Workshop presentation: “Overview of LCAP in CA” February 28 <sup>th</sup> - DELAC	March 1 <sup>st</sup> – OCDE LCAP Directors Meeting  Stakeholder Engagement Meetings: March 8 <sup>th</sup> - CUCPTSA Legislative Committee March 11 <sup>th</sup> – Elementary Principals March 12 <sup>th</sup> – CUEA Executive Board March 15 <sup>th</sup> – Middle and High School Principals March 20 <sup>th</sup> - CAC March 29 <sup>th</sup> – District Leadership Team (Stakeholder Input Summaries and Draft review)	April 9 <sup>th</sup> - LCAP PAC Meeting April 11 <sup>th</sup> - LCAP District Planning Team Meeting: <ul style="list-style-type: none"> <li>Review stakeholder engagement input</li> <li>Review draft of LCAP</li> </ul> April 12 <sup>th</sup> – District Leadership Team (Draft review) April 16 <sup>th</sup> – Cabinet (Draft review) April 25 <sup>th</sup> – LCAP Update
May	June	
FINALIZE/APPROVE LCAP		
May – OCDE LCAP Draft Review May 9 <sup>th</sup> – DELAC Draft to Stakeholder groups for review/input; Revisions to LCAP Draft School plans (SPSA) aligned to LCAP; School Site Council Meetings Board Meeting: May 22 <sup>nd</sup> - LCAP Public Hearing; SPSA Approval	Board Meeting: June 12 <sup>th</sup> - LCAP Approval	<p><b>Our Vision:</b></p> <p>“An unwavering commitment to student success.”</p> 

# Overview of Local Control Accountability Plan (LCAP) in CA

January 24, 2019



*An Unwavering Commitment to Student Success*

# LCAP Seven Components

## **(1) Plan Summary p. 1-5:**

- District overview
- Review of performance
- Budget summary

## **(2) Annual Update (previous year) p. 6-31:**

- Expected and actual outcomes, actions, services and expenditures by goal
- Analysis of implementation and effectiveness
- Summary of changes as a result

EXHIBIT #2

# LCAP Seven Components

## (3) Stakeholder Engagement p. 32-34

- LCAP is developed, monitored and revised in consultation with:

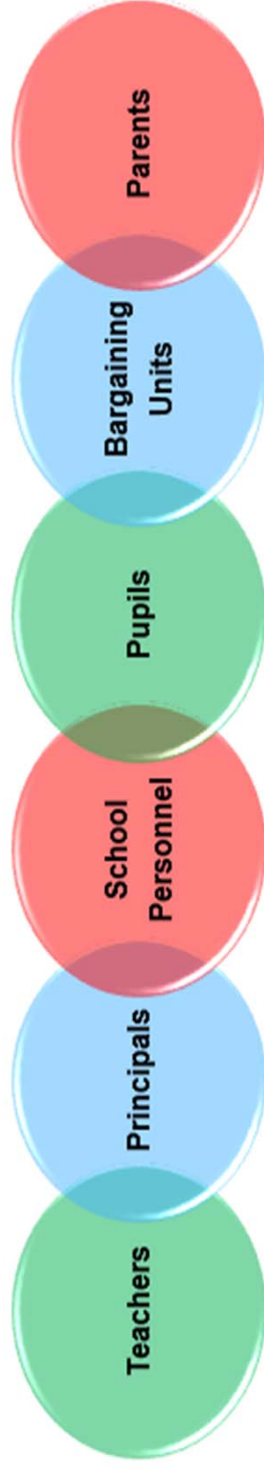


EXHIBIT #2

- Through small and large group meetings and surveys
- In 2017-2018, 13 groups and 230 people participated

# LCAP Seven Components

## **(4) Goals, Actions, & Services (current year) p. 35-85:**

- Three LCAP goals are the Wildly Important Goals (WIGs)
- Expected annual outcomes
- Planned actions and services aligned to budget expenditures

## **(5) Demonstration of Increased or Improved Services for Unduplicated Pupils p. 86-90:**

- Estimated supplemental funding (funding for unduplicated students designated as low-income, English learner, and/or foster youth)
- Services for all students
- Services for unduplicated students

EXHIBIT #2

# LCAP Seven Components

## **(6) Addendum p. 91-104:**

- Instructions
- State Priorities
- Guiding Questions

## **(7) LCAP Expenditure Summary p. 105-109**

- First year of LCAP focused on supplemental funding
- Current LCAP focuses on entire budget (federal, state and local)
- LCAP Federal Addendum – *new!* Plan for federal funding coming in May

# LCAP Template Changes for 2019-2020

- Removal of the Budget Summary from the LCAP Plan Summary
- Added Comprehensive Support and Improvement (CSI) prompts to the LCAP Plan Summary
- Made minor changes to the instructions and appendices
- Removed the Increased or Improved Services prompt from the LCAP Plan Summary
- Replaced most references to the “LCFF Evaluation Rubrics” with “California School Dashboard”

EXHIBIT #2

# Budget Overview for Parents

- Total General Fund budget expenditures for the LCAP year
- Total funds budgeted for planned actions and services to meet the goals in the LCAP for the LCAP year
- Total projected LCFF revenues for the LCAP year
- A brief description of the activities or programs supported by General Fund expenditures that are not included in the LCAP

EXHIBIT #2



# LCAP Communication Tools

- LCAP Two-Page Summary
- LCAP Infographic
- LCAP Timeline

EXHIBIT #2

# Cycle of Continuous Improvement

**September-January:** Review data and progress

**February-March:** Engage stakeholders

**March-May:** Draft 2018-2019 Annual Update and 2019-2020 LCAP and engage stakeholders

**April:** LCAP Update on 2018-2019 and plans for 2019-2020

**May:** County feedback and Public Hearing

**June:** Board approval and county submission

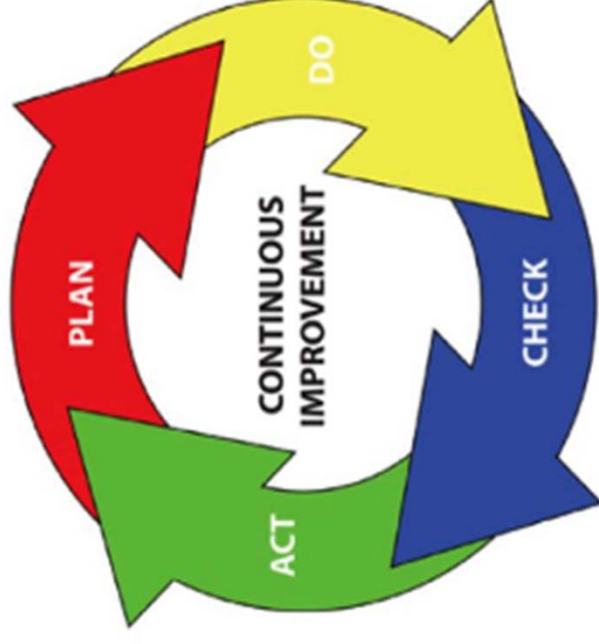


EXHIBIT #2

# Questions and Comments

Thank you!