

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

REVISED

November 20, 2019

Closed Session 4:30 p.m.
Open Session 7:00 p.m.

AGENDA

CLOSED SESSION AT 4:30 P.M.

1. CALL TO ORDER

2. CLOSED SESSION COMMENTS

3. CLOSED SESSION (as authorized by law)

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Gregory Merwin/Kathy Purcell
Attorney – Ernest Bell
Significant Exposure to Litigation – One Case
ADR Case Number 20190913
(Pursuant to Government Code § 54956.9(d)(2))

EXHIBIT A-1

Clark Hampton
Attorney – David Huff
Significant Exposure to Litigation – One Case
(Pursuant to Government Code § 54956.9 (d) (2) or (3))

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Gregory Merwin/Kathy Purcell
Attorney – Ernest Bell
Significant Exposure to Litigation – Five Cases
OAH Case Number 2019050619
OAH Case Number 2019060826
OAH Case Number 2019061031
OAH Case Number 2019070912
OAH Case Number 2019080585
(Pursuant to Government Code § 54956.9(d)(1))

EXHIBIT B-1
EXHIBIT B-2
EXHIBIT B-3
EXHIBIT B-4
EXHIBIT B-5

Tim Brooks
Attorney – Dan Spradlin
Existing Litigation - One Case
Orange County Superior Court Case No. 30-2018-01038025
(Pursuant to Government Code § 54956.9(d)(1))

EXHIBIT B-6

C. STUDENT EXPULSIONS

Mike Beekman
Twelve Cases
Case # 2020-003
Case # 2020-004
Case # 2020-005
Case # 2020-006
Case # 2020-008
Case # 2020-009

EXHIBIT C-1
EXHIBIT C-2
EXHIBIT C-3
EXHIBIT C-4
EXHIBIT C-5
EXHIBIT C-6

Case # 2020-010
Case # 2020-011
Case # 2020-012
Case # 2020-013
Case # 2020-017
Case # 2020-020

EXHIBIT C-7
EXHIBIT C-8
EXHIBIT C-9
EXHIBIT C-10
EXHIBIT C-11
EXHIBIT C-12

D. STUDENT EXPUNGEMENT

Mike Beekman
One Case
Case # 2017-027

EXHIBIT D-1

E. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Tim Brooks
One Case
(Pursuant to Government Code § 54957)

EXHIBIT E-1

Susan Holliday
One Case
(Pursuant to Government Code § 54957)

F. CONFERENCE WITH LABOR NEGOTIATORS

District Negotiators: Kirsten M. Vital/Tim Brooks/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)

G. 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

Extra Miler

Ashlynn Mathews, San Juan Hills High School senior, for giving back to the community and supporting children in need. Ashlynn creates prosthetic devices for children across the world using 3-D printing technology.

Associated Student Body

Capistrano Valley High School
John Misustin, *Principal*
Steven Bryant, *Activities Director*

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 HEARING

1. PUBLIC HEARING: COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT WITH SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT: Page 1
EXHIBIT 1

The Board will conduct a public hearing on the College and Career Access Pathways agreement with South Orange County Community College District (SOCCCD). Approval of this partnership will allow District schools to offer courses taught by Saddleback College staff on District campuses during the bell schedule as well as before and after school in a closed setting. A closed setting means that the class would not be open to Saddleback College students who are not students at the school where the course is being offered. Per SOCCCD and the Orange County Pathway grant, it is required that the District first conduct a public hearing, and in a separate meeting, on December 11, 2019, adopt the course of study. 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, 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

2. DONATION OF FUNDS AND EQUIPMENT: Page 4
EXHIBIT 2

Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$319,011.88 in cash. These funds will be deposited in the appropriate school accounts. Items other than cash have no financial impact on the budget. The District does not guarantee maintenance of items or the expenditure of any District funds for continued use.

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

3. PURCHASE ORDERS, COMMERCIAL WARRANTS AND PREVIOUSLY BOARD-APPROVED BIDS AND CONTRACTS: Page 9
EXHIBIT 3

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 \$4,886,173.53 and the commercial warrants total

\$24,114,610.08. 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

- 4. INDEPENDENT CONTRACTOR, PROFESSIONAL SERVICES, FIELD SERVICE, AND MASTER CONTRACT AGREEMENTS:** Page 139
EXHIBIT 4
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 27 new agreements totaling \$1,086,725.21 and 3 amendments to existing agreements totaling \$88,000. 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 [here](#).
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
- 5. CHANGE ORDER NO. 4, BID NO. 1819-17, PALISADES ELEMENTARY SCHOOL MODERNIZATION PROJECT:** Page 274
EXHIBIT 5
Approval of Change Order No. 4, Bid No. 1819-17 for the Palisades Elementary School Modernization Project related to additional water line changes requested by the fire department. 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 \$3,996,000. The new contract sum including Change Order No. 4 is \$4,413,671.47 funded by CFD 98-1A and CFD 98-1B. With this change order, the project remains under budget.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
- 6. FINAL ACCEPTANCE AND FILING OF NOTICE OF COMPLETION FOR BID NO. 1819-17, PALISADES ELEMENTARY SCHOOL MODERNIZATION PROJECT:** Page 290
EXHIBIT 6
Approval of the Final Acceptance and filing of the Notice of Completion for Bid No. 1819-17 for the Palisades Elementary School Modernization Project. In order to obtain Division of State Architect closeout with certification, Notice of Completion is required. All work has been inspected and completed to the satisfaction of staff. The project was funded by CFD 98-1A and CFD 98-1B.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
- 7. AWARD BID NO. 1920-01, PEST MANAGEMENT – ANIMAL PEST MANAGEMENT SERVICES, INCORPORATED:** Page 294
EXHIBIT 7
Approval of Award of Bid No. 1920-01, Pest Management to Animal Pest Management Services, Incorporated. Five bids were received and opened on October 28, 2019 and are listed on Exhibit A. The lowest responsive and responsible bidder submitting the lowest aggregate annual cost with the most included services was used to determine the award. Animal Pest Management Services, Incorporated is the lowest responsive, responsible bidder. Annual expenditures under this contract are estimated to be \$200,000 funded by deferred maintenance. The agreement includes language requiring compliance with the Healthy Schools Act.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
- 8. MEMORANDUM OF UNDERSTANDING WITH SCHOOL-CONNECTED ORGANIZATIONS:** Page 319
EXHIBIT 8
Approval of a Memorandum of Understanding (MOU) to be used with all school-connected organizations. The MOU sets policies and procedures to coordinate and define the activities of and relationships with school-connected organizations.
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
- 9. COUNTY OF ORANGE, OC PUBLIC WORKS, CONTRACT NO. MA-080-** Page 328

19011226, PLUMBING AND VARIOUS SUPPLIES – FERGUSON ENTERPRISES, INCORPORATED DBA AIR COLD SUPPLY: EXHIBIT 9

Approval to utilize the County of Orange, OC Public Works, Contract No. MA-080-19011226, Plumbing and Various Supplies and any subsequent revisions, amendments, and extensions awarded to Ferguson Enterprise, Incorporated dba Air Cold Supply. The District can utilize such contracts pursuant to California Public Contract Code § 20118 without going to bid. The prices offered by the contractors have been assessed to be fair, reasonable, and competitive. Staff determined it is in the best interest of the District to utilize the County contract to purchase various plumbing supplies. Anticipated annual expenditures utilizing this contract are approximately \$200,000 funded by the general fund. Due to the size of the contract and award, the documentation is posted online on the District’s Board Agendas and Supporting Documentation page [here](#).

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

10. AMENDMENTS TO PREQUALIFICATION OF CONSTRUCTION CONTRACTORS INSTRUCTIONS: Page 329 EXHIBIT 10

Approval of the proposed changes to the prequalification of construction contractors instructions to align with those of the Department of Industrial Relations, Public Contract Code § 20101 and to update District staff titles. The exhibit shows the proposed changes redlined, as well as a clean copy. There is no financial impact to approving these changes.

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

11. SCHOOL MEALS AGREEMENT – ORANGE COUNTY ACADEMY OF SCIENCES AND ARTS: Page 338 EXHIBIT 11

Approval of the School Meals Agreement for the District’s Food and Nutrition Services (FNS) department vending National School Lunch Program (NSLP) compliant meals for Orange County Academy of Sciences and Arts (OCASA) during the remainder of the 2019-2020 school year. In September 2019, OCASA charter school contacted the District regarding FNS providing school meals including Free and Reduced–Priced (FRP) meals for eligible students at OCASA. As required by the United States Department of Agriculture (USDA) Policy Memorandum SP 03-2019, Charters need to provide FRP meals starting in the 2019-2020 school year. The school meal program at OCASA will be similar to District elementary school meal programs and will begin December 1, 2019 through June 30, 2020. Proceeds from the agreement will be deposited into the cafeteria fund.

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

CURRICULUM AND INSTRUCTION

12. AGREEMENT NUMBER 49152 WITH ORANGE COUNTY DEPARTMENT OF EDUCATION FOR PROVISION OF FRIDAY NIGHT LIVE PARTNERSHIP: Page 346 EXHIBIT 12

Approval of Agreement No. 49152 with the Orange County Department of Education (OCDE) seeks to enter into partnership to provide a stipend for certificated staff who work with students at Fred Newhart Middle School (FNMS) and Ladera Ranch Middle School (LRMS) as part of their Friday Night Live program. Friday Night Live is part of the Peer Assistance Leadership program and class offered at FNMS and LRMS.

Students plan activities for students and parents tied to education and awareness regarding societal issues that impact District schools and students including drug and alcohol awareness and bullying. The cost of \$2,000 will be reimbursed by the OCDE.

Contact: Susan Holliday, Associate Superintendent, Education Services

13. AGREEMENT NUMBER 48004 WITH THE ORANGE COUNTY SUPERINTENDENT OF SCHOOLS: Page 358 EXHIBIT 13

Approval of Agreement Number 48004 with the Orange County Superintendent of Schools to allow Capistrano Valley High School (CVHS) to participate in the High School Diversity, Inclusion and Racial Healing Ambassador (DIRHA) program. Through a

partnership with the University of California, Irvine, School of Social Sciences, the DIRHA program will inspire CVHS students to develop a refined sense and understanding of human resilience within and beyond high school campuses by promoting a deeper understanding of diversity, ethnicity and culture. Students will have access to mentorship opportunities, seminar courses, local field trips, and other community resources to help facilitate the student-driven projects they will be conducting on their campuses. The cost of \$4,380 will be reimbursed by the Orange County Department of Education.

Contact: Susan Holliday, Associate Superintendent, Education Services

- 14. AGREEMENT FOR PARTICIPATION WITH THE ART MASTERS LEGACY PROGRAM AT ELEMENTARY SCHOOL SITES IN 2019-2020:** Page 365
EXHIBIT 14
- Approval of agreement for participation with the Art Masters Legacy Program at Truman Benedict Elementary School for 2019-2020. Art Masters Legacy provides services that include art assemblies and hands-on studio art activities for students. Art Masters Legacy teacher-lecturers conduct and present multimedia presentation assemblies using art visuals, images and engrossing stories covering each artist and/or art subject. Later, students get an opportunity to engage in art activities to create their own individual works of art in the manner of the master artist or art subject, using the same styles, techniques, media and disciplines. The total expenditure for this agreement is \$7,297 funded by site gift funds.
- Contact: Susan Holliday, Associate Superintendent, Education Services*
- 15. ADDENDUM NO. 03 TO STATEMENT OF WORK UNDER THE AGREEMENT FOR USE OF EMERALD COVE OUTDOOR SCIENCE INSTITUTE, FACILITIES, SUPPLIES, EQUIPMENT, AND SERVICES, PUBLIC SCHOOL DISTRICTS, SCHOOL YEAR 2019-2020:** Page 368
EXHIBIT 15
- Approval of Addendum No. 3 to Statement of Work under the Agreement for Use of Emerald Cove Outdoor Science (ECOS) Institute, Facilities, Supplies, Equipment, and Services Public School Districts School Year 2019-2020. Trustees approved the original agreement at the July 17, 2019 Board meeting for 12 schools to participate in the Emerald Cove Outdoor Science Institute overnight science camp. San Juan Elementary School has recently expressed an interest in attending the outdoor science camp. Their fifth grade students will attend ECOS from February 10 – 13, 2020. An addendum to the original agreement is required in order to add this additional request. The total estimated expenditure is \$41,652.75, funded by gift funds from the school site.
- Contact: Susan Holliday, Associate Superintendent, Education Services*
- 16. INCOME AGREEMENT NO. 49000 WITH ORANGE COUNTY SUPERINTENDENT OF SCHOOLS 2019-2020:** Page 371
EXHIBIT 16
- Approval of Income Agreement No. 49000 with Orange County Superintendent of Schools October 1, 2019 through June 30, 2020 for interpreting and translation services. District staff will provide interpretation and translation services for parent Individualized Education Program meetings and reports in Spanish and Farsi.
- However, occasionally there are interpretation and translation needs in other languages including but not limited to Mandarin, Korean, and Japanese. The Income Agreement with Orange County Superintendent of Schools will fund these services on an as needed basis. The estimated cost of \$6,000 will be funded by Title III funds.
- Contact: Susan Holliday, Associate Superintendent, Education Services*
- 17. AGREEMENT WITH THE ORANGE COUNTY DEPARTMENT OF EDUCATION TO PROVIDE THE STRONG WORKFORCE PROGRAM K12 PATHWAY IMPROVEMENT GRANT SERVICE AGREEMENT:** Page 381
EXHIBIT 17
- Approval of the Strong Workforce Program K12 (SWP K12) Pathway Improvement Grant Service Agreement establishes the parameters of the agreement and establishes a cooperative and mutually beneficial relationship between the District and the Orange

County Superintendent of Schools for the period of July 1, 2019 through December 31, 2021. The Agreement will be implemented in accordance with the conditions defined in the SWP K12 Pathway Improvement Grant and sets forth the responsibilities of the District and the Superintendent. There is no financial impact.

Contact: Susan Holliday, Associate Superintendent, Education Services

- 18. RESOLUTION NUMBER 1920-31 FOR ACCEPTANCE OF STATE LOCAL AGREEMENT AMENDMENT WITH THE CALIFORNIA DEPARTMENT OF EDUCATION:** Page 408
EXHIBIT 18

Approval of Resolution No. 1920-31 for acceptance of State Local Agreement Amendment with the California Department of Education. Amendment 01 increases the Maximum Reimbursement Rate from \$3,017,466 to \$3,115,575 from July 1, 2019 through June 30, 2020 for the purpose of providing services related to early childhood development and school readiness for state funded programs.

Contact: Susan Holliday, Associate Superintendent, Education Services

- 19. AGREEMENT WITH THE ORANGE COUNTY DEPARTMENT OF EDUCATION TO PROVIDE PROFESSIONAL DEVELOPMENT FOR TEACHERS IN TRANSITIONAL KINDERGARTEN THROUGH GRADE THREE AT KINOSHITA ELEMENTARY SCHOOL FOR THE 2019-2020 SCHOOL YEAR:** Page 413
EXHIBIT 19

Approval of Agreement with the Orange County Department of Education to provide professional development for teachers in transitional kindergarten (TK) through grade three at Kinoshita Elementary School for the 2019-2020 school year. Data from Kinoshita Elementary School shows a need to focus on foundational literacy instruction in order to improve reading achievement. Teachers in TK through grade three will be provided with three days of professional development and job embedded coaching, depending on the grade level. Teachers will be trained in the foundational skills standards, learn to effectively use the Wonders curriculum to maximize instructional impact in teaching foundational skills, and learn research based strategies and protocols for impacting literacy development in students. The estimated total expenditure for the professional development is \$900 funded by Title I funds.

Contact: Susan Holliday, Associate Superintendent, Education Services

- 20. AGREEMENT NUMBER 49095 WITH THE ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:** Page 422
EXHIBIT 20

Approval of Agreement Number 49095 with the Orange County Superintendent of Schools to offer training at San Juan Hills High School. The training will help staff identify effective approaches to teaching and learning for English Learners (EL). Teachers will utilize the California English Learner Roadmap to explore guiding principles for effective instruction for ELs.

Teachers will learn and apply strategies that support part one and two of the English Learner Development standards and integrate reading, writing, listening, speaking and language into lessons. Expenditures under this agreement are \$900 funded by Low Performing Block Grant funds.

Contact: Susan Holliday, Associate Superintendent, Education Services

- 21. AGREEMENT NO. 48979 QUALITY START ORANGE COUNTY QUALITY RATING AND IMPROVEMENT SYSTEM PARTICIPATION AGREEMENT 2019-2020:** Page 430
EXHIBIT 21

Approval of Agreement No. 48979 Quality Start Orange County Quality Rating and Improvement System (QRIS) Participation Agreement 2019-2020. The agreement allows the parties to implement the Orange County QRIS program for quality improvement based on a tiered rating structure, satisfying grant requirements. The District will receive incentive funds of \$3,500 and access covered information in compliance with federal and

state laws and regulations related to student privacy. This agreement is for the term of July 1, 2019 to June 30, 2020. The agreement establishes participation in the tiered rating system (QRIS) for quality purposes and allows for funding for materials for the District's fee-based preschool classrooms. The District enters into this agreement annually.

Contact: Susan Holliday, Associate Superintendent, Education Services

22. **ADDENDUM TO THE AGREEMENT FOR AN ADDITIONAL SCHOOL PARTICIPATING IN THE INSIDE THE OUTDOORS SCHOOL PROGRAMS, AGREEMENT NUMBER 12025, ADDENDUM NUMBER 5:** Page 543
EXHIBIT 22

Approval of Addendum to the Agreement for Additional Schools Participating in the Inside the Outdoors School Program, Agreement Number 12025-5. District schools routinely participate in the Orange County Department of Education's outdoor science school/field trip programs and "Traveling Scientist" programs and assemblies. Marblehead Elementary School has expressed interest in the "Traveling Scientist" Program for the 2019-2020 school year, which will provide school assemblies by traveling naturalists on various science topics. The estimated expenditure under this contract addendum is \$495 funded by Title I funds.

Contact: Susan Holliday, Associate Superintendent, Education Services

23. **MEMORANDUM OF UNDERSTANDING WITH PARENT INSTITUTE FOR QUALITY EDUCATION 2019-2020:** Page 547
EXHIBIT 23

Approval of Memorandum of Understand with Parent Institute for Quality Education 2019-2020 for parent education services at Dana Hills High School, San Juan Hills High School, Las Palmas Elementary School and San Juan Elementary School. The estimated cost of \$40,000 will be co-funded by Title III and Local Control Funding Formula Supplemental funds.

Contact: Susan Holliday, Associate Superintendent, Education Services

24. **INCOME AGREEMENT NO. 48859 WITH ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:** Page 550
EXHIBIT 24

Approval of the ratification of the Income Agreement No. 48859 with Orange County Superintendent of Schools. This agreement supports the training of Positive Behavior Intervention and Supports (PBIS) Leadership Teams in the implementation of the School-wide Information System (SWIS) to enhance PBIS at the site level. The District is committed to the implementation of a school-wide system of tiered social emotional and behavioral supports. Sites' leadership teams have participated in professional learning to address the implementation of PBIS. The SWIS training was provided to PBIS Site Leadership teams to enhance the effectiveness of their PBIS implementation.

The SWIS training was provided on August 29, 2019 through the Learning Support Services branch of the Orange County Department of Education. The total cost for the half-day training was \$300 funded by Title IV funds.

Contact: Gregory Merwin, Associate Superintendent, Student Support Services

25. **EXTENDED SCHOOL YEAR PROPOSAL FOR 2020:** Page 560
EXHIBIT 25

Approval of the proposed 2020 Extended School Year (ESY) program. California Code of Regulations § 3043, Title 5, establishes that ESY services shall be provided for each individual with exceptional needs who requires special education and related services beyond the regular academic year. A student is eligible for ESY if it is determined by the Individualized Education Program team that interruption of the pupil's educational programming may cause regression, when coupled with limited recoupment capacity, rendering it impossible or unlikely the pupil will attain the level of self-sufficiency and independence that would otherwise be expected in view of his or her disability. For 2020, staff is recommending a 20-day program from June 15, 2020 through July 16, 2020 for ESY students. This will be a five-week program with ESY being offered four days per

week (Monday – Thursday) during the five-week period. The proposed ESY classes will be offered at three elementary schools, one middle school, one high school, and one adult transition center, and will serve approximately 1,100 students. The total cost of the special education ESY program is approximately \$1,600,000 funded by special education funds.
Contact: Gregory Merwin, Associate Superintendent, Student Support Services

HUMAN RESOURCE SERVICES

- 26. STUDENT TEACHING LETTER OF AGREEMENT WITH WESTERN GOVERNORS UNIVERSITY:** Page 561
EXHIBIT 26
Approval of the Student Teaching Letter of Agreement with Western Governors University, effective upon full execution of the agreement and expiring three years from that date. During the school year, credential candidates will work with District teachers to fulfill practicum/fieldwork requirements to earn their credential.
Contact: Tim Brooks, Associate Superintendent, Human Resource Services
- 27. AFFILIATION AGREEMENT WITH IDAHO STATE UNIVERSITY:** Page 566
EXHIBIT 27
Approval of the Affiliation Agreement with Idaho State University, effective on the date of the last signature and continuing through June 30, 2021. Students enrolled in the university’s Occupational Therapy, Speech and Language Pathology, or Audiology Program will be paired with a veteran District Occupational Therapist or Speech and Language Pathologist as they complete practicum/fieldwork hours required to earn their degree and credential.
Contact: Tim Brooks, Associate Superintendent, Human Resource Services
- 28. AFFILIATION AGREEMENT WITH ROCKY MOUNTAIN UNIVERSITY:** Page 575
EXHIBIT 28
Approval of the Affiliation Agreement with Rocky Mountain University, effective on November 21, 2019 and continuing through June 30, 2022. Students enrolled in the university’s Speech and Language Pathology Masters Program will be paired with an experienced District Speech and Language Pathologist as they complete practicum/fieldwork hours required to earn their degree and credential.
Contact: Tim Brooks, Associate Superintendent, Human Resource Services
- 29. ANNUAL REPORT – WILLIAMS SETTLEMENT LEGISLATION, 2018-2019 SCHOOL YEAR:** Page 582
EXHIBIT 29
Approval of Annual Report – Williams Settlement Legislation, 2018-2019 School Year. 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, the law requires any deficiencies or complaints be reported to the Board of Trustees at a regularly scheduled public meeting. Both quarterly and annually the Orange County Department of Education (OCDE) conducts a review to determine if deficiencies exist. The annual report for the District, conducted by OCDE, was found to be in compliance. The inspection of Kinoshita and Viejo Elementary Schools revealed the schools have sufficient instructional materials. The inspection of the facility conditions revealed no deficiencies for Kinoshita and Viejo Elementary Schools. Data reported on School Accountability Report Cards (SARC) was found to be accurately reported. Teacher assignments were reviewed at both schools and found to be in compliance. The schools are considered to have met all expectations established under the Williams Settlement Legislation.
Contact: Tim Brooks, Associate Superintendent, Human Resource Services
- 30. CALIFORNIA STATE UNIVERSITY, FULLERTON FALL 2019 SPEECH LANGUAGE PATHOLOGIST MASTER TEACHER HONORARIUM PAYMENTS:** Page 589
EXHIBIT 30
Approval of payment of Fall 2019 Speech Language Pathologist (SLP) Master Teacher

Honorarium payments to District Speech and Language Pathologists who worked as Master Teachers to California State University, Fullerton (CSUF) students completing fieldwork requirements for their SLP Credential during the Fall 2019 semester. Current university agreements specify that institutions pay Master Teachers a nominal payment for their supervision and support of SLP students. CSUF agrees to reimburse the District for the cost of these Master Teacher honorarium payments. The compensation amounts vary depending on the nature of the assignments.

Contact: Tim Brooks, Associate Superintendent, Human Resource Services

31. FIRST QUARTER REPORT – WILLIAMS SETTLEMENT LEGISLATION UNIFORM COMPLAINT: Page 591
EXHIBIT 31

Acceptance of Williams Settlement Legislation Uniform Complaint First Quarter Report. As a result of the Williams Settlement, Education Code § 35186 mandates school districts establish policies and procedures to resolve deficiencies related to textbooks and instructional materials, teacher vacancies or misassignments, 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. No complaints were received during the first quarter.

Contact: Tim Brooks, Associate Superintendent, Human Resource Services

32. ORANGE COUNTY DEPARTMENT OF EDUCATION FIRST QUARTER REPORT – WILLIAMS SETTLEMENT LEGISLATION: Page 594
EXHIBIT 32

Acceptance of Williams Settlement Legislation Orange County Department of Education (OCDE) First Quarter Report. As a result of the Williams Settlement, Education Code § 35186 mandates school districts establish policies and procedures to resolve deficiencies related to textbooks and instructional materials, teacher vacancies or misassignments, 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: Tim Brooks, Associate Superintendent, Human Resource Services

33. RESIGNATIONS/RETIREMENTS/EMPLOYMENT - CERTIFICATED EMPLOYEES: Page 599
EXHIBIT 33

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: Tim Brooks, Associate Superintendent, Human Resource Services

34. RESIGNATIONS/RETIREMENTS/EMPLOYMENT - CLASSIFIED EMPLOYEES: Page 677
EXHIBIT 34

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: Tim Brooks, Associate Superintendent, Human Resource Services

GENERAL FUNCTIONS

35. SCHOOL BOARD MINUTES: Page 698
EXHIBIT 35

Approval of the October 16, 2019 Regular Board Meeting Minutes.

Contact: Colleen Hayes, Manager II, Board Operations/Superintendent's Office

DISCUSSION/ACTION ITEMS

36. MEMORANDUM OF UNDERSTANDING WITH WESTED FOR 2019-2020:

Memorandum of Understanding with WestEd for the 2019-2020 school year. This agreement outlines conditions to be met by the District as they relate to access to, and the administration of, the California Healthy Kids Survey (CHKS), the California School Staff Survey and the California School Parent Survey. Data from the surveys is intended to help schools foster a positive school climate and student learning engagement, prevent risky behaviors and other impediments to academic achievement, and to promote positive health habits and behaviors. The administration is planned for mid-January to early February 2020, when students in grades 5, 7, 9 and 11 will complete the survey. The District has administered this survey in 2015-2016, 2017-2018, and 2018-2019. A District letter will be sent in January 2020 to notify parents/guardians of the surveys. Parents of middle and high school students will be able to return a form to have their child opt out of the survey. Parents of elementary students will be required to return a permission form to have their child participate. Collecting permission forms for elementary students is an Education Code requirement. Student personally identifiable information is not collected or released. The District will receive approximately \$12,900 from Orange County Health Care Agency to help offset the anticipated cost of \$24,787 associated with survey administration and reports. The net cost to the District is anticipated to be \$11,886.60 funded by Local Control Funding Formula (LCFF).

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

Contact: Gregory Merwin, Associate Superintendent, Student Support Services

Staff Recommendation

It is recommended the Board President recognize Gregory Merwin, Associate Superintendent, Student Support Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve the Memorandum of Understanding with WestEd for 2019-2020.

Motion by _____ Seconded by _____

ADJOURNMENT

Motion by _____ Seconded by _____

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS
WEDNESDAY, DECEMBER 11, 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

**DISCUSSION/
ACTION
Page 739
EXHIBIT 36**

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.