

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

**REVISED**

December 11, 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 **EXHIBIT A-1**  
OAH Case Number 2018120830  
*(Pursuant to Government Code § 54956.9(d)(2))*

Susan Holliday  
Attorney – Anthony DeMarco  
Significant Exposure to Litigation – One Case **EXHIBIT A-2**  
*(Pursuant to Government Code § 54957)*
  - B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Gregory Merwin/Kathy Purcell  
Attorney – Ernest Bell  
Significant Exposure to Litigation – One Case **EXHIBIT B-1**  
OAH Case Number 2019090968  
*(Pursuant to Government Code § 54956.9(d)(1))*
  - C. LIABILITY CLAIM**

Clark Hampton  
Significant Exposure to Litigation – One Case **EXHIBIT C-1**  
Rejection of Government Claim No. 1906565  
*(Pursuant to Government Code § 54956.9 (d) (2) or (3))*
  - D. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

District Negotiators: Kirsten M. Vital/Clark Hampton  
Attorney – Andreas Chialtas  
Property: PA-3 K-8 School No. 2 an approximate 20-acre school site  
Negotiating Party: Mike Balsamo/Elise Milington of Rancho Mission Viejo, LLC  
Under Negotiation: Price and Terms of Payment  
*(Pursuant to Government Code § 54956.9)*
  - E. STUDENT READMISSIONS**

Mike Beekman  
Two Cases  
Case # 2017-035 **EXHIBIT E-1**  
Case # 2019-038 **EXHIBIT E-2**

**F. STUDENT EXPULSIONS**

Three Cases  
Case # 2020-019  
Case # 2020-021  
Case # 2020-023

**EXHIBIT F-1**  
**EXHIBIT F-2**  
**EXHIBIT F-3**

**G. PUBLIC EMPLOYEE EMPLOYMENT/APPOINTMENT**

Tim Brooks  
Assistant Superintendent, Curriculum and Instruction, Preschool – Grade 5  
(Pursuant to Government Code § 54957)

**EXHIBIT G-1**

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

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

**EXHIBIT H-1**

**I. 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)

**EXHIBIT I-1**  
**EXHIBIT I-2**

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

Superintendent  
Deputy 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.**

**MUSICAL SHOWCASE**

**6:30 p.m.**

Dana Hills High School Brass Quintet  
Ryan Avillanoza, C.J. Porter, Amethyst Raubolt, Holden Abrams, Liam Adcock  
Under the direction of James Caestecker, *Director of Instrumental Music*

**AGENDA**

**7:00 p.m.**

**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**

Dana Hills High School  
Brad Baker, *Principal*  
Ken Nedler, *Activities Director*  
Danny Cullen, *Associated Student Body President*

**Extra Milers**

Anthony Small and Patti Compton, founders of the Music Preserves Foundation, for piloting a music history program at Wood Canyon Elementary, their behind-the-scenes festival work with our high school students, and their support at our Merry Monarch event.

Cris Wilson, College Fair Co-Chair, Sue McNair, CUCPTSA President, and Wendy Rieger, Capistrano Valley High School PTSA President, for their work to ensure the 2019 College Fair was a success.

**WINTER MUSIC PROGRAM**

Dana Hills High School Brass Quintet  
Ryan Avillanoza, C.J. Porter, Amethyst Raubolt, Holden Abrams, Liam Adcock  
Under the direction of James Caestecker, *Director of Instrumental Music*

**1. REORGANIZATION OF BOARD – ELECTION OF PRESIDENT: DISCUSSION/  
ACTION**

The Capistrano Unified School District Board of Trustees is conforming to Education Code requirements by holding its annual organizational meeting at the December 11, 2019 meeting. Board Policy 9100 *Annual Organizational Meeting*, presents the order of business for this meeting. Agenda items 1 through 3 may be completed under this agenda item. 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: Kirsten M. Vital, Superintendent***

Staff Recommendation

**AGENDA ITEM 1**

The current presiding Board member will facilitate the election of the Board President. The Board may do this by oral nominations and voting, or by ballot after oral nominations are made.

**AGENDA ITEM 2 AND ITEM 3**

As soon as the new Board President is elected, he or she will immediately assume the role of President and will commence with the election of the Vice President and Clerk, then proceed with the other items on the evening's agenda.

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

**2. REORGANIZATION OF BOARD – ELECTION OF VICE PRESIDENT: DISCUSSION/  
ACTION**

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

**3. REORGANIZATION OF BOARD – ELECTION OF CLERK: DISCUSSION/  
ACTION**

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

**BREAK**

## **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.

### **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 1  
**EXHIBIT 4**  
Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$75,613.71 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*
- 5. PURCHASE ORDERS, COMMERCIAL WARRANTS AND PREVIOUSLY BOARD-APPROVED BIDS AND CONTRACTS:** Page 3  
**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 \$1,815,585.03 and the commercial warrants total \$9,195,079.31. 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 71  
**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 13 new agreements totaling \$329,015 and 17 amendments to existing agreements totaling \$311,000. 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*
- 7. AWARD BID NO. 1920-04, ALISO NIGUEL HIGH SCHOOL STEM BUILDING PROJECT – NEW DYNASTY CONSTRUCTION COMPANY:** Page 343  
**EXHIBIT 7**  
Approval of Award of Bid No. 1920-04, Aliso Niguel High School STEM Building Project to New Dynasty Construction Company. Ten bids were received and opened on November 5, 2019 and are listed on Exhibit A. The bidder offering the lowest base price was used to determine the lowest responsive bidder. New Dynasty Construction Company is the lowest responsive, responsible bidder at \$10,954,576. This project will be funded by CFD 87-1 and if necessary, earned interest and land sale revenue.  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

8. **AWARD BID NO. 1920-05, NEWHART MIDDLE SCHOOL STEAM BUILDING PROJECT – PAUL C. MILLER CONSTRUCTION CO. INC. dba MILLER CONSTRUCTION:** Page 381  
**EXHIBIT 8**  
Approval of Award of Bid No. 1920-05, Newhart Middle School STEAM Building Project to Paul C. Miller Construction Co. Inc. dba Miller Construction. Ten bids were received and opened on November 14, 2019 and are listed on Exhibit A. The bidder offering the lowest base price was used to determine the lowest responsive bidder. Miller Construction is the lowest responsive, responsible bidder at \$10,249,000. This project will be funded by the Redevelopment Agency Mission Viejo fund.  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
9. **AWARD OF REQUEST FOR PROPOSALS NO. 1-1920, INVESTIGATIVE SERVICES – MULTIPLE VENDORS:** Page 417  
**EXHIBIT 9**  
Approval of the Award of Request for Proposals (RFP) No. 1-1920, Investigative Services to various firms. Five proposals were received from various investigative services firms. The firms being recommended will comprise a bench of qualified vendors: Frasco Investigative Services, Incorporated; Fraud Fighters; Nicole Miller and Associates; and The Sobel Group, Incorporated. When a firm is selected for a particular Human Resources or Business Services project, an individual agreement will be presented to the Board for approval. Expenditures under these contracts will vary with District needs and selected projects, funded by the general fund and other applicable funding sources associated with the project. All proposals and evaluation score sheets are available for viewing in the Purchasing department.  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
10. **CHANGE ORDER NO. 2, BID NO. 1819-18, AMBUEHL ELEMENTARY SCHOOL RENOVATION PROJECT:** Page 427  
**EXHIBIT 10**  
Approval of Change Order No. 2, Bid No. 1819-18 for the Ambuehl Elementary School Renovation Project related to unforeseen site conditions, additional design changes, and added scope to the project. 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 \$2,552,000. The new contract sum including Change Order No. 2 is \$2,694,374.11 funded by Whispering Hills CFD 2005-1. With this change order, the project remains under budget. Due to the size, the back-up documentation is posted online on the District’s Board Agendas and Supporting Documentation page [here](#).  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
11. **CHANGE ORDER NO. 2, BID NO. 1819-20, CAPISTRANO VALLEY HIGH SCHOOL TURF REPLACEMENT, CAPISTRANO VALLEY HIGH SCHOOL SOFTBALL SCOREBOARD, AND SAN CLEMENTE HIGH SCHOOL SOFTBALL SCOREBOARD PROJECT:** Page 432  
**EXHIBIT 11**  
Approval of Change Order No. 2, Bid No. 1819-20 for the Capistrano Valley High School Turf Replacement, Capistrano Valley High School Softball Scoreboard, and San Clemente High School Softball Scoreboard Project related to unforeseen conditions that arose throughout the course of construction. 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 \$1,864,500. The new contract sum including Change Order No. 2 is \$1,951,536.66 funded by deferred maintenance. With this change order, the project remains under budget. Due to the size, the back-up documentation is posted online on the District’s Board Agendas and Supporting Documentation page [here](#).  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

12. **FINAL ACCEPTANCE AND FILING OF NOTICE OF COMPLETION FOR BID NO. 1819-14 FOR DANA HILLS HIGH SCHOOL KITCHEN MODERNIZATION PROJECT:** Page 438  
**EXHIBIT 12**
- Approval of the Final Acceptance and filing of the Notice of Completion for Bid No. 1819-14 for the Dana Hills High School Kitchen 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 the cafeteria fund.  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
13. **FINAL ACCEPTANCE AND FILING OF NOTICE OF COMPLETION FOR BID NO. 1819-18 FOR AMBUEHL ELEMENTARY SCHOOL RENOVATION PROJECT:** Page 442  
**EXHIBIT 13**
- Approval of the Final Acceptance and filing of the Notice of Completion for Bid No. 1819-18 for the Ambuehl Elementary School Renovation 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 Whispering Hills CFD 2005-1.  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
14. **FINAL ACCEPTANCE AND FILING OF NOTICE OF COMPLETION FOR BID NO. 1819-20 FOR CAPISTRANO VALLEY HIGH SCHOOL TURF REPLACEMENT, CAPISTRANO VALLEY HIGH SCHOOL SOFTBALL SCOREBOARD, AND SAN CLEMENTE HIGH SCHOOL SOFTBALL SCOREBOARD:** Page 445  
**EXHIBIT 14**
- Approval of the Final Acceptance and filing of the Notice of Completion for Bid No. 1819-20 for the Capistrano Valley High School Turf Replacement, Capistrano Valley High School Softball Scoreboard, and San Clemente High School Softball Scoreboard 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 deferred maintenance, CFD 90-2 Talega and CFD 90-2 Improvement Area.  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
15. **RESOLUTION NO. 1920-32, APPROVING THE ANNUAL AND FIVE-YEAR REPORTABLE FEES REPORT FOR FISCAL YEAR 2018-2019, IN COMPLIANCE WITH GOVERNMENT CODE § 66006 AND § 66001:** Page 450  
**EXHIBIT 15**
- Approval of Resolution No. 1920-32 authorizing the Annual and Five-Year Reportable Fees Report for Fiscal Year 2018-2019, in compliance with Government Code § 66006 and § 66001. The Board of Trustees adopted guidelines in Senate Bill 1693 legislation requiring school districts to justify and report the need and reasonableness of any collection and spending of developer fees for new school facilities. As long as the District continues to use developer fees as a funding mechanism for new school facilities projects, the findings on the type and amount of fees are to be published in an Annual and Five-Year Reports.  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

## **CURRICULUM AND INSTRUCTION**

16. **COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT WITH SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT:** Page 468  
**EXHIBIT 16**
- Approval of the College and Career Access Pathways Partnership Agreement with South Orange County Community College District (SOCCCD). The Board conducted a public hearing on the College and Career Access Pathways agreement with SOCCCD on November 20, 2019. Approval of this agreement will enable high school students who

enroll in approved courses to receive both college credit and high school credit for courses taught on high school campuses during the 2018-2019 school year.

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

**17. MEMORANDUM OF UNDERSTANDING WITH COLLEGE AND CAREER ADVANTAGE FOR PARTICIPATION IN THE CALIFORNIA CAREER TECHNICAL EDUCATION INCENTIVE GRANT PROGRAM:** Page 485  
**EXHIBIT 17**

Approval of the California Career Technical Education Incentive Grant Program Memorandum of Understanding (MOU) with College and Career Advantage. The purpose of California Career Technical Education Incentive Grant Program is to encourage and maintain the delivery of career technical education programs during implementation of the District's Local Control Funding Formula. The MOU establishes a cooperative and mutually beneficial relationship between the District and College and Career Advantage (parties) and sets forth the responsibilities of the parties as related to the implementation of the California Career Technical Education Incentive Grant Program. There is no financial impact.

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

**18. ADDENDUM TO THE AGREEMENT FOR ADDITIONAL SCHOOLS PARTICIPATING IN THE INSIDE THE OUTDOORS SCHOOL PROGRAMS, AGREEMENT NO. 12025, ADDENDUM NO. 4, 6 AND 7:** Page 491  
**EXHIBIT 18**

Approval of Addendums to the Agreement for Additional Schools Participating in the Inside the Outdoors School Program, Agreement Numbers 12025-4, 12025-6 and 12025-7. District schools routinely participate in the Orange County Department of Education's outdoor science school/field trip programs and "Traveling Scientist" programs and assemblies. Nine additional school sites have 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 expenditures under these contract addendums are \$5,993.25 funded by Title I, gift funds, and grants. The assembly at Del Obispo Elementary School is a schedule change only and there is no financial impact for this addendum.

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

**19. AGREEMENT FOR PARTICIPATION WITH THE YMCA OF ORANGE COUNTY LAGUNA NIGUEL TO PROVIDE A PHYSICAL EDUCATION PROGRAM FOR STUDENTS AT CASTILLE ELEMENTARY SCHOOL 2019-2020:** Page 500  
**EXHIBIT 19**

Approval of agreement with the YMCA of Orange County Laguna Niguel to provide Physical Education (PE) programs for students at Castille Elementary School for the 2019-2020 school year. The YMCA provides supplemental PE lessons that are aligned to PE content standards for California Public Schools. This program supplements the required 100 minutes of PE instruction per week that students must receive per Education Code as well as providing them with rich, engaging and challenging PE instruction. Since 2014-2015, several District schools have successfully partnered with the YMCA to support PE instruction. Castille Elementary School would like to utilize this program for their students in 2019-2020. The total estimated expenditure under this agreement is \$12,400 funded by gift funds.

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

**20. AGENDA ITEM PULLED BY STAFF** Page 508  
**EXHIBIT 20**

**21. MEMBERS OF SPECIAL EDUCATION LOCAL PLAN AREA COMMUNITY ADVISORY COMMITTEE:** Page 509  
**EXHIBIT 21**

Approval of the appointment of Barbara Kakuda and Stephanie Maciborski to serve as a

Community Advisory Committee (CAC) voting member for the 2020 and 2021 calendar years. In accordance with the California Education Code § 56190, each Special Education Local Plan Area (SELPA) shall establish a CAC with parents of special education students forming the majority. Based on the bylaws of the SELPA, a committee of voting members is established annually, comprised of District parents, teachers, administrators, and community representatives who serve District students. The term of appointment for voting members is two years, staggered annually. There is no financial impact.

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

## **HUMAN RESOURCE SERVICES**

22. **EDUCATIONAL CLINICAL PRACTICE EXPERIENCES MEMORANDUM OF UNDERSTANDING WITH LA SIERRA UNIVERSITY:** Page 510  
**EXHIBIT 22**  
Approval of the Educational Clinical Practice Experiences Memorandum of Understanding with La Sierra University, effective January 2, 2020 and expiring June 30, 2022. During the school year, teacher credential candidates will work with District credentialed educators to fulfill practicum/fieldwork requirements to earn their California teaching credential.  
*Contact: Tim Brooks, Associate Superintendent, Human Resource Services*
23. **UNIVERSITY/FIELDWORK AGREEMENT AND ADDENDUM WITH UNIVERSITY OF LA VERNE:** Page 517  
**EXHIBIT 23**  
Approval of the University/Fieldwork Agreement and Addendum with University of La Verne, effective upon the final signature and expiring June 30, 2024. During the school year, credential candidates will work with District credentialed educators to fulfill practicum/fieldwork requirements to earn their credential.  
*Contact: Tim Brooks, Associate Superintendent, Human Resource Services*
24. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT - CERTIFICATED EMPLOYEES:** Page 538  
**EXHIBIT 24**  
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*
25. **RESIGNATIONS/RETIREMENTS/EMPLOYMENT - CLASSIFIED EMPLOYEES:** Page 568  
**EXHIBIT 25**  
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**

26. **RESOLUTION NO. 1920-33, ROLE OF THE BOARD: POWERS AND RESPONSIBILITIES:** Page 595  
**EXHIBIT 26**  
Resolution No. 1920-33, Role of the Board: Powers and Responsibilities, reaffirms the role of the Board.  
*Contact: Kirsten M. Vital, Superintendent*
27. **SCHOOL BOARD MINUTES:** Page 596  
**EXHIBIT 27**  
Approval of the November 20, 2019 Regular Board meeting minutes.  
*Contact: Colleen Hayes, Manager II, Board Operations/Superintendent's Office*
28. **SCHOOL BOARD MINUTES:** Page 605



**DISCUSSION/ACTION ITEMS**

**29. DISTRICT DASHBOARD UPDATE:**

Work on the District Dashboard began in Spring 2017. The purpose of the District Dashboard is to provide information regarding student progress on several critical academic, social-emotional and behavior indicators from preschool and kindergarten through grade 12 and beyond. This item is a presentation on the development of these indicators, information about the public launch, and a live demonstration of the dashboard website.

*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, and 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.

**INFORMATION/  
DISCUSSION**

Page 607

**EXHIBIT 29**

**30. MEMORANDUM OF UNDERSTANDING WITH SCHOOL-CONNECTED ORGANIZATIONS:**

A Memorandum of Understanding (MOU) will 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.

*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 approve a Memorandum of Understanding to be used with all school-connected organizations.

**DISCUSSION/  
ACTION**

Page 617

**EXHIBIT 30**

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

**31. PRESENTATION – MATH OPTIONS:**

The purpose of this item is to update Trustees and the community on District progress in supporting student math proficiency and the proposed next steps to support student options for multiple opportunities to excel in math. Based on Trustee feedback during the May 8, 2019 Board Workshop staff was asked to examine options to provide opportunities for all students to access higher levels of math course work. Staff have met to review math programming and practices, and have identified additional ways to support high achieving students' access to acceleration. The cost of \$15,000 will be paid from District Title I funds.

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

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

Staff Recommendation

It is recommended the Board President recognize Susan Holliday, Associate

**INFORMATION/  
DISCUSSION**

Page 623

**EXHIBIT 31**

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

**32. CERTIFICATION OF THE 2019-2020 FIRST INTERIM REPORT:**

In accordance with Education Code § 42130, school districts are required to prepare and submit Interim Financial Reports to the governing board. The purpose of these reports is to satisfy State and County Office of Education officials as to whether or not the District will be able to meet its financial obligations for the remainder of the fiscal year. Additionally, as required by AB 2756, districts must certify that minimum reserve levels are projected to be met in the two subsequent fiscal years.

***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***

**DISCUSSION/  
ACTION**  
Page 641  
**EXHIBIT 32**

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 approve the Certification of the 2019-2020 First Interim Report.

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

**33. SELECTION OF TRUSTEE PARTICIPATION ON VARIOUS COMMITTEES:**

Every year at the organizational meeting in December, Trustee assignments are made to various committees and other groups in which there is an expectation of Board representation. The exhibit is a listing of appointment assignments, with tentative meeting date information, and the name or names of the Trustee(s) who served on the committee during 2019. This agenda item requests the Board of Trustees select a member or members to serve on one or more of the committees during 2020. There is no financial impact.

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

***Contact: Kirsten M. Vital, Superintendent***

**DISCUSSION/  
ACTION**  
Page 764  
**EXHIBIT 33**

Staff Recommendation

It is recommended the Board of Trustees review the various committees as listed in the exhibit and reach a consensus and/or take a formal vote on which Trustees will participate on the various committees.

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

**ADJOURNMENT**

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

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS  
WEDNESDAY, JANUARY 15, 2020, 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.*