

# Capistrano Unified School District

*District Accomplishments  
2019-2020*



# Wildly Important Goals (WIGs)

## **Teaching and Learning**

Engage students in meaningful, challenging, and innovative educational experiences to increase post-secondary options for all students

## **Communication**

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

## **Facilities**

Optimize facilities and learning environments for all students

# Education and Support Services

- All Day Kindergarten
- RH Dana Language Immersion Program
- CVHS Early College Pathway Approved to Launch
- iReady Elementary Math Assessments
- Expansion of Mandarin Program (PK-12)
- Innovation Grants
- Innovation Showcases
- Cultural Proficiency Task Force
- Social Emotional Learning Guiding Coalition
- Micro-Credentialing
- AEDS at all K-12 School sites (\*Automated External Defibrillator)
- 100% participation in Threat Assessment & Discipline trainings





# Education and Support Services

- Enhanced math pathway access and opportunities
- Special Education Procedural Handbook, for staff and parents, and training at every school site
- Career Ladder for Paraeducators
- Ed Specialist training in fundamentals of literacy
- Counselors delivered 5,949 classroom and distance learning lessons and 511 group counseling sessions
- Behavior Support Team provided 459 virtual social skills lessons and developed 27 parent webinars
- Drive-through Graduations
- Merging of Educational Services and Student Support Services to form one system of support for all students
- Professional Learning Community Golden Bell Finalist based on years of this collaborative work





# Education and Support Services

- COVID-19 Related Support
  - Held 26 Reopening meetings to develop a Reopening Plan
  - Developed Reopening Plan
  - Developed 2 Addendums to Reopening Plan
  - Launched Canvas Learning Management System, UC Scout & APEX online learning



# Human Resource Services

- Successfully reached 3-year bargaining agreements with CUEA, CSEA, Teamsters.
- Significantly reduced general liability lawsuits from over 50 to a total of 5 open cases at the close of the 2019-2020 school year.
- Trained 90% of all site administration in the Interest Based Process to support principals in handling complaints at the most local level.



# Human Resource Services

- Created the CAPE (Certificated, Classified and Administration in Partnership for Excellence) Team concept for CUSD
- Piloted 11 schools (with representatives at elementary, middle and high school) as site level CAPE teams
- Pilot schools attended the Labor Management Institute conference with Executive Cabinet members and Trustee representatives
- Created a District CAPE Team made up of union leaders and Assistant Superintendents that meet monthly to collaborate on solutions to issues that remain unresolved at the site level.





# Human Resource Services

- Compliance and Professional Learning
  - Responses to over 100 CPRA request
  - Manage completion of Policy Acceptance Districtwide
  - Oversee all Title IX matters
  - Equipped CUMA with an updated HR Handbook
  - Provide ongoing support and guidance to site administration with complaints management, evaluations, progressive discipline and adherence to all collective bargaining agreements





# Human Resource Services

- COVID-19 Related Support
  - Collaboratively developed an MOU with CUEA and CSEA to support continuity of instruction during stay-at-home orders and adhere to safety guidelines
  - Provided ongoing support and guidance to site administrators
  - Supported employees in understand new guidelines and rights related to COVID-19 (i.e. HR 6201, Families First Coronavirus Response Act)
  - Provided guidance and support on Reopening Teams
  - Staffing teams navigated staffing processes during quarantine to ensure appropriate staffing for 2020-21
  - Consistent HRS connections with union leadership in order to overcome an ever-changing set of challenges



# Communications

- Published nearly 150 news stories and reached over 180,000 pageviews on CUSD Insider
- Increased visibility and engagement across all social media platforms, of note:
  - Facebook followers grew from 2,000 to over 5,000
  - Instagram followers grew from 1,000 to over 4,000
- Launched the CUSD Insider YouTube channel
- Modernized the CUSD monthly Capo Talk newsletter in June 2020
  - June 2020 Capo Talk holds our highest open rate (48%) and click rate (9%) in comparison to previous editions
- Designed and implemented an advertising plan for STEAM/STEM programs and full-day kindergarten
- Created emergency communication templates in partnership with Student Safety and Support Services





# Communications

- Produced and distributed informational mailers, created an FAQ, factsheets, and a web page dedicated to sharing information on both SFIDs, and created a visibility plan to include school and community-wide engagement
- Coordinated and promoted various District events, of note:
  - Launched a partnership with Hoag Hospital and held four community events to bring support and resources to students and families
  - Two Innovation Showcase events
  - CUSD Annual College Fair
  - Principal for a Day – had the greatest participation in history
  - Monarch Beach Tree Lighting
  - Secondary Honors Concert
  - Informational webinars to showcase CUSD programs and innovation including MTSS, STEAM, Innovation Showcase, and Get to Know CUSD Elementary & Secondary Programs



# Communications

- COVID-19 Pandemic Support
  - Created a COVID-19 FAQ and launched a designated COVID-19 web page
  - Coordinated and promoted a webinar with Dr. Afif El-Hasan of Kaiser Permanente
  - Leveraged social media platforms to provide news alerts
  - Utilized CUSD Insider to provide information and resources, and share how students and staff have had a positive impact on our community during this time
  - Launched a social media campaign designed to support our community with the hashtag #CUSDAllTogether
  - Created a series of supplemental enrichment activities on social media, such as: “Capo Toon Time” cartoon series, meditation sessions, dance lessons, a music sing-along, and artist spotlight series featuring celebrity musicians





# Business Services: Facilities

- Aliso Niguel HS and Newhart MS – Broke ground on the STEM and STEAM addition projects.
- Adult Transition/Bridges Community Day HS - Modular restroom addition.
- CCA/Capistrano Valley HS - Addition of three classrooms and two specialized classrooms.
- Tesoro HS – Artificial turf field replacement and installation of four new sand volleyball courts.
- Solar – Completion of Aliso Niguel HS, Capistrano Valley HS, Dana Hills HS, San Clemente HS Tesoro HS, and District Office solar projects.
- M&O completed a total of 21,928 Work Orders and 3,265 Preventative Maintenance Work Orders.
- COVID-19 Purchases and Implementation - 978 E-Z UPs for outdoor extended learning spaces and 250 portable hand washing stations distributed to sites. Replaced all district HVAC filters to MERV 13 filters per the CDPH guidelines.
- The Board approved an updated Use of Facilities Board Policy, Administrative Regulation and Fee Schedule. Processed and approved over 3,000 applications for use.



# Business Services: Technology and Information Systems

- Completed RADAR Tickets - 27,644
- 6,700 Chromebooks distributed in March and April
- 1,100 Hotspots distributed in March and April
- Teachers trained during online learning - 2,000
- Transition of platform and certification of CALPADS
- Transition to Cloud Content Filter
- Ordered Chromebooks to begin the District's new 1:1 students Chromebook program.





# Business Services: Food and Nutrition Services

- Dana Hills High School kitchen modernization
- 1,376,469 Lunch Meals served August through March 13, 2020
- 716,460 Breakfast Meals served August through March 13, 2020
- 183,846 Emergency Meals served March 16, 2020 through July 2020
- 182 students received Emergency Meals March - June delivered to their front door via a collaboration between Food and Nutrition Services and Transportation.



# Business Services: Fiscal Services, Purchasing and Insurance

- Completed financial reporting for employee negotiated agreements (AB1200) for all employee groups
- Applied for a FEMA request for public assistance. Allows the District to request reimbursement for PPE through 9-14-2020
- Started process of purchasing all PPE for District staff and students
- Closed the books for 2019-20 and budgeted 2020-21 successfully while adhering to CDPH distancing guidelines
- Processed 36,195 vendor payments for a total of \$218 million while working remotely for the majority of the time
- Launched the District [donorschoose.org](https://donorschoose.org) webpage





# Business Services: Fiscal Services, Purchasing and Insurance

- Created a video for employees walking them through the new hire insurance paperwork
- Sent out monthly email to employees regarding free services (Online classes, EAP, Nurse Navigator, etc.) available to them through CSBT and VEBA
- Processed payroll adjustments for 3 negotiated settlements with bargaining units
- Selected 3 sites to begin testing the data in the online employee requisition (ER) program. Once the data is tested these sites will begin using the online ER system
- Started cultural proficiency training



# Business Services: Transportation

- Conducted 4 meetings with District stakeholders to determine Late Start bell schedule recommendations for SB328 (2022-2023 school year)
- Delivered meals to students after COVID shutdown
- Published new Transportation Employee Handbook
- Provided for daily Online Training for all Transportation employees, with proof of completion, during COVID school closure
- Purchased 6 new buses for students with special needs to replace aging, high polluting vehicles

