

CAPISTRANO UNIFIED SCHOOL DISTRICT
33122 Valle Road
San Juan Capistrano, CA 92675

BOARD OF TRUSTEES
Regular Meeting

September 12, 2011

Closed Session 6:00 p.m.

Open Session 7:00 p.m.

AGENDA

CLOSED SESSION AT 6:00 P.M.

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

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
(Pursuant to Government Code §54957)

EXHIBIT A

B. CONFERENCE WITH LABOR NEGOTIATORS

EXHIBIT B

Dr. Joseph M. Farley/Jodee Brentlinger/Ron Lebs/Julie Hatchel/Sara Jochem
Employee Organizations:

- 1) Capistrano Unified Education Association (CUEA)
- 2) California School Employees Association (CSEA)
- 3) Teamsters
- 4) Unrepresented Employees (CUMA)
(Pursuant to Government Code §54957.6)

OPEN SESSION AT 7:00 P.M.

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA – ROLL CALL

REPORT ON CLOSED SESSION ACTION

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.

RECORDING OF SCHOOL BOARD MEETINGS

In accordance with Board Policy 9324, Board Minutes, all Regular School Board Meetings will be audio recorded

DISCUSSION/ACTION ITEMS

- 1. KINDERGARTEN READINESS ACT 2010 – SIMITIAN BILL SB 1381:** DISCUSSION/
Senate Bill 1381, the Kindergarten Readiness Act of 2010, passed in September 2010, ACTION
rolling back the kindergarten entry age beginning in 2012-2013. The Kindergarten
Readiness Act changes the kindergarten entry date from December 2 to September 1 by
2014-2015. Additionally, it creates and mandates that a Transitional Kindergarten
program be provided for those students who miss the cutoff entry date. The financial
implication of this change is dependent upon how the rollback is implemented and
whether or not current classrooms and materials can be utilized. Vote _____
Page 1
EXHIBIT 1
CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment
Contact: Julie Hatchel, Assistant Superintendent, Education Services

Staff Recommendation:

It is recommended the Board President recognize Julie Hatchel, Assistant Superintendent, Education Services, to present the Kindergarten Readiness Act report.

Following discussion, it is recommended the Board of Trustees approve the month by month rollback of the kindergarten entry age beginning in 2012-2013.

Motion by _____ Seconded by _____

- 2. PROPOSED CHANGE IN THE NAME OF WEST VIEW ACADEMY:** DISCUSSION/
At the Board of Trustees meeting of August 24, 2011, Trustees voted to consider ACTION
changing the name of West View Academy and asked Trustees Alpay, Bryson, and
Hatton to meet to consider alternative names. After discussing a number of options, the
three Trustees propose the name be changed to California Preparatory Academy.
CUSD Strategic Plan Pillar 3: Academic Achievement and Enrichment
Contact: Julie Hatchel, Assistant Superintendent, Education

Staff Recommendation:

It is recommended the Board approve the name change of West View Academy to California Preparatory Academy.

Motion by _____ Seconded by _____

- 3. RECOMMENDATION OF TENTATIVE AGREEMENT WITH TEAMSTERS FOR JULY 1, 2011 – JUNE 30, 2012:** INFORMATION/
The purpose of this agenda item is to present the tentative agreement between the District DISCUSSION/
and the Teamsters to the Board of Trustees as an information item. In addition to the Page 9
tentative agreement, the Public Disclosure of Collective Bargaining Agreement is
attached. The total estimated fiscal impact of this agreement is a continued savings to
the District of approximately \$400,000 for the 2011-2012 fiscal year. **EXHIBIT 3**
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

Staff Recommendation:

It is recommended the Board President recognize Jodee Brentlinger, Assistant Superintendent, Personnel Services, who will present this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

4. FIRST READING – REVISIONS TO BOARD POLICY 1230, SCHOOL-CONNECTED ORGANIZATIONS:

INFORMATION/
DISCUSSION
Page 23
EXHIBIT 4

As the District adopts policies and procedures to comply with state law regarding student fees, revisions to existing Board policy and administrative regulations are necessary. Legislation pending before the state legislature will further clarify the rules surrounding this issue. In order to effectively develop new policies and procedures, District staff has engaged school site leaders, community groups, and student organizations to discuss the implications of the new rules surrounding student fees. This agenda item presents for consideration revisions to Board Policy 1230, *School-connected Organizations*. The revisions outline expectations for school-connected organizations. There is no financial impact. Proposed additions to the Board policy are underlined; deletions are struck through.

CUSD Strategic Plan Pillar 1: Community Relations
Contact: Marcus Walton, Chief Communications Officer

Staff Recommendation:

It is recommended the Board President recognize Marcus Walton, Chief Communications Officer, to present the revision to Board Policy 1230, *School-connected Organizations* and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

5. DIVISION OF STATE ARCHITECT UPDATE:

INFORMATION/
DISCUSSION
Page 25
EXHIBIT 5

At the February 9, 2009, Board meeting, staff presented a status report on outstanding construction projects. This agenda item is a continuation of that initial report, updating Trustees on the progress made toward closing with certification, outstanding DSA applications. There is no financial impact at this time. There will be a fee to reopen the closed applications to finalize and close them with certification when all documentation is completed.

As shown in the exhibit, the construction of site work relocation of one relocatable building and alterations to buildings A and B-3 at Ladera Ranch K-8 School has been closed with certification. A copy of the letter from the Division of the State Architect is provided for Trustee review.

CUSD Strategic Plan Pillar 2: Safe and Healthy Schools
Contact: Ron Lebs, Deputy Superintendent, Business & Support Services

Staff Recommendation:

It is recommended the Board President recognize Ron Lebs, Deputy Superintendent, Business and Support Services, who will provide the DSA Update and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

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, staff, or the public 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.

GENERAL FUNCTIONS

6. SCHOOL BOARD MINUTES:

Page 29
EXHIBIT 6

Approval of the minutes of the August 24, 2011, regular Board meeting and the August 30, 2011, special Board meeting.

Contact: Jane Boos, Manager, Board Office Operations

7. **RESOLUTION NO. 1112-18 – ACCEPTANCE OF 2011-2012 ASSISTANCE LEAGUE CONTRACT FOR OPERATION SCHOOL BELL:** Page 39
EXHIBIT 7
Approval of Resolution No. 1112-18 to accept the agreement between the Assistance League of Capistrano Valley (ALCV) and the District for the Operation School Bell philanthropic program. Each year the District partners with the ALCV to provide suitable new school clothing to school children in need through the Operation School Bell philanthropic project. The ALCV furnishes appropriate new school clothing, free of charge, to District students, as referred by authorized school personnel. The target population is students in grades K-5 and two District preschools. ALCV currently serves schools in San Clemente, Aliso Viejo, San Juan Capistrano, Laguna Niguel, Capistrano Beach, and Dana Point. There is no financial impact.
CUSD Strategic Plan Pillar 1: Community Relations
Contact: Marcus Walton, Chief Communications Officer
8. **RESOLUTION NO. 1112-19 – ACCEPTANCE OF 2011-2012 ASSISTANCE LEAGUE CONTRACT FOR KIDS ON THE BLOCK:** Page 43
EXHIBIT 8
Approval of Resolution No. 1112-19 to accept the agreement between Assistance League of Capistrano Valley (ALCV) and the District for the Kids on the Block philanthropic program. Each year the District partners with the ALCV to provide the Kids on the Block philanthropic program, encouraging diversity and sensitivity to disabilities and various social issues through the use of life-size puppets in skits performed by ALCV puppeteers. ALCV currently serves schools in San Clemente, Aliso Viejo, San Juan Capistrano, Laguna Niguel, Capistrano Beach, and Dana Point. There is no financial impact.
CUSD Strategic Plan Pillar 1: Community Relations
Contact: Marcus Walton, Chief Communications Officer
9. **RESOLUTION NO. 1112-20 – ACCEPTANCE OF 2011-2012 ASSISTANCE LEAGUE CONTRACT FOR LINKS TO LEARNING PHILANTHROPIC PROGRAM:** Page 47
EXHIBIT 9
Approval of Resolution No. 1112-20 to accept the agreement between Assistance League of Capistrano Valley (ALCV) and the District for the Links to Learning philanthropic program. Each year the District partners with the ALCV to provide Links to Learning for middle school teachers to enhance and develop new or different approaches to teaching that will stimulate creative thought and expand existing curriculum. ALCV currently serves schools in San Clemente, Aliso Viejo, San Juan Capistrano, Laguna Niguel, Capistrano Beach, and Dana Point. There is no financial impact.
CUSD Strategic Plan Pillar 1: Community Relations
Contact: Marcus Walton, Chief Communications Officer
10. **RESOLUTION NO. 1112-21 – ACCEPTANCE OF 2011-2012 ASSISTANCE LEAGUE CONTRACT FOR HANDS ON LITERACY PROJECT:** Page 51
EXHIBIT 10
Approval of Resolution No. 1112-21 to accept the agreement between Assistance League of Capistrano Valley (ALCV) and the District for the Hands On Literacy philanthropic program. Each year the District partners with the ALCV to provide the Hands On Literacy Program, offering reading assistance for hearing and communication disabled students in Special Day Classes at appointed schools. ALCV currently serves schools in San Clemente, Aliso Viejo, San Juan Capistrano, Laguna Niguel, Capistrano Beach, and Dana Point. There is no financial impact.
CUSD Strategic Plan Pillar 1: Community Relations
Contact: Marcus Walton, Chief Communications Officer

CURRICULUM & INSTRUCTION

11. EXPUNGING OF EXPULSION RECORD:

Approval of expunging a student record. Due to the confidential nature of expunging a student expulsion record, the supporting information is provided to Trustees under separate cover.

CUSD Strategic Plan Pillar 2: Safe and Healthy Schools

Contact: Julie Hatchel, Assistant Superintendent, Education Services

12. EXPULSION READMISSIONS:

Approval to readmit students from expulsion. Due to the confidential nature of the student expulsion readmission, the supporting information is provided to Trustees under separate cover.

CUSD Strategic Plan Pillar 2: Safe and Healthy Schools

Contact: Julie Hatchel, Assistant Superintendent, Education Services

BUSINESS & SUPPORT SERVICES

13. PURCHASE ORDERS, COMMERCIAL WARRANTS, AND PREVIOUSLY BOARD-APPROVED BIDS AND CONTRACTS:

Page 55

EXHIBIT 13

Approval of purchase orders (Exhibit 13-Attachment 1) and commercial warrants (Exhibit 13-Attachment 2). The purchase orders and commercial warrants included in this item have previously been authorized as part of the District's budget approval process. The purchase orders total \$22,165,743.85; the commercial warrants total \$10,999,611.49. Attachment 3 of Exhibit 13 is a list of previously Board-approved bids and contracts to assist in the review of the purchase order and commercial warrant listings.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

Contact: Ron Lebs, Deputy Superintendent, Business & Support Services

14. DONATION OF FUNDS AND EQUIPMENT:

Page 97

EXHIBIT 14

A number of gifts have been donated to the District, including \$462,139.42 in cash. These funds will be deposited in the appropriate school accounts. Items other than cash gifts have no financial impact on the budget. The District does not guarantee maintenance of those items or the expenditure of any District funds for their continued use.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

Contact: Ron Lebs, Deputy Superintendent, Business & Support Services

15. RESOLUTION NO. 1112-12 – DELEGATION OF AUTHORITY:

Page 101

EXHIBIT 15

Approval of Resolution No. 1112-12, Delegation of Authority. Resolution No. 1112-12 authorizes the delegation of certain authority to the Superintendent or named designees based upon specific criteria. When there are changes to District administrative staff, it is appropriate to adopt a new resolution with updated information. Such delegation of authority is required by the Orange County Department of Education School Claims to assist in processing routine agreements, claims for reimbursements, purchase orders, payroll, personnel, and insurance transactions.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Ron Lebs, Deputy Superintendent, Business & Support Services

16. RESOLUTION NO. 1112-13 – PRELIMINARY 2010-2011 FINANCIAL STATEMENTS (UNAUDITED ACTUALS):

Page 105

EXHIBIT 16

Approval of Resolution No. 1112-13 to approve the preliminary 2010-2011 financial statements (Unaudited Actuals). Resolution No. 1112-13 will be forwarded to the Orange County Department of Education, reviewed for accuracy and compliance and subsequently transmitted to the Superintendent of Public Instruction.

Due to the size of the of the SACS data file, the documentation will be posted online in the District Board Agendas and Supporting Documentation page.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Ron Lebs, Deputy Superintendent, Business & Support Services

17. **RESOLUTION NO. 1112-14 – 2010-2011 ACTUAL GANN LIMIT AND THE 2011-2012 ESTIMATED GANN LIMIT:** Page 119
EXHIBIT 17
 Approval of Resolution No. 1112-14, adopting the 2010-2011 actual Gann Limit and the 2011-2012 estimated Gann Limit. Resolution No. 1112-14 establishes the actual Gann Limit for 2010-2011 at \$263,399,553.34 and the estimated Gann Limit for 2011-2012 at \$267,769,791.81. Approval of this resolution will have no financial implications on either the 2010-2011 or 2011-2012 budgets.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Ron Lebs, Deputy Superintendent, Business & Support Services
18. **RESOLUTION NO. 1112-15 – AUTHORIZING THE INCREASE/DECREASE IN APPROPRIATIONS FOR THE FISCAL YEAR ENDING 2010-2011:** Page 125
EXHIBIT 18
 Approval of Resolution No. 1112-15 authorizing the increase and decrease in appropriations for the fiscal year ending 2010-2011. Resolution No. 1112-15 will adjust the budget approved at second interim 2010-2011 to final unaudited actuals budgets.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Ron Lebs, Deputy Superintendent, Business & Support Services
19. **RESOLUTION NO. 1112-16 – REAPPROPRIATION OF CARRYOVER FUNDS:** Page 129
EXHIBIT 19
 Approval of Resolution No. 1112-16 authorizing the reappropriation of carryover funds. Resolution No. 1112-16 authorizes the re- appropriation of carryover income and associated expenditures for the current fiscal year (2011-2012), based on final unaudited balances for the 2010-2011 fiscal year. The carryover income and expenditures will adjust balances that were adopted in June of 2011.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Ron Lebs, Deputy Superintendent, Business & Support Services
20. **RESOLUTION NO. 1112-17 – CLASS SIZE REDUCTION PROGRAM AND CERTIFICATION FOR 2011-2012:** Page 139
EXHIBIT 20
 Approval of Resolution No. 1112-17 to participate in the Class Size Reduction Program and certification for 2011-2012. Resolution No. 1112-17 declares the desire of the District to participate in the Class Size Reduction Program, and file the appropriate application for the 2011-2012 fiscal year.
CUSD Strategic Plan Pillar 3 : Academic Achievement & Enrichment
Contact: Ron Lebs, Deputy Superintendent, Business & Support Services
21. **STATE OF CALIFORNIA MULTIPLE AWARD SCHEDULE CONTRACT NO. 4-09-78-0048A, GENERAL SERVICES ADMINISTRATION SCHEDULE NO. GS-03F-0142V, BRAND – ADVANCED POLYMER PLAYGROUND-SURFACE RUBBERIZED SPORT SURFACE-SYNTHETIC TRACK, CALIFORNIA TRACK & ENGINEERING, INCORPORATED:**
 Approval of authorization to utilize the State of California Multiple Award Schedule Contract No. 4-09-78-0048A, General Services Administration schedule GS-03F-0142V, for the purchase and installation of a sport surface, synthetic track at San Juan Hills High School, awarded to California Track & Engineering, Incorporated, under the same terms and conditions of the public agency’s contract. The District can utilize such contracts pursuant to California Public Contract Code §10298, §10299 and §12100 without going to bid.

District staff has determined the contract prices offered by California Track & Engineering, Incorporated, are fair, reasonable, and competitive, and it is in the best interest of the District to utilize the contract awarded to California Track & Engineering, Incorporated. Anticipated expenditures utilizing this contract to install the track surface at San Juan Hills High School are approximately \$350,000 funded by CFD 98-2.

Due to the size of the contract and award, the documentation will be posted online in the District Board Agendas and Supporting Documentation page.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Ron Lebs, Deputy Superintendent, Business & Support Services

22. STATE OF CALIFORNIA MULTIPLE AWARD SCHEDULE CONTRACT NO. 4-11-84-0037A, GENERAL SERVICES ADMINISTRATION SCHEDULE NO. GS-07F-0481X, NON INFORMATION TECHNOLOGY GOODS, TEL-TEC SECURITY SYSTEMS, INCORPORATED:

Approval of authorization to utilize the State of California Multiple Award Schedule Contract No. 4-11-84-0037A, General Services Administration schedule GS-07F-0481X, for the purchase and warranty of security equipment awarded to Tel-Tec Security Systems, Incorporated, as needed throughout the District, under the same terms and conditions of the public agency's contract. The District can utilize such contracts pursuant to California Public Contract Code §10298, §10299 and §12100 without going to bid.

District staff has determined the contract prices offered by Tel-Tec Security Systems, Incorporated, are fair, reasonable, and competitive, and it is in the best interest of the District to utilize the contract awarded to Tel-Tec Security Systems, Incorporated. For the 2011-2012 school year, the District plans to install a security system at San Juan Hills High School for approximately \$115,000, funded by CFD 98-2. Also planned for 2011-2012 and funded by a combination of PTA, CFD, and booster clubs are various projects at school sites to add additional security cameras and other security equipment needed to upgrade existing systems for approximately \$100,000-\$200,000.

Due to the size of the contract and award, the documentation will be posted online in the District Board Agendas and Supporting Documentation page.

CUSD Strategic Plan Pillar 2: Safe & Healthy Schools

Contact: Ron Lebs, Deputy Superintendent, Business & Support Services

23. CONSULTANT AGREEMENT – TRAINING FOR NEGOTIATORS AND LEADERSHIP, BARBER & GONZALES CONSULTING:

Page 143
EXHIBIT 23

Approval of the consultant agreement with Barber & Gonzales Consulting to provide Interest-Based Bargaining training for the District and Capistrano Unified Chapter 224 California School Employees Association (CSEA) leadership representatives for the facilitation of the negotiations process.

Article 22.3 of the Agreement Between Capistrano Unified School District and Capistrano Unified Chapter 224 California School Employees Association states that "The District and Association are committed to Interest-Based Bargaining (IBB)." Recognizing the value of the IBB process, the District and CSEA bargaining teams are desirous of receiving formal IBB training in order to properly implement Article 22.3 of the collective bargaining agreement. The firm will provide services at the rates indicated on the rate sheet, on an as-needed basis, paid out of the general fund. Estimated expenditures under this contract are \$30,000.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Ron Lebs, Deputy Superintendent, Business & Support Services

24. INDEPENDENT CONTRACTOR AGREEMENT – INDIAN EDUCATION WORKSHOPS, DEBRA L. HOROWITZ:

Page 155
EXHIBIT 24

Approval of an independent contractor agreement with Debra L. Horowitz to provide parent and student education workshops on academic preparation to the elementary and middle school levels. Debra L. Horowitz will provide services at the rates indicated on the rate sheet for the 2011-2012 school year, on an as-needed basis, paid out of Indian Education funds. Scheduled services under this contract are estimated to be \$200.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

Contact: Ron Lebs, Deputy Superintendent, Business & Support Services

25. **LEASE/PURCHASE FINANCING AGREEMENT – KEY GOVERNMENT FINANCE, PRINT SERVICES EQUIPMENT:** Page 163
EXHIBIT 25

Approval of the lease/purchase financing agreement with Key Government Finance to replace and upgrade the 17-year-old equipment in the Print Services Department. The agreement includes schedules and terms and has been approved by legal counsel. The three-year lease/purchase includes the following equipment: stitcher/folder, face trimmer, electric punch, electric paper lifter, automatic paper ejector, and electric inserter with crimper for the cost of \$74,853. The fixed interest rate on this agreement is 3.07 percent with a lease term of 36 months. Total cost including finance charges is \$77,211. The equipment is necessary to support the needs of the District, and the Print Services Department's effort to solicit outside business to generate income for the general fund. The equipment upgrade will allow Print Services to offer a wider range of services to customers. The cost of the new equipment will be offset by the income generated.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Ron Lebs, Deputy Superintendent, Business & Support Services

26. **INDEPENDENT CONTRACTOR AGREEMENT – PHYSICAL FITNESS PROGRAM, YMCA OF ORANGE COUNTY:** Page 189
EXHIBIT 26

Approval of an independent contractor agreement with the YMCA of Orange County to provide a weekly, structured, 60-minute physical fitness program at Carl Hankey School for K-5 students. YMCA will provide services at the rates indicated on the rate sheet for the 2011-2012 school year, paid out of Carl Hankey International Education Foundation funds. Scheduled services under this contract are estimated to be \$16,000.

CUSD Strategic Plan Pillar 2: Safe & Healthy Schools

Contact: Ron Lebs, Deputy Superintendent, Business & Support Services

27. **EXTENSION OF AGREEMENT – AMS.NET FOR PRODUCTS AND SERVICES UNDER E-RATE:** Page 197
EXHIBIT 27

Approval for the extension of the agreement with AMS.net to provide products and services to the District per the 2009-2010 Board approved E-rate application. The Federal Communications Commission (FCC) announced on August 22, 2011, that it will make funding commitments for fiscal year 2010 Priority 2 E-rate applications for schools sites with an 80 percent discount level. The District has seven schools that qualify at the 80 to 90 percent discount level: Kinoshita, Las Palmas, R.H. Dana, San Juan, and Viejo elementary schools, Marco Forester Middle School, and Junipero Serra High School. The current agreement with AMS.net, as selected through the bid process in 2009, expired on June 30, 2011, and will need to be renewed before the FCC will award discounts to the seven qualifying schools.

The renewal term for the contract extension is September 1, 2011, through February 29, 2012. Under this agreement, AMS.net will provide services, products, maintenance, and support for E-rate funded equipment for seven qualifying school sites. Pending approval from the Schools and Libraries Division, this contract will provide the District with the ability to purchase hardware and services at E-rate discounted amounts.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Ron Lebs, Deputy Superintendent, Business & Support Services

PERSONNEL SERVICES

28. **RESIGNATIONS/RETIREMENT/EMPLOYMENT–CLASSIFIED EMPLOYEES:** Page 207
EXHIBIT 28

Approval of the activity list for employment, separation, and additional assignments of classified employees. These positions will be charged to the appropriate fund and are included in the adopted budget.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

29. RESIGNATIONS/RETIREMENT/EMPLOYMENT – CERTIFICATED EMPLOYEES:

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.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

Motion by _____	Seconded by _____
ROLL CALL:	
Student Advisor Ryan Pallas _____	
Trustee Addonizio _____	Trustee Hatton _____
Trustee Alpay _____	Trustee Palazzo _____
Trustee Bryson _____	Trustee Pritchard _____
	Trustee Brick _____

NOTE: BY USING A ROLL CALL VOTE FOR THE CONSENT CALENDAR, IT WILL MEET THE NEED FOR ACTION ITEMS WHICH REQUIRE A SIMPLE MOTION OR ROLL CALL VOTE.

ADJOURNMENT

Motion by _____ Seconded by _____

THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS MONDAY, SEPTEMBER 26, 2011, 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

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

ITEMS ON THE AGENDA. Any person may address the Board concerning any item on the agenda and may, at the discretion of the Board, be granted three (3) minutes to make a presentation to the Board at the time a specific item is under discussion. However, the time assigned for individual presentations could be fewer than three (3) minutes depending upon the total number of speakers who wish to address a specific agenda topic. Prior to the opening of the meeting, a Request to Address the Board card (located in the foyer) should be completed and submitted to the Secretary of the Board. The total time devoted to presentations to the Board shall not exceed twenty (20) minutes, unless additional time is granted by the Board. All presentations shall be heard by the Board prior to the formal discussion 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.

ORAL COMMUNICATIONS (Non-Agenda Items). Citizens may address the Board on any item not appearing on the agenda. Individual presentations are limited to three (3) minutes per individual, with twenty (20) minutes in total being devoted for this purpose, 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. However, at its discretion, the Board may refer items to the administration for follow-up or place topics on a future Board agenda.

PUBLIC HEARINGS. Anytime the Board schedules a separate public hearing on any 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 policy or recommended actions which are directed at the time of the hearing.

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.

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.