

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

BOARD OF TRUSTEES  
Regular Meeting

May 14, 2012

Closed Session 6:30 p.m.  
Open Session 7:00 p.m.

**AGENDA**

**CLOSED SESSION AT 6:30 P.M.**

**1. CALL TO ORDER**

**2. CLOSED SESSION COMMENTS**

**3. CLOSED SESSION** (as authorized by law)

**A. CONFERENCE WITH LABOR NEGOTIATORS**

Joseph M. Farley/Jodee Brentlinger/Clark Hampton/  
Julie Hatchel/Sara Jocham/Jeff Bristow

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)*

**B. STUDENT EXPULSIONS**

Deliberations of Findings of Fact and Recommendations  
*(Pursuant to Education Code §48918(c) and §35145)*

**EXHIBITS 3B1-B4**

**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.**

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF THE AGENDA – ROLL CALL**

**REPORT ON CLOSED SESSION ACTION**

**SPECIAL RECOGNITIONS**

*Christine Taglieri, Sherri George, and Jennifer Woodward – CUSD Teachers of the Year*

**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.

**DISCUSSION/ACTION ITEMS**

- |  |  |
|--|--|
| <p><b>1. RESOLUTION NO. 1112-46, CALIFORNIA DAY OF THE TEACHER:</b><br/>         Approval of Resolution No. 1112-46, recognition of May 8, 2012, as “California Day of the Teacher.” This resolution serves as official notice to all employees, as well as all citizens of the District, of the Board’s recognition of the excellent service provided by its certificated staff.<br/> <i>CUSD Strategic Plan Pillar 5: Effective Operations</i><br/> <i>Contact: Marcus Walton, Chief Communication Officer</i></p> | <p>DISCUSSION/<br/>         ACTION<br/>         Page 1<br/> <b>EXHIBIT 1</b></p> |
|--|--|

Staff Recommendation

It is recommended the Board President recognize Marcus Walton, Chief Communications Officer, to present this item.

Following discussion, it is recommended the Board of Trustees approve Resolution No. 1112-46, California Day of the Teacher.

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

2. **RESOLUTION NO. 1112-47, CLASSIFIED SCHOOL EMPLOYEES WEEK:** DISCUSSION/  
 Approval of Resolution No. 1112-47, recognition of May 20 - 26, 2012, as "Classified ACTION  
 School Employees Week." The District traditionally recognizes the contributions of Page 3  
 its classified employees during this special week. This resolution serves as official EXHIBIT 2  
 notice to all classified employees, as well as all citizens of the District, of the Board's  
 recognition of the excellent service provided by its classified personnel.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Marcus Walton, Chief Communication Officer*

Staff Recommendation

It is recommended the Board President recognize Marcus Walton, Chief Communications Officer, to present this item.

Following discussion, it is recommended the Board of Trustees approve Resolution No. 1112-47, Classified School Employees Week.

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

3. **MEMORANDUM OF UNDERSTANDING BETWEEN CAPISTRANO UNIFIED SCHOOL DISTRICT AND CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, NEGOTIATED LANGUAGE REGARDING IMPACT OF LAYOFF:** DISCUSSION/  
 ACTION  
 Page 5  
 EXHIBIT 3

On April 12, 2012, the District received a letter from CSEA President, Ronda Walen requesting to bargain the effects of the impending classified layoff. Following the adoption of the classified layoff resolution at the April 25, 2012, Board meeting, both parties commenced discussions surrounding each of the individual items contained in the letter. On Thursday, May 3, 2012, both parties came to agreement on a memorandum of understanding (MOU). The intent and purpose of the MOU is to provide clarity to management and employees surrounding factual information, modify the existing personal necessity language for the remainder of the year, and outline the collaborative process to address workload concerns. There is no financial impact to the District with the MOU.

*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Jeff Bristow, Executive Director, Risk Management and Compliance*

Staff Recommendation:

It is recommended the Board President recognize Jeff Bristow, Executive Director, Risk Management and Compliance, to present this item.

Following discussion, it is recommended the Board of Trustees approve the Memorandum of Understanding between Capistrano Unified School District and the California School Employees Association, Chapter 224 regarding the impact of layoff.

Motion by _____	Seconded by _____
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**4. RESOLUTION NO. 1112-43, RESOLUTION AND ORDER OF BIENNIAL TRUSTEE ELECTION SPECIFICATIONS OF THE ELECTION ORDER:**

Consolidation of the Trustee election with the federal, state, and municipal elections to be held November 6, 2012, through adoption of Resolution No. 1112-43, Resolution and Order of Biennial Trustee Election Specifications of the Election Order pertaining to the election of Trustees to serve in Trustee Area 1 (Jack Brick), Trustee Area 2 (Sue Palazzo), Trustee Area 3 (John Alpay), and Trustee Area 5 (Gary Pritchard). The financial impact for the election expenses will be included in the 2012-2013 budget.

*CUSD Strategic Plan Pillar 5: Effective Operations*

*Contact: Joseph M. Farley, Superintendent*

Staff Recommendation:

Following discussion, it is recommended the Board of Trustees adopt Resolution No. 1112-43, Resolution and Order of Biennial Trustee Election and Specifications of the Election Order.

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

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

**ROLL CALL:**

Student Advisor Ryan Pallas \_\_\_\_\_

Trustee Addonizio \_\_\_\_\_

Trustee Alpay \_\_\_\_\_

Trustee Brick \_\_\_\_\_

Trustee Bryson \_\_\_\_\_

Trustee Hatton \_\_\_\_\_

Trustee Palazzo \_\_\_\_\_

Trustee Pritchard \_\_\_\_\_

**5. FIRST READING – REVISION OF BOARD BYLAW 9920, BOARD OF TRUSTEES ELECTIONS:**

Board Bylaw 9920, *Board of Trustees Elections*, is being revised due to the recent redistricting of Trustee areas. Proposed additions to the Board policy are underlined; deletions are struck through.

*CUSD Strategic Plan Pillar 5: Effective Operations*

*Contact: Joseph M. Farley, Superintendent*

Staff Recommendation:

It is recommended the Board President recognize Joseph M. Farley, Superintendent, who will provide information on this item and answer any questions Trustees may have. This is an information item and no Board action is necessary.

**6. DIVISION OF STATE ARCHITECT UPDATE:**

Update of progress of the Division of State Architect (DSA) Construction and Project listing. 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. There is no change from the information provided to the Board of Trustees at its April 25, 2012, meeting.

*CUSD Strategic Plan Pillar 2: Safe and Healthy Schools*

*Contact: Clark Hampton, Deputy Superintendent, Business & Support Services*

Staff Recommendation:

It is recommended the Board President recognize Clark Hampton, Deputy Superintendent, Business and Support Services, to provide the DSA update and answer any questions the Board of Trustees may have. This is an information item only and no Board action is necessary.

DISCUSSION/  
ACTION

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**EXHIBIT 4**

INFORMATION/  
DISCUSSION

Page 15

**EXHIBIT 5**

INFORMATION/  
DISCUSSION

Page 21

**EXHIBIT 6**

## 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

**7. SCHOOL BOARD MINUTES:**

Approval of the minutes of the April 25, 2012, regular Board meeting.

*Contact: Jane Boos, Manager, Board Office Operations*

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**EXHIBIT 9**

### CURRICULUM & INSTRUCTION

**8. 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

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

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 \$1,424,843.54; the commercial warrants total \$6,276,558.59. 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.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

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**EXHIBIT 9**

**10. RESOLUTION NO. 1112-44, SIGNATURE AUTHORIZATION:**

Approval of Resolution No. 1112-44 to establish updated signature authorizations. The Orange County Department of Education requires the Board of Trustees to establish the names of administrators authorized to sign payroll notices of employment/changes of status, timesheets, vendor orders for payment, and warrant registers. This resolution authorizes Joseph M. Farley, Superintendent; Clark D. Hampton, Deputy Superintendent, Business and Support Services; Jodee E. Brentlinger, Assistant Superintendent, Personnel Services; David W. Carter, Executive Director I, Fiscal Services; Cynthia L. Brown, Manager, Fiscal Accounting; and Matthew L. Krause, Manager, Payroll, as the District administrators authorized to sign these documents. The resolution also states that a signature stamp is authorized for Joseph M. Farley, Clark D. Hampton, and David W. Carter and only one signature or signature stamp shall be required by the Board of Trustees for processing these documents. There are no financial implications related to adoption of this resolution.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

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**EXHIBIT 10**

**11. RESOLUTION NO. 1112-45, DEPOSIT AND REIMBURSEMENT AGREEMENT WITH RMV COMMUNITY DEVELOPMENT, LLC:**

Page 65  
**EXHIBIT 11**

Approval of Resolution No. 1112-45 authorizing the execution of the deposit and reimbursement agreement with RMV Community Development, LLC (RMV). RMV owns certain property within the District. RMV has obtained approvals and entitlements from the County of Orange for the development of the Ranch Mission Viejo property. The District and RMV desire to enter into a Mitigation and Financing Agreement, which will provide the method by which interim and permanent K-12 school facilities will be provided to serve students resulting from development of the property. At this time, RMV has agreed to an initial advance of funds in the amount of \$30,000 for the costs the District will incur to prepare the proposed Mitigation Agreement. Additional funds, if needed, will be provided. There will be no impact on the general fund.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

**12. CONSULTANT AGREEMENT – FOR MATTERS RELATED TO FORMER REDEVELOPMENT AGENCIES, PUBLIC ECONOMICS, INCORPORATED:**

Page 73  
**EXHIBIT 12**

Approval of a Consultant Agreement with Public Economics, Incorporated to provide updated revenue projections for the District from the former Redevelopment Agencies in San Clemente, San Juan Capistrano, and Mission Viejo. The District has a need to update the projected future revenue from the three former redevelopment areas to ensure that sufficient funding will be available to meet 2002 COP obligations through 2026 and to determine the funding available for other facility needs. The most recent projections completed in 2007 are no longer accurate due to the economic downturn and due to the recent dissolution of redevelopment agencies. The contractor will provide services at the rates indicated in the agreement, paid from Fund 40, Special Reserve for Capital Outlay Projects. Expenditures are limited to \$15,000.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

**13. SPECIAL EDUCATION SETTLEMENT AGREEMENTS:**

Approval of the ratification of special education settlement agreements #2011110330, #2012020259, and #2012020425. Due to the confidential nature of the agreements, supporting information is provided to the Trustees under separate cover.

*CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment*

*CUSD Strategic Plan Pillar 5: Effective Operations*

*Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations*

**14. SPECIAL EDUCATION INFORMAL DISPUTE RESOLUTION AGREEMENT:**

Approval of the ratification of special education Informal Dispute Resolution agreement case #45612. Due to the confidential nature of the agreement, supporting information is provided to Trustees under separate cover. There is no financial impact.

*CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment*

*Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations*

**15. ADVERTISE RFP NO. 2-1213 – E-RATE CONSULTANT:**

Page 83  
**EXHIBIT 15**

Approval to advertise for proposals for an E-Rate consultant. The current contract for E-rate consultant services expires June 30, 2012. This request for proposal will provide a competitive process to solicit a consultant that will best meet the District's needs. Estimated annual expenditures utilizing this contract are \$20,000, funded by the general fund.

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

- 16. ADVERTISE RFP NO. 3-1213 – MASS NOTIFICATION SYSTEM:**  
Approval to advertise for proposals for a mass notification system. The District currently has a notification system in place that is utilized for community outreach, emergency, and attendance notifications throughout the District. The contract expires September 28, 2012. This request for proposal will provide a competitive process to solicit the most current and effective system available for Districtwide use. Estimated annual expenditures utilizing this contract are \$108,000, funded by the School and Library Improvement Block Grant.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

- 17. ADVERTISE BID NO. 1213-03 – PAPER AND PLASTIC PRODUCTS FOR FOOD & NUTRITION SERVICES:**  
Approval to advertise for bids for paper and plastic products for Food & Nutrition Services. This bid will provide a competitive process and set pricing for paper and plastic products. Estimated annual expenditures utilizing this contract are \$208,000, funded by Food & Nutrition Services.

Due to the size of the file, the documentation will be posted online on the District's Board Agendas and Supporting Documentation page.

*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

- 18. EXTENSION OF BID NO. 1011-13 SNACK AND BEVERAGE PRODUCTS – A&R WHOLESALE DISTRIBUTORS, INCORPORATED:**  
Approval of extension of Bid No. 1011-13 for snack and beverage products to be provided by A&R Wholesale Distributors, Incorporated. The contract contains a provision wherein the vendors are required to lock in the pricing for three years subject to a limit on annual increases of no more than the Consumer Price Index (CPI). Staff requested vendors to reduce their pricing at each contract renewal. The pricing in the attached renewal exhibit are either reduced or are limited to the CPI increase. A & R responded and out of the 51 items they provide, they have discontinued 5 items, held pricing on 15 items, and increased costs on 31 items. The price increases are due to an increase in the price of raw commodities and higher fuel costs. Annual expenditures under this contract are limited to \$500,000, funded by Food and Nutrition Services.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

- 19. EXTENSION OF INDEPENDENT CONTRACTOR AGREEMENT NO. I1112002 – ALL GREEN ELECTRONICS RECYCLING, LLC:**  
Approval of Extension of Independent Contractor Agreement No. I1112002 for data destruction, recycling of electronics, and collection of equipment and materials to be provided by All Green Electronics Recycling. The vendor has agreed to maintain the same pricing structure negotiated last year. This contract generated approximately \$8,000 of income deposited into the technology-replacement account.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

- 20. EXTENSION RFQ NO. 7-1011 – STUDENT ASSESSMENT AND DATA ANALYSIS SYSTEM, SOFTWARE LICENSE AND SUPPORT AGREEMENT – ILLUMINATE EDUCATION, INCORPORATED:**  
Approval of Extension of Software License and Support Agreement with Illuminate Education, Incorporated to provide a software system and support for data and assessment management. The vendor has agreed to maintain the same pricing structure negotiated through the RFQ process last year. Annual expenditures under this contract are limited to \$200,000, funded by Microsoft Voucher funds.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

21. **EXTENSION OF BID NO. 1011-02 ELECTRICAL SERVICES – GILBERT & STEARNS, INCORPORATED:** Page 191  
EXHIBIT 21  
 Approval of extension of Bid No. 1011-02 for electrical services to be provided by Gilbert & Stearns, Incorporated. The vendor has agreed to maintain the same pricing structure negotiated last year. Funding for these expenditures will depend upon the types of services rendered which may include, but are not limited to, routine restricted maintenance, deferred maintenance, and developer fees. Annual expenditures under this contract are limited to \$75,000.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
22. **EXTENSION OF BID NO. 1112-05 ELECTRICAL SUPPLIES AND MATERIALS – CONSOLIDATED ELECTRIC DISTRIBUTORS, INCORPORATED:** Page 209  
EXHIBIT 22  
 Approval of extension of Bid No. 1112-05 for electrical supplies and materials to be provided by Consolidated Electric Distributors, Incorporated. The vendor has agreed to maintain the same pricing structure negotiated last year. Funding for these expenditures will depend upon the types of services rendered which may include, but are not limited to, routine restricted maintenance, deferred maintenance, and developer fees. Annual expenditures under this contract are limited to \$100,000.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
23. **EXTENSION OF BID NO. 1112-06 SERVICE TO COLLECT, RECYCLE AND DISPOSE OF SOLID WASTE DISTRICTWIDE – CR&R INCORPORATED:** Page 221  
EXHIBIT 23  
 Approval of extension of Bid No. 1112-06 for service to collect, recycle, and dispose of solid waste Districtwide to be provided by CR&R, Incorporated. Last year, through the competitive bidding process, the District awarded a new contract for services to CR&R resulting in reduced monthly rates of approximately \$11,000. This reduction will save the District over \$100,000 for the first year. The contract contains a provision wherein the vendor is required to lock in pricing subject to a limit on annual increases of no more than the Consumer Price Index (CPI). Staff requested the vendor to reduce their pricing at each contract renewal; however, CR&R has requested a 3.53 percent increase to current contract pricing. This increase is the same CPI increase that was implemented by OC Waste and Recycling throughout the Orange County landfill system due to increases in labor, and higher fuel and disposal costs. Annual expenditures under this contract are limited to \$200,000, funded by the general fund.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
24. **EXTENSION OF BID NO. 1011-14 GROCERY PRODUCTS – A&R WHOLESALE DISTRIBUTORS, INCORPORATED; GOLD STAR FOODS; SYSCO FOODS, INCORPORATED; CAMPUS FOODS, INCORPORATED:** Page 231  
EXHIBIT 24  
 Approval of extension of Bid No. 1011-14 for grocery products to be provided by A&R Wholesale Distributors, Gold Star Foods, Sysco Foods, and Campus Foods. The bid was awarded to the vendor offering the lowest price for each item. The contract contains a provision wherein the vendors are required to lock in the pricing for three years subject to a limit on annual increases of no more than the Consumer Price Index (CPI). Staff requested vendors to reduce their pricing at contract renewal. The prices in the attached renewal exhibit are either reduced or are limited to the CPI increase. This extension provides 81 different grocery products for purchase by Food & Nutrition Services. The Pricing Summary and Proposed Pricing are included in the exhibit. Supporting documentation is on file related to the manufacturer's price increases. Annual expenditures under these contracts are limited to \$135,000, funded by Food and Nutrition Services.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*



**25. SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT BID NO. 9.10 FLOORING MATERIAL DISTRICTWIDE – COLLINS & AIKMAN FLOORCOVERING, INCORPORATED C & A/TANDUS:**

Approval to utilize Santa Monica-Malibu Unified School District Bid No. 9.10 for the purchase of flooring material from Collins & Aikman Floorcovering, Incorporated C & A/Tandus as needed, under the same terms and conditions of the public agency’s contract. This contract provides competitive set pricing for flooring materials, as needed, throughout the District. Anticipated annual expenditures utilizing this contract are approximately \$100,000. Funding for these expenditures will depend upon the types of services rendered, which may include, but are not limited, to routine restricted maintenance and deferred maintenance. School boards have the authority to “piggyback” on another public agency’s bid, per Public Contract Code §20118, when it is in the best interest of a district. It is often advantageous to utilize piggyback bids when contract items are identical to the district’s specifications. Using piggyback contracts saves time and often provides lower prices than a single jurisdiction would be able to obtain.

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

*CUSD Strategic Plan Pillar 5: Effective Operations*

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

**PERSONNEL SERVICES**

**26. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES:**

Page 319  
**EXHIBIT 26**

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*

**27. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:**

Page 323  
**EXHIBIT 27**

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 \_\_\_\_\_ Secoded by \_\_\_\_\_

ROLL CALL:

Student Advisor Ryan Pallas \_\_\_\_\_

Trustee Addonizio \_\_\_\_\_

Trustee Alpay \_\_\_\_\_

Trustee Brick \_\_\_\_\_

Trustee Bryson \_\_\_\_\_

Trustee Hatton \_\_\_\_\_

Trustee Palazzo \_\_\_\_\_

Trustee Pritchard \_\_\_\_\_

**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 \_\_\_\_\_ Secoded by \_\_\_\_\_

**THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS WEDNESDAY, MAY 23, 2012, 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

**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.*