

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

BOARD OF TRUSTEES
Regular Meeting

March 28, 2012

Closed Session 5:30 p.m.
Open Session 7:00 p.m.

AGENDA

CLOSED SESSION AT 5:30 P.M.

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

A. STUDENT EXPULSIONS

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

EXHIBITS 3A1-A18

B. CONFERENCE WITH LEGAL COUNSEL—PENDING LITIGATION

Superior Court, County of Orange
Central Justice Center
Case No: 30-2011 00498422
(Pursuant to Government Code §54956.9(a))

C. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION EXHIBIT 3C

Last v. Commission on Professional Competence
OCSC Case No. 30-2011-00444363
(Pursuant to Government Code §54956.9(a))

D. CONFERENCE WITH LABOR NEGOTIATORS

Joseph M. Farley/Jodee Brentlinger/Tim Holcomb/Robyn Phillips/
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)

E. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT

Director VI, Personnel Services
(Pursuant to Government Code §54957)

EXHIBIT 3E

F. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

(Pursuant to Government Code §54957)

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

*Courtney Faye Smith – Assisting with the Development of Courtney’s Sand Castle Schools
First Federal Credit Union – 2011-2012 Contributions to Schools*

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

1. REPORT ON DISTRICT FUNDING FROM REDEVELOPMENT AGENCIES IN MISSION VIEJO, SAN JUAN CAPISTRANO, AND SAN CLEMENTE:

The Board of Trustees will receive an update on redevelopment agency funding from redevelopment agencies in the cities of Mission Viejo, San Juan Capistrano, and San Clemente. The report will include data on the impact of the recent dissolution of the agencies, how redevelopment revenues are expended, and how funds may address current facility needs.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Robyn Phillips, Interim Deputy Superintendent, Business and Support Services

Staff Recommendation

It is recommended the Board President recognize Robyn Phillips, Interim Deputy Superintendent, Business and Support Services, 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.

INFORMATION/
DISCUSSION
Page 1
EXHIBIT 1

2. SUPPLEMENTARY RETIREMENT PLAN FOR CERTIFICATED NON-MANAGEMENT EMPLOYEES:

On January 25, 2012, the Board of Trustees approved Resolution No. 1112-30 authorizing the implementation of a Supplementary Retirement Plan for certificated non-management employees retiring on June 30, 2012. As a condition of approval, the item was to be brought back before Trustees to confirm that the plan would generate savings and help the District achieve the spending reductions necessary for a balanced budget for 2012-13. At that time, it was projected 137 participants would generate savings of \$600,000 for the District. The enrollment period closed on March 16, 2012. A total of 158 employees have enrolled in the plan and submitted their papers to retire on June 30, 2012, contingent upon the plan proceeding. By comparison only 26 retirements were realized in June 2011.

DISCUSSION/
ACTION
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EXHIBIT 2

Updated estimates based on the actual participants indicate the District will realize savings of \$893,450 in 2012-13. Over the course of five years, the District will save an estimated \$2,861,507. The savings are examined in greater detail in the exhibit for this item.

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, and Robyn Phillips, Interim Deputy Superintendent, Business Services, to present this item.

It is recommended the Board of Trustees approve authorizing the implementation of the PARS fixed annuity plan for certificated non-management employees commencing with the 2012-13 fiscal year.

Motion by _____ Seconded by _____

3. CSEA TENTATIVE AGREEMENT:

Approval of the tentative agreement between the District and the California School Employee (CSEA) Association, Chapter 224. Since there is no financial impact of this agreement for the 2011-2012 school year, the District was not required to submit a Public Disclosure of Collective Bargaining Agreement to the Orange County Department of Education.

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 to present this item.

Following discussion, it is recommended the Board of Trustees approve the tentative agreement with CSEA for July 1, 2011- June 30, 2012.

Motion by _____ Seconded by _____

4. MEMORANDUM OF UNDERSTANDING WITH ORANGE COUNTY HEALTH CARE AGENCY FOR EDUCATIONALLY RELATED MENTAL HEALTH SERVICES:

Under Assembly Bill 3632, county mental health agencies had the responsibility of providing mental health services for students with special needs. AB 3632 was repealed in October 2010, with school districts assuming the responsibility for these services. The State Legislature identified the 2011-2012 fiscal year as a transition year and provided one-time funding to county mental health departments through AB 100 to shift services from county mental health to school districts. This funding is contingent upon a Memorandum of Understanding (MOU) between school districts and the Orange County Health Care Agency (OCHCA). In July 2011, the District signed a letter of intent with OCHCA to continue mental health services for students while a MOU was negotiated. Representatives from the Orange County Special Education Local Plan Areas met with OCHCA officials to develop the MOU that was approved by the Orange County Board of Supervisors on February 7, 2012.

DISCUSSION/
ACTION
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EXHIBIT 3

DISCUSSION/
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EXHIBIT 4

OCHCA will receive approximately \$8.2 million of AB 100 funds that are not accessible to school districts without a MOU with OCHCA. OCHCA estimates its funding will be exhausted by the end of March 2012. It is anticipated the District will owe OCHCA an additional \$500,000 for educationally related mental health services through the end of the 2011-2012 fiscal year. Expenditures will be paid out of the Special Education Mental Health Grant funds.

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

Staff Recommendation

It is recommended the Board President recognize Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations, to present this item.

Following discussion, it is recommended the Board of Trustees approve the MOU with OCHCA for the 2011-2012 fiscal year.

Motion by _____ Seconded by _____

5. SCHOOL BOARD MEETING SCHEDULE FOR JANUARY THROUGH JUNE:

Regular Board meetings are held on the second Monday and fourth Wednesday of each month. This agenda item presents to the Board of Trustees the proposed schedule of meetings for the period January through June 2013. Only one meeting was scheduled in April due to Spring Recess.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Joseph M. Farley, Superintendent

Staff Recommendation

It is recommended the Board of Trustees approve the proposed January through June 2013 School Board Meeting Schedule.

Motion by _____ Seconded by _____

DISCUSSION/
ACTION
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EXHIBIT 5

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:

Approval of the minutes of the March 12, 2012, regular Board meeting.

Contact: Jane Boos, Manager, Board Office Operations

Page 35
EXHIBIT 6

CURRICULUM & INSTRUCTION

7. 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

8. **PURCHASE ORDERS, COMMERCIAL WARRANTS, AND PREVIOUSLY BOARD-APPROVED BIDS AND CONTRACTS:** Page 41
EXHIBIT 8
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 \$1,444,727.67; the commercial warrants total \$4,938,487.38. 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: Tim Holcomb, Interim Deputy Superintendent, Business and Support Services
9. **DONATION OF FUNDS AND EQUIPMENT:** Page 69
EXHIBIT 9
A number of gifts have been donated to the District, including \$244,321.79 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: Robyn Phillips, Interim Deputy Superintendent, Business and Support Services
10. **EMPLOYMENT CONTRACT, DEPUTY SUPERINTENDENT, BUSINESS AND SUPPORT SERVICES:** Page 73
EXHIBIT 10
Approval of the employment contract for Dr. John W. Pappalardo, Deputy Superintendent, Business and Support Services. Trustees approved the employment of Dr. John W. Pappalardo by a unanimous vote in closed session at the March 12, 2012, Board meeting.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services
11. **SPECIAL EDUCATION INFORMAL DISPUTE RESOLUTION AGREEMENT:**
Approval of the ratification of a special education Informal Dispute Resolution (IDR) agreement. It is recommended the Board of Trustees ratify IDR case #13712. Due to the confidential nature of the agreement, supporting information is provided to the Trustees under separate cover.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations
12. **SPECIAL EDUCATION SETTLEMENT AGREEMENT:**
Approval of special education settlement agreement #2012010150. Due to the confidential nature of the agreement, 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
13. **AMENDMENT TO A SPECIAL EDUCATION SETTLEMENT AGREEMENT:**
Approval of an amendment to a special education settlement agreement case #2010120293. Due to the confidential nature of the agreement, supporting information is provided to the Trustees under separate cover.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations

14. **INDEPENDENT CONTRACTOR AGREEMENT – INSTRUCTIONAL SCIENCE TO GO CLASSES, DISCOVERY SCIENCE CENTER:** Page 89
EXHIBIT 14
 Approval of an Independent Contractor Agreement with Discovery Science Center to provide instructional Science to Go classes for third grade students at Oso Grande Elementary School. The contractor will provide services at the rates indicated on the fee schedule, paid by PTA funds. Expenditures are limited to \$2,300.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Tim Holcomb, Interim Deputy Superintendent, Business and Support Services
15. **EXTENSION OF AGREEMENT FOR RFQ NO. 6-1011, SPECIAL TAX CONSULTING SERVICES FOR PUBLIC FINANCING – DAVID TAUSSIG & ASSOCIATES, INCORPORATED:** Page 89
EXHIBIT 15
 Approval of the extension of the agreement for special tax consulting services to be provided by David Taussig & Associates, Incorporated. The vendor was sent a letter requesting reduced pricing for the contract renewal term, April 12, 2012, through April 11, 2013. David Taussig & Associates has offered a reduced per parcel charge from \$1.70 per parcel to \$1.65 per parcel. As part of the contract negotiations last year, the vendor reduced its hourly rates by approximately eight percent. There will be no increase in the hourly rates for this contract renewal period. This contract provides for special tax consulting services described in the tasks outlined in the attached agreement. Expenditures utilizing this contract are not to exceed \$150,000, funded directly with CFD funds. Each CFD is self-sustaining and funded through its annual tax levy. Any work associated with the annual tax levy can be paid from the CFD administrative expense fund.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Tim Holcomb, Interim Deputy Superintendent, Business and Support Services
16. **EXTENSION OF AGREEMENT FOR SURVEYING AND CONSTRUCTION ENGINEERING SERVICES – GUIDA SURVEYING, INCORPORATED:** Page 105
EXHIBIT 16
 Approval of the extension of the agreement for surveying and construction engineering services to be provided by Guida Surveying, Incorporated. The vendor has agreed to maintain the same discounted pricing negotiated last year. This contract provides for surveying and construction engineering services, on an as-needed basis, related to the various projects currently under construction. Expenditures utilizing this contract are limited to \$60,000, funded by the various project funds.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Tim Holcomb, Interim Deputy Superintendent, Business and Support Services
17. **ADVERTISE BID NO. 1112-14 - NEWHART MIDDLE SCHOOL MULTI-PURPOSE ROOM EXPANSION PROJECT:**
 Approval to advertise for bids for the Newhart Middle School's Multi-Purpose Room Expansion Project. On September 14, 2010, the Board of Trustees approved the preliminary project scope and budget estimate, tentative project schedule, and authorized PJHM Architects to develop project plans and submit for Division of State Architect (DSA) approval. The plans were submitted to DSA for review, and project approval was received on December 7, 2011. The total estimated cost to design and construct the multi-purpose room expansion is approximately \$1,015,000, funded from a combination of CFD 87-1 funds and State Facilities Program Modernization funds.
- Due to the physical size of the plans and project manual, the documentation will be available for review in the Purchasing Department. If you wish to review the documents, please contact Terry Fluent, Director of Purchasing, at (949) 234-9436.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Tim Holcomb, Interim Deputy Superintendent, Business and Support Services

- 18. ADVERTISE BID NO. 1112-15 – REFURBISHED COMPUTER EQUIPMENT:**
Approval to advertise for bids for refurbished computer equipment. This bid will be utilized to purchase previously leased or refurbished computer equipment such as desktops, laptops, monitors, and accessories. The bid will provide a cost-effective means for maintaining current technology levels in schools and departments while achieving savings by standardizing hardware and streamlining support operations throughout the District. Estimated annual expenditure utilizing this contract is \$100,000 funded by site funds, gift funds, grants, and the general fund.

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

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Tim Holcomb, Interim Deputy Superintendent, Business and Support Services

- 19. ADVERTISE BID NO. 1213-01 – PLUMBING SERVICE:**
Approval to advertise for bids for plumbing service. This bid will be utilized for emergency, on-call plumbing services. This contract will provide competitive, set pricing for maintenance and repair work for all sites within the District. The total expenditures under this contract are estimated to be \$150,000, which will be funded from the deferred maintenance account and the routine restricted maintenance account.

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

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Tim Holcomb, Interim Deputy Superintendent, Business and Support Services

- 20. ADVERTISE BID NO. 1213-02 – WEED ABATEMENT SERVICE:**
Approval to advertise for bids for weed abatement service. This contract will provide competitive, set pricing for weed abatement, on an as-needed basis, at all sites throughout the District. The total expenditures under this contract are estimated to be \$100,000, which will be funded from the deferred maintenance account and the routine restricted maintenance account.

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

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Tim Holcomb, Interim Deputy Superintendent, Business and Support Services

- 21. RATIFICATION CHANGE ORDER #2 – BID NO. 1011-15, SAN JUAN HILLS HIGH SCHOOL STADIUM PHASE II:**

Approval of the ratification of change order #2 related to the stadium at San Juan Hills High School. In a previous action, the Board of Trustees delegated to the Superintendent the authority to approve work orders changing the cost of construction contracts, provided the cost does not exceed \$25,000 per individual work order. This change order aggregates various work orders that may consist of additions, deletions, or other revisions that are now being presented to the Board of Trustees for ratification. All such changes in the work are performed under applicable conditions of the change in contract documents. The approved work orders and the resulting change order are shown in the exhibit. The original contract sum was \$1,640,000. The new contract sum including change orders through #2 is \$1,704,033.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Tim Holcomb, Interim Deputy Superintendent, Business and Support Services

22. RATIFICATION CHANGE ORDER #6 – BID NO. 1011-11, CAPISTRANO VALLEY HIGH SCHOOL PERFORMING ARTS THEATER:

Approval of the ratification of change order #6 related to the theater at Capistrano Valley High School. In a previous action, the Board of Trustees delegated to the Superintendent the authority to approve work orders changing the cost of construction contracts, provided the cost does not exceed \$25,000 per individual work order. This change order aggregates various work orders that may consist of additions, deletions, or other revisions that are now being presented to the Board of Trustees for ratification. All such changes in the work are performed under applicable conditions of the change in contract documents. The approved work orders and the resulting change order are shown in the exhibit. The original contract sum was \$11,975,007. The new contract sum including change orders through #6 is \$12,110,539.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Tim Holcomb, Interim Deputy Superintendent, Business and Support Services

23. LOS ANGELES UNIFIED SCHOOL DISTRICT BID NO. IFB C-1030, SWIMMING POOL CHEMICALS – WATERLINE TECHNOLOGIES, INCORPORATED:

Approval to utilize the Los Angeles Unified School District Bid No. IFB C-1030 for the purchase of swimming pool chemicals from Waterline Technologies, Incorporated, as needed, under the same terms and conditions as that public agency's contract. This contract provides competitive pricing and allows staff to streamline the procurement process. Anticipated annual expenditures utilizing this contract are approximately \$150,000 funded by routine restricted 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 staff effort, time, and bidding costs. It 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 Board Agendas and Supporting Documentation page.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Tim Holcomb, Interim Deputy Superintendent, Business and Support Services

24. STATE OF MINNESOTA, DEPARTMENT OF ADMINISTRATION, NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS, AND WESTERN STATES CONTRACTING ALLIANCE CONTRACT NO. B27161 AWARDED TO EMC CORPORATION, CALIFORNIA PARTICIPATING ADDENDUM, PURCHASES THROUGH EMC OR THE EMC AUTHORIZED BUSINESS PARTNERS:

Approval to utilize the State of Minnesota, Department of Administration, National Association of State Procurement Officials, and Western States Contracting Alliance Contract No. B27161 awarded to EMC Corporation, and approved for usage in the State of California pursuant to the California Participating Addendum, for the purchase of computer equipment, peripherals, and related services. The District can utilize such contracts pursuant to California Public Contract Code §10298, 10299, and 12100 et. seq. without going to bid.

The contract prices offered by EMC Corporation have been assessed to be fair, reasonable, and competitive. District staff has determined that it is in the best interest of the District to utilize the contract awarded to EMC Corporation. As allowed under the California Participating Addendum, the District will purchase from AMS.Net, CDW-G, and FusionStorm. These vendors have been approved as an EMC Corporation authorized business partner, qualified and authorized to receive purchase orders, invoice, and receive payments, on behalf of EMC Corporation. Annual expenditures utilizing this contract are limited to \$500,000 for the purchase of computer equipment, peripherals, and related services, funded by the general fund.

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

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Tim Holcomb, Interim Deputy Superintendent, Business and Support Services

25. GENERAL RETAINER AGREEMENT – LEGAL SERVICES, OLSON, HAGEL & FISHBURN, LLP:

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EXHIBIT 25

Approval of a general retainer agreement with Olson, Hagel & Fishburn, LLP to provide legal services related to the reallocation of property tax revenues by Orange County. School districts have agreed to collectively retain outside legal counsel to represent them in any potential litigation that may result from the County of Orange’s reallocation of property taxes. The firm will provide services at the rates indicated on the fee schedule. The first \$10,000 in fees will be paid by Orange County Department of Education. Any additional fees shall be apportioned to the District based on the average daily attendance at the percentage shown in Exhibit A of the agreement. Expenditures are limited to \$5,000.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Robyn S. Phillips, Interim Deputy Superintendent, Business and Support Services

PERSONNEL SERVICES

26. RESIGNATIONS/RETIREMENTS/EMPLOYMENT–CLASSIFIED EMPLOYEES:

Page 157
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:

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

THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS WEDNESDAY, APRIL 25, 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

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.