

CAPISTRANO UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
MINUTES – REGULAR MEETING  
JULY 27, 2011  
EDUCATION CENTER – BOARD ROOM

President Brick called the meeting to order at 6:00 p.m. and announced that closed session agenda item 3C, CSEA/CUEA/CUMA/Teamsters negotiations was being pulled from the agenda. The Board recessed to closed session at 6:03 p.m. to discuss Public Employee Appointment/Employment and confer with Real Property Negotiators.

The regular meeting of the Board reconvened to open session and was called to order by President Brick at 7:00 p.m.

The Pledge of Allegiance was led by President Brick.

Present: Trustees Addonizio, Alpay, Brick, Hatton, Palazzo, and Pritchard  
Absent: Trustee Bryson

**A CD of the Board meeting discussion related to each of the items on the public agenda is on file in the Superintendent's Office as a matter of the permanent record. An audio recording of the meeting is available on the District website: [www.capousd.org](http://www.capousd.org)** **Permanent Record**

It was moved by Trustee Alpay, seconded by Trustee Pritchard, and carried by a 6-0 vote to adopt the Board agenda. **Adoption of the Board Agenda**

AYES: Trustees Addonizio, Alpay, Brick, Hatton, Palazzo, and Pritchard  
NOES: None  
ABSENT: Trustee Bryson

President Brick asked Vice President Pritchard to facilitate the meeting. **President's Announcement**

Trustee Pritchard reported the following action taken during closed session: **President's Report From Closed Session Meeting**

**Agenda Item #3 A1 – Public Employee Appointment/Employment:**

The Board voted by a 6-0 vote to approve the appointment of Debbi Keeler, Director IV, Early Childhood Programs.

AYES: Trustees Addonizio, Alpay, Brick, Hatton, Palazzo, and Pritchard  
NOES: None  
ABSENT: Trustee Bryson

**Agenda Item #3 A2 – Public Employee Appointment/Employment:**

The Board voted by a 6-0 vote to approve the appointments of Carole Omori-Browne and Virginia Perez, Supervisor IV, Early Childhood Programs.

AYES: Trustees Addonizio, Alpay, Brick, Hatton, Palazzo, and Pritchard  
NOES: None  
ABSENT: Trustee Bryson

**Agenda Item #3 B – Conference with Real Property Negotiators:** The Board provided direction to the property negotiators.

**Agenda Item #3 C – CSEA/CUEA/CUMA/Teamsters Negotiations:** This item was pulled prior to recessing to closed session.

Trustee Hatton stated she wanted to call attention to SB 547 by Darrell Steinberg that imposes a major overhaul of the Academic Performance Index (API) measurement of school success and develops an Education Quality Index (EQI). The EQI would replace the API and consist of a State Assessment Index, Graduation Rate Index, College Preparedness Index, and Career Readiness Index.

**Board and  
Superintendent  
Comments**

Trustee Palazzo requested staff review the budget information posted on the website and provide clarification between the statement, the Board adopted a balanced budget on June 29, 2011, and the pie charts of revenue and expenses; provide the cost of taking the Trustees' pictures by the student photographer (twice) and the cost to have a professional photographer retake the pictures; and research and report the number of student minimum days and student holidays approved by the Irvine, Newport-Mesa, Saddleback, and Santa Ana unified school districts.

As specified in Board Bylaw 9323 for Oral Communications, each speaker was allowed three (3) minutes to speak.

**Oral  
Communications**

There were no speakers.

## **DISCUSSION/ACTION**

Assistant Superintendent Julie Hatchel stated the Board adopted *Handwriting Without Tears* in 2006 as the District's pre-school through grade 5 handwriting program. Teachers were trained to use *Handwriting Without Tears* methodologies to teach letter formation. In 2009, budget cuts made it necessary to eliminate District funding of approximately \$160,000 for the *Handwriting Without Tears* student materials. This left teachers without handwriting student workbooks or practice worksheets. Some sites and the Special Education Department have continued to purchase student materials with categorical, site, or PTA funds with the belief that it was the intent of the Board to eliminate Districtwide funding of the program rather than the program itself. Because those sites used categorical funds, there has been no financial impact to the general fund.

**Handwriting  
Without Tears  
Agenda Item 6**

Following discussion, it was moved by Trustee Alpay, seconded by Trustee Brick, and motion carried by a 4-2 vote to approve the purchase of *Handwriting Without Tears* supporting materials with categorical, site or PTA funds.

AYES: Trustees Alpay, Brick, Hatton, and Pritchard  
NOES: Trustees Addonizio and Palazzo  
ABSENT: Trustee Bryson  
ABSTAIN: None

Assistant Superintendent Julie Hatchel stated the proposal to establish a single minimum day dismissal time for Title I elementary schools was reviewed and supported by the District Restructuring Council (DRC). Currently the District elementary schools have four different minimum day dismissal times. Instructional minutes on the parent conference days, Back-to-School Night, and Open House will be extended so that the dismissal time coincides with contractual planning time for staff. In standardizing this schedule, Title I schools teach an additional 30 minutes on conference days and 55 minutes on Open House and Back-to-School Night. Dismissal times for ACE days are 5 minutes earlier than other District schools. With the proposed schedule, Title I schools work 160 additional instructional minutes through the year. To compensate for this, the DRC proposal seeks approval to add two minimum days to the calendar year for Title I schools, and adjust the dismissal time on the last day of school. This equalizes the number of instructional minutes for each of our schools across the District. The addition of these two minimum days meets the requirements of the Education Code.

**Title I Minimum  
Day Dismissal  
Times  
Agenda Item 7**

Following discussion, it was moved by Trustee Alpay, seconded by Trustee Hatton, and motion carried by a 5-1 vote to approve the Minimum Day Dismissal Time Schedule at Title I elementary schools.

AYES: Trustees Alpay, Brick, Hatton, Palazzo, and Pritchard  
NOES: Trustee Addonizio  
ABSENT: Trustee Bryson  
ABSTAIN: None

Trustee Addonizio stated after using the new agenda format for several months there is a need for Trustees to review and discuss changes. Trustees requested the following changes and additions to the format: include a staff report in front of exhibits/attachments; include financial impact of each item; relate the pillar from the Strategic Plan on items; and match agenda item numbers with tab numbers for exhibits.

**Board Agenda  
Format Review  
Agenda Item 8**

It was moved by Trustee Addonizio, seconded by Trustee Alpay, and motion carried by a 5-1 vote to approve the agenda format changes beginning with the August 24, 2011, Board agenda.

AYES: Trustees Addonizio, Alpay, Hatton, Palazzo, and Pritchard  
NOES: Trustee Brick  
ABSENT: Trustee Bryson  
ABSTAIN: None

Executive Director Jeff Bristow presented for second reading the revisions to Board Policy 1312.4, *Williams Uniform Complaint Procedures*. Mr. Bristow explained the new ACLU settlement requirements are the reason for the revision to this policy.

**Board Policy  
Revisions  
Agenda Item 9**

It was moved by Trustee Addonizio, seconded by Trustee Alpay, and motion carried by a 6-0 vote to approve revisions to Board Policy 1312.4, *Williams Uniform Complaint Procedures*.

AYES: Trustees Addonizio, Alpay, Brick, Hatton, Palazzo, and Pritchard  
NOES: None  
ABSENT: Trustee Bryson  
ABSTAIN: None

Executive Director Jeff Bristow presented for second reading the revisions to Board Policy 4031, *Complaints Concerning Discrimination in Employment*. Mr. Bristow stated this item had not been changed since 2005 and the revisions are to clarify the process to file a complaint concerning discrimination.

**Board Policy  
Revisions  
Agenda Item 10**

It was moved by Trustee Addonizio, seconded by Trustee Alpay, and motion carried by a 6-0 vote to approve revisions to Board Policy 4031, *Complaints Concerning Discrimination in Employment*.

AYES: Trustees Addonizio, Alpay, Brick, Hatton, Palazzo, and Pritchard  
NOES: None  
ABSENT: Trustee Bryson  
ABSTAIN: None

Executive Director Jeff Bristow presented for second reading the revisions to Board Policy 4161.8/4261.8/4361.8, *Family Care and Medical Leave*. Mr. Bristow stated this item had not been revised since 1999 and due to federal and case law changes updates to this policy were needed.

**Board Policy  
Revisions  
Agenda Item 11**

It was moved by Trustee Alpay, seconded by Trustee Addonizio, and motion carried by a 6-0 vote to approve revisions to Board Policy 4161.8/4261.8/4361.8, *Family Care and Medical Leave*.

AYES: Trustees Addonizio, Alpay, Brick, Hatton, Palazzo, and Pritchard  
NOES: None  
ABSENT: Trustee Bryson  
ABSTAIN: None

Trustee Pritchard asked Trustees for items they wished to pull from the Consent Calendar. Items #17 and #21 were pulled.

**Items Pulled from the Consent Calendar**

### **CONSENT CALENDAR**

It was moved by Trustee Alpay, seconded by Trustee Addonizio, and motion carried by a 6-0 vote to approve the following Consent Calendar items:

Minutes of the June 29, 2011, regular Board meeting; minutes of the July 11, 2011; regular Board meeting; and minutes of the July 13, 2011, special Board meeting.

**Minutes  
Agenda Item 12**

Prior to the roll call vote on all Consent items not pulled, Trustee Alpay stated he was abstaining from voting on the July 13 meeting because he did not attend the meeting. Trustee Palazzo stated she was abstaining from voting on the minutes of July 11 and July 13 as she did not attend those meetings.

California Department of Education Child Development Division Agency Report for Cal-Safe.

**CDE Report for Cal-Safe  
Agenda Item 13**

California Department of Education Child Development Division Agency Report.

**CDE Report  
Agenda Item 14**

Memorandum of Understanding to provide school district contact information for No Child Left Behind private school outreach.

**Memorandum of Understanding  
Agenda Item 15**

Orange County Therapy Services.

**Amendment to Agreement  
Agenda Item 16**

Staff development training, Action Learning Systems, Inc.

**Independent Contractor  
Agenda Item 18**

Counseling art assemblies, staff development workshops, and studio art programs, Art Masters, Inc.

**Independent Contractor  
Agenda Item 19**

Professional development training, Center for Applied Linguistics.

**Independent Contractor  
Agenda Item 20**

Award of Bid No. 1112-04, Outsource Transportation Service, American Logistics Company.

**Award of Bid  
Agenda Item 22**

ROLL CALL: AYES: Trustees Addonizio, Alpay, Brick, Hatton, Palazzo, and Pritchard  
NOES: None  
ABSENT: Trustee Bryson  
ABSTAIN: None

Trustee Hatton stated it was important to her to have a yearly evaluation of outside programs for tracking purposes. Assistant Superintendent Sara Jocham replied the California Department of Education has a cycle for evaluating agencies and some districts and SELPAs do their own evaluations as well. Mrs. Jocham stated she plans to visit and talk with staff regarding the non-public schools currently being used by the District. Trustee Hatton requested staff to submit a plan for evaluating non-public agencies and non-public schools.

**Master Contract  
Agenda Item 17**

It was moved by Trustee Hatton, seconded by Trustee Alpay, and motion carried by a 6-0 vote to approve the Center for Autism Resources, Evaluation and Services, aka CARES, a non-public agency.

AYES: Trustees Addonizio, Alpay, Brick, Hatton, Palazzo, and Pritchard  
NOES: None  
ABSENT: Trustee Bryson  
ABSTAIN: None

Trustee Palazzo asked why the District agreed to reduce the rate of the contract for this year. Director Mike Patton stated Santa Margarita Catholic High School asked if the District would lower the rate due to financial constraints they are facing. The high school asked for the rate to be lowered to \$80 per hour and the District offered to reduce the rate to \$90 per hour, which the high school accepted. Mr. Patton stated the reduction maintains a good relationship with the high school for future contract opportunities.

**Agreement  
Extension  
Agenda Item 21**

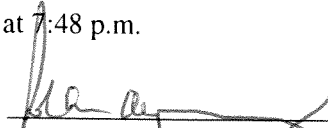
It was moved by Trustee Palazzo, seconded by Trustee Hatton, and motion carried by a 6-0 vote to approve School Bus Service Agreement No. 10910045, Santa Margarita Catholic High School.

AYES: Trustees Addonizio, Alpay, Brick, Hatton, Palazzo, and Pritchard  
NOES: None  
ABSENT: Trustee Bryson  
ABSTAIN: None

It was moved by Trustee Alpay, seconded by Trustee Addonizio, and motion carried by a 6-0 vote to adjourn the meeting. **Adjournment**

AYES: Trustees Addonizio, Alpay, Brick, Hatton, Palazzo, and Pritchard  
NOES: None  
ABSENT: Trustee Bryson  
ABSTAIN: None

Vice President Pritchard announced the meeting adjourned at 7:48 p.m.

  
Board Clerk

  
Secretary, Board of Trustees