

BOARD OF TRUSTEES
Regular Meeting

November 30, 2011

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/Ron Lebs/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)

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

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.

PUBLIC HEARING

1. **PUBLIC HEARING REGARDING RESOLUTION NO. 1112-26 - INITIAL STUDY/MITIGATED NEGATIVE DECLARATION FOR THE COMPRESSED NATURAL GAS DISPENSER AT THE ALISO VIEJO TRANSPORTATION CENTER:** INFORMATION/
DISCUSSION

The Board will conduct a public hearing on Resolution No. 1112-26, Initial Study/Mitigated Negative Declaration for the Compressed Natural Gas Fueling Dispenser at the Aliso Viejo Transportation Center. Supporting information is located in Exhibit 2.

CUSD Strategic Plan Pillar 5: Effective Operations

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

Staff Recommendation

It is recommended the Board President open the public hearing, determine if members of the public have submitted requests to speak on this item, and after hearing any speakers, formally close the hearing before proceeding to the next agenda item.

DISCUSSION/ACTION ITEMS

2. **RESOLUTION NO. 1112-26 - INITIAL STUDY/MITIGATED NEGATIVE DECLARATION FOR THE COMPRESSED NATURAL GAS DISPENSER AT THE ALISO VIEJO TRANSPORTATION CENTER:** DISCUSSION/
ACTION
Page 1

The District is proposing the installation of a new Compressed Natural Gas (CNG) bus fueling dispenser within its existing Aliso Viejo Transportation Center. The fueling dispenser would serve 20 existing low-emitting CNG buses currently operated by the District in an effort to promote and enhance its clean, alternative-fueled bus fleet.

District personnel have been coordinating with the City of Aliso Viejo for an administrative approval, which includes a Conditional Use Permit. In the initial review, the city requested an environmental assessment of the proposed CNG facility to accompany the Conditional Use Permit application. The District prepared and distributed for public comment an Initial Study/Mitigated Negative Declaration and a Risk Assessment that examined potential impacts from the construction and operation of a CNG dispenser at this location. The public review/comment period was October 18 to November 7, 2011, and the received comments and corresponding responses were included within the final Initial Study/Mitigated Negative Declaration. With the approval of Resolution No. 1112-26, Initial Study/Mitigated Negative Declaration for the Compressed Natural Gas Dispenser at the Aliso Viejo Transportation Center, the District will be able to move forward with the Conditional Use Permit process.

CUSD Strategic Plan Pillar 5: Effective Operations

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

EXHIBIT 2

Staff Recommendation

Following the public hearing, it is recommended the Board President recognize Ron Lebs, Deputy Superintendent, Business and Support Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve Resolution No. 1112-26, Initial Study/Mitigated Negative Declaration for the Compressed Natural Gas Dispenser at the Aliso Viejo Transportation Center.

Motion by _____ Seconded by _____

ROLL CALL:

Student Advisor Ryan Pallas _____

Trustee Addonizio _____

Trustee Alpay _____

Trustee Bryson _____

Trustee Hatton _____

Trustee Palazzo _____

Trustee Pritchard _____

Trustee Brick _____

3. SELECTION OF CAPISTRANO-LAGUNA BEACH REGIONAL OCCUPATIONAL PROGRAM BOARD REPRESENTATIVES:

DISCUSSION/
ACTION

The Capistrano-Laguna Beach Regional Occupational Program (ROP) Board of Trustees consists of two board members from each of the Capistrano and Laguna Beach Unified Districts. Trustees Alpay and Brick served as representatives for 2011 with Trustee Bryson serving as the alternate. The ROP Board meets eight times a year on a day and time set by the ROP Board. The ROP Board currently meets the third Thursday of the month at 3:00 p.m. and typically does not have board meetings in April, July, September, and November. The 2012 schedule will be set at the ROP board's organizational meeting scheduled for December 15, 2011. There is no financial impact.

Contact: Joseph M. Farley, Superintendent

Staff Recommendation

It is recommended the Board select two of its members to serve as ROP board members for 2012.

4. CALIFORNIA PREPARATORY ACADEMY UPDATE AND STRATEGIC PLAN:

INFORMATION/
DISCUSSION
Page 135
EXHIBIT 4

On April 11, 2011, the Board of Trustees approved the implementation of an independent study high school. A general update was presented to the Board of Trustees on August 24, 2011, with the understanding that a more detailed report and strategic plan be presented in November. At the request of Trustees, the California Preparatory Strategic Plan will be presented as an informational item. There is no financial impact.

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, who will present an update regarding the California Preparatory Academy and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

5. ~~MEMORANDUM OF UNDERSTANDING WITH SADDLEBACK COLLEGE:~~

DISCUSSION/
ACTION
Page 141
EXHIBIT 5

~~San Juan Hills High School and Saddleback Community College have developed this joint Memorandum of Understanding to provide guidelines as we work together to implement a comprehensive pilot program to enhance student preparedness and success at Saddleback College. There is no financial impact.~~

~~*CUSD Strategic Plan Pillar 1: Community Relations*~~

~~*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 this item.~~

~~Following discussion, it is recommended the Board of Trustees approve the Memorandum of Understanding with Saddleback College.~~

Motion by _____ Seconded by _____

6. SECOND READING – REVISIONS TO BOARD POLICY 5111, STUDENT ADMISSION:

The passage of Senate Bill 1381 (SB 1381) in 2010 introduced a variety of changes to the enrollment dates for children entering kindergarten and first grade in California, as well as, creating enrollment options for students who miss the kindergarten age cutoff as a result of SB 1381. In accordance with the new entry age requirements, Board Policy 5111 is being amended to reflect those new entry dates as well as outline the birthdates of students who qualify for transitional kindergarten programs. Other changes to the Board policy reflect the required documentation to verify entry age. Proposed additions to the Board policy are underlined; deletions are struck through.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

Contact: Julie Hatchel, Assistant Superintendent, Education Services

DISCUSSION/
ACTION

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EXHIBIT 6

Staff Recommendation

It is recommended that the Board President recognize Julie Hatchel, Assistant Superintendent, Education Services, who will present this item.

Following discussion, it is recommended the Board of Trustees approve the revisions to Board Policy 5111, *Student Admission*.

Motion by _____ Seconded by _____

7. SECOND READING – REVISIONS TO BOARD POLICY 5119, OPEN ENROLLMENT:

Board Policy 5119 is being revised to change the category for District students who are siblings of any student currently in attendance and who will continue to be enrolled at the same school next year, to be moved from priority A to priority B status. This will enable siblings to continue to enroll beyond the published application deadline. 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: Julie Hatchel, Assistant Superintendent, Education Services

DISCUSSION/
ACTION

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EXHIBIT 7

Staff Recommendation

It is recommended that the Board President recognize Julie Hatchel, Assistant Superintendent, Education Services, who will present this item.

Following discussion, it is recommended the Board of Trustees approve the revisions to Board Policy 5119, *Open Enrollment*.

Motion by _____ Seconded by _____

8. **THIRD READING – REVISIONS TO BOARD POLICY 5165, HEALTH EXAMINATIONS:** DISCUSSION/
ACTION
Page 151
EXHIBIT 8
- Board Policy 5165 is the governing policy outlining vision and hearing, scoliosis, and sports examination requirements. The policy was adopted in 1997 and has not been revised since. Minor language edits are periodically needed to keep this policy current. The recommended changes will clarify the language and will comply with current law. Proposed additions to the Board policy are underlined; deletions are struck through.
- CUSD Strategic Plan Pillar 2: Safe and Healthy Schools*
Contact: Julie Hatchel, Assistant Superintendent, Education Services

Staff Recommendation

It is recommended that the Board President recognize Julie Hatchel, Assistant Superintendent, Education Services, who will present this item.

Following discussion, it is recommended the Board of Trustees approve the revisions to Board Policy 5165, *Health Examinations*.

Motion by _____ Seconded by _____

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

9. **SCHOOL BOARD MINUTES:** Page 155
EXHIBIT 9
- Approval of the minutes of the November 14, 2011, regular Board meeting.
Contact: Jane Boos, Manager, Board Office Operations

BUSINESS & SUPPORT SERVICES

10. **DONATIONS OF FUNDS AND EQUIPMENT:** Page 161
EXHIBIT 10
- A number of gifts have been donated to the District, including \$493,035.31 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
11. **INDEPENDENT CONTRACTOR AGREEMENT AMENDMENT – LET’S TALK SPEECH AND LANGUAGE THERAPY:** Page 165
EXHIBIT 11
- Approval of the amendment to the independent contractor agreement with Let’s Talk Speech & Language Therapy to increase the half-hour session rate from \$62.00 to \$67.50. This agreement provides independent educational evaluations for speech and language evaluations for District students. Scheduled services under this contract are estimated to be \$7,000, paid by special education funds. Additional services may be required as determined by a student’s Individualized Educational Plan. Separate purchase orders will be approved by the Board of Trustees for such services.
- CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment*
Contact: Ron Lebs, Deputy Superintendent, Business and Support Services

12. **INDEPENDENT CONTRACTOR AGREEMENT – INDEPENDENT EDUCATIONAL EVALUATIONS FOR NEUROPSYCHOLOGICAL AND PSYCHOEDUCATIONAL ASSESSMENTS, DR. RIENZI HAYTASINGH, LLC:** Page 177
EXHIBIT 12
Approval of an independent contractor agreement with Dr. Rienzi Haytasingh, LLC, to provide independent educational evaluations and services for neuropsychological and psychoeducational assessments to District students. Dr. Haytasingh will provide services at the rates indicated on the fee schedule for the 2011-2012 school year, for services as requested by the District, paid by special education funds. Expenditures under this contract are estimated to be \$15,000.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Ron Lebs, Deputy Superintendent, Business and Support Services
13. **INDEPENDENT CONTRACTOR AGREEMENT – SPEECH LANGUAGE PATHOLOGY SERVICES, PROGRESSUS THERAPY, LLC:** Page 187
EXHIBIT 13
Approval of an independent contractor agreement with Progressus Therapy, LLC, to provide speech language pathology services for District students. Ms. Stella Mills, bilingual speech pathologist, will provide services at the rates indicated on the fee schedule for the 2011-2012 school year, for services as requested by the District, paid by special education funds. Expenditures under this contract are estimated to be \$20,000.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Ron Lebs, Deputy Superintendent, Business and Support Services
14. **INDEPENDENT CONTRACTOR AGREEMENT – SERVICES RELATED TO DEVELOPMENT, TRAINING, AND DEPLOYMENT OF SHAREPOINT SOFTWARE, ALPENSAPRUCE, LLC:** Page 197
EXHIBIT 14
Approval of an independent contractor agreement with AlpenSpruce, LLC, to provide consultant services related to the development, training, and deployment of SharePoint software, and other services as requested by the District. AlpenSpruce will provide services at the rates indicated in their Description of Work incorporated in the agreement. Expenditures under this contract are estimated to be \$75,000, paid by Microsoft voucher funds.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Ron Lebs, Deputy Superintendent, Business and Support Services
15. **INDEPENDENT CONTRACTOR AGREEMENT – COMMUNITY – BASED INSTRUCTION FOR ADULT TRANSITIONS PROGRAM, TIWAHE TECHNOLOGY, LLC:** Page 210
EXHIBIT 15
Approval of an independent contractor agreement with Tiwahe Technology, LLC, to provide community-based instruction to District students attending the Adult Transition Program. Students will attend seven training workshops that will include the use of technology and equipment in the workplace. Tiwahe Technology will provide services at the rates indicated on the fee schedule for the 2011-2012 school year, paid by the Adult Transition Program. Expenditures under this contract are estimated to be \$5,000.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Ron Lebs, Deputy Superintendent, Business and Support Services
16. **INDEPENDENT CONTRACTOR AGREEMENT – COUNSELING SERVICES, TRICIA ELIZABETH KRANTZ:** Page 218
EXHIBIT 16
Approval of an independent contractor agreement with Tricia Elizabeth Krantz to provide counseling services for District students. Ms. Krantz will provide services at the rates indicated on the fee schedule for the 2011-2012 school year, for services as requested by the District, paid by special education funds. Expenditures under this contract are estimated to be \$15,000.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Ron Lebs, Deputy Superintendent, Business and Support Services

17. **INDEPENDENT CONTRACTOR AGREEMENT – COUNSELING SERVICES, BRENDA CRARY:** Page 228
EXHIBIT 17
Approval of an independent contractor agreement with Brenda Crary to provide counseling services for District students. Ms. Crary will provide services at the rates indicated on the fee schedule for the 2011-2012 school year, for services as requested by the District, paid by special education funds. Expenditures under this contract are estimated to be \$15,000.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Ron Lebs, Deputy Superintendent, Business and Support Services
18. **INDEPENDENT CONTRACTOR AGREEMENT – COUNSELING SERVICES, IRMA GARCIA:** Page 238
EXHIBIT 18
Approval of an independent contractor agreement with Irma Garcia to provide counseling services for District students. Ms. Garcia will provide services at the rates indicated on the fee schedule for the 2011-2012 school year, for services as requested by the District, paid by special education funds. Expenditures under this contract are estimated to be \$15,000.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Ron Lebs, Deputy Superintendent, Business and Support Services
19. **INDEPENDENT CONTRACTOR AGREEMENT – PREPARATION OF ANNUAL AND FIVE – YEAR REPORT FOR DEVELOPER FEES, DOLINKA GROUP, LLC:** Page 248
EXHIBIT 19
Approval of an independent contractor agreement with Dolinka Group, LLC, to provide consultant services related to the preparation of the annual and five-year report for developer fee revenue and expenditures. Dolinka Group will provide services at the rates indicated in their proposal. Expenditures under this contract are estimated to be \$3,000, paid by developer fees.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Ron Lebs, Deputy Superintendent, Business and Support Services
20. **INDEPENDENT CONTRACTOR AGREEMENT – SPEECH LANGUAGE PATHOLOGY SERVICES, EDUCATIONAL BASED SERVICES:** Page 258
EXHIBIT 20
Approval of an independent contractor agreement with Educational Based Services to provide speech language pathology services. Educational Based Services will provide services at the rates indicated on the fee schedule for the 2011-2012 school year, for services as outlined in the agreement, paid by special education funds. Expenditures under this contract are estimated to be \$66,500.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Ron Lebs, Deputy Superintendent, Business and Support Services
21. **INDEPENDENT CONTRACTOR AGREEMENT – POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT CONSULTING AND TRAINING SERVICES, CALTAC, INCORPORATED:** Page 268
EXHIBIT 21
Approval of an independent contractor agreement with CalTAC, Incorporated to provide positive interventions and support consulting and training services. CalTAC Incorporated will provide services at the rates indicated on the fee schedule for the 2011-2012 school year, for services as outlined in the agreement, paid by Title I Staff Development funds. Expenditures under this contract are estimated to be \$38,622.90.
CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment
Contact: Ron Lebs, Deputy Superintendent, Business and Support Services

22. DECLARATION OF SURPLUS ITEMS:

Approval of the declaration of surplus items listed and described as surplus, and the approval of the public and private disposition of the surplus items in accordance with Education Code §17545-17546 and Board Policy 3270. District sites and programs have accumulated various pieces of equipment, vehicles, materials, and other items that are beyond economical repair, obsolete, no longer required within the current curriculum, or necessary for any other school purpose. These items will be disposed by public sale, or if no reasonable bids are received, by private sale for salvage. All items are subject to reallocation within the District prior to sale or disposal. Revenues from the sale are unknown. Sale proceeds may be deposited into the original fund from which the purchase was made.

CUSD Strategic Plan Pillar 5: Effective Operations

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

Page 278
EXHIBIT 22

23. AGREEMENT FOR ARCHITECTURAL SERVICES, PJHM ARCHITECTS, INCORPORATED:

Approval of an agreement for architectural services with PJHM Architects, Incorporated to provide architectural services related to the Division of State Architect closeout and certification effort at multiple campuses, continued services related to projects currently under contract, and new projects as requested by the District. The new contract will commence December 8, 2011, at the prices shown in the fee schedule.

In light of the fiscal crisis, the firm was contacted requesting reduced pricing for the 2012 – 2013 renewal period. The firm agreed to maintain the existing rates from the 2006-2011 agreement. Additionally, most fees for architectural services are negotiated by the District for a specific scope of services on lump sum or fixed-fee basis. Pricing will be firm for two years, with three additional one-year renewal terms at the option of the Board of Trustees. Funding for architectural services will be from the appropriate project accounts.

CUSD Strategic Plan Pillar 5: Effective Operations

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

Page 280
EXHIBIT 23

24. CLIENT AGREEMENT – APEX LEARNING DIGITAL CURRICULUM SOLUTIONS, APEX LEARNING:

Approval of a client agreement with Apex Learning to provide digital curriculum solutions for credit recovery courses. The contract includes ClassTools Achieve courses, California High School Exit Exam Prep courses, and professional development services. Apex Learning will provide services at the rates indicated in the agreement through August 31, 2014. Expenditures under this contract are estimated to be \$163,225 funded by the general fund.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

Page 340
EXHIBIT 24

25. INCOME AGREEMENT – AUTISM SPECTRUM DISORDER CONSULTATION SERVICES, ORANGE COUNTY SUPERINTENDENT OF SCHOOLS:

Approval of an income agreement with the Orange County Superintendent of Schools to provide autism spectrum disorder consultation services. The contract includes technical assistance to District staff through didactic training, program review and development, and on-site visitations. The contract also provides assistance in the establishment of workshops for parents, general education staff, and administrators. The Orange County Superintendent of Schools will provide services at the rates indicated in the agreement for the 2011-2012 school year. Expenditures under this contract are estimated to be \$2,250 funded by special education.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

Page 352
EXHIBIT 25

26. EXTENSION OF AGREEMENT FOR RFP NO. 3-1011, UNIFORM SERVICE – CINTAS CORPORATION:

Page 358
EXHIBIT 26

Approval of the extension of the agreement for uniform service to be provided by Cintas Corporation. The vendor was sent a letter requesting reduced pricing for the 2011-2012 renewal year. Cintas Corporation will hold their pricing even though they have experienced continued increases in operating and energy costs. This contract provides competitive rates for uniform services as required by the District. Estimated expenditures for 2011-2012 utilizing this contract are approximately \$43,000, funded from the appropriate accounts, for the various departments requiring uniform services.

CUSD Strategic Plan Pillar 5: Effective Operations

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

27. CONTINUOUS PUBLIC NOTICE – DISPOSAL OF SURPLUS PROPERTY:

Page 372
EXHIBIT 27

Approval of the continuous public notice related to the disposal of District-owned surplus property. Prior to a sale, the District must give public notice. The continuous public notice meets the requirements of the law and allows for timely disposal of items that are beyond economical repair, obsolete, no longer required within the current curriculum, or necessary for any other school purpose. The current public notice needs to be updated to change website information to show Joseph M. Farley as Superintendent. This public notice will be posted at the Capistrano Unified School District Education Center, the Maintenance & Operations building at the Thornsley Center, and on the Purchasing and Maintenance & Operations websites.

CUSD Strategic Plan Pillar 5: Effective Operations

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

28. NEWPORT-MESA UNIFIED SCHOOL DISTRICT BID NO. 105-12, SCHOOL AND OFFICE FURNITURE – CULVER-NEWLIN, INCORPORATED; CONCEPTS SCHOOL AND OFFICE FURNISHINGS; AND SCHOOL SPECIALTY, INCORPORATED:

Approval authorization to utilize Newport-Mesa Unified School District’s Bid No. 105-12 School and Office Furniture for the purchase of classroom and office furniture from Culver-Newlin, Incorporated; Concepts School and Office Furnishings; and School Specialty, Incorporated, as needed, under the same terms and conditions of the 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 \$90,000, funded by the appropriate accounts.

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 Board Agendas and Supporting Documentation page.

CUSD Strategic Plan Pillar 5: Effective Operations

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

Motion by _____

Seconded by _____

ROLL CALL:

Student Advisor Ryan Pallas _____

Trustee Addonizio _____

Trustee Alpay _____

Trustee Bryson _____

Trustee Hatton _____

Trustee Palazzo _____

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,
DECEMBER 12, 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.