

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

BOARD OF TRUSTEES
Regular Meeting

March 12, 2014

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

EXHIBIT 3A1-A4

- B. CONFERENCE WITH LABOR NEGOTIATORS**
Dr. Joseph M. Farley/Jodee Brentlinger/Clark Hampton
Employee Organization:
- 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

SPECIAL RECOGNITIONS

*Grace O’Brien – Finalist in the 2014 Prudential Spirit of Community Award
Michelle Alexander – Capistrano Valley Boys and Girls Club “Youth of the Year”
Student Body President’s Report – Capistrano Valley High School*

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. CERTIFICATION OF THE 2013-2014 SECOND INTERIM REPORT AND ADOPTION OF RESOLUTION NO. 1314-36, 2013-2014 REVENUE AND EXPENDITURE INCREASES/DECREASES:

In accordance with Education Code §42130, school districts are required to prepare and submit Interim Financial Reports to the governing board. Resolution No. 1314-36 adjusts the various fund budgets to reflect the Second Interim Report. The purpose of these reports is to satisfy appropriate State and County Office of Education officials as to whether or not the District will be able to meet its financial obligations for the remainder of the fiscal year. Additionally, as required by AB 2756, districts must certify that minimum reserve levels are projected to be met in the two subsequent fiscal years.

CUSD Strategic Plan Pillar 5: Effective Operations

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

Staff Recommendation

It is recommended the Board President recognize Clark Hampton, Deputy Superintendent, Business and Support Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve the Certification of the 2013-2014 Second Interim Report and Adoption of Resolution No. 1314-36, 2013-2014 Revenue and Expenditure Increases/Decreases.

Motion by _____

Seconded by _____

ROLL CALL:

Student Advisor Leilah Rodriguez ____

Trustee Addonizio _____

Trustee Bryson _____

Trustee Hanacek _____

Trustee Hatton-Hodson _____

Trustee Pritchard _____

Trustee Reardon _____

Trustee Alpay _____

DISCUSSION/
ACTION
Page 1
EXHIBIT 1

2. DISTRICT CONTRACT REOPENER PROPOSAL TO CUEA FOR THE 2014-2015 SCHOOL YEAR:

On August 14, 2013, the Board formally adopted a one-year settlement agreement between the District and CUEA. The current contract is in effect from July 1, 2013, through June 30, 2014. Board Policy 4143.1, Public Notice – Issues of Meeting and Negotiations, describes the steps to be taken by the Board and its authorized representatives in order to enter into a new agreement with an exclusive bargaining unit. The District is submitting its reopener proposal to begin negotiations for the 2014-2015 school year.

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 information on this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

INFORMATION/
DISCUSSION
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EXHIBIT 2

3. DISTRICT CONTRACT REOPENER PROPOSAL TO CSEA FOR THE 2014-2015 SCHOOL YEAR:

On October 1, 2013, the Board formally adopted the 2013-2014 settlement agreement between the District and CSEA. The current contract is in effect from July 1, 2012, through June 30, 2015. Both CSEA and the District have the right to reopen two articles. Board Policy 4143.1, Public Notice – Issues of Meeting and Negotiations, describes the steps to be taken by the Board and its authorized representatives in order to enter into a new agreement with an exclusive bargaining unit. The District is submitting its reopener proposal to begin negotiations for the 2014-2015 school year.

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 information on this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

INFORMATION/
DISCUSSION
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EXHIBIT 3

4. DISTRICT CONTRACT REOPENER PROPOSAL WITH TEAMSTERS FOR THE 2014-2015 SCHOOL YEAR:

On October 23, 2013, the Board formally adopted a one-year settlement agreement between the District and Teamsters. The current contract is in effect from July 1, 2013, through June 30, 2014. Board Policy 4143.1, Public Notice – Issues of Meeting and Negotiations, describes the steps to be taken by the Board and its authorized representatives in order to enter into a new agreement with an exclusive bargaining unit. The District is submitting its reopener proposal to begin negotiations for the 2014-2015 school year.

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 information on this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

INFORMATION/
DISCUSSION
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EXHIBIT 4

5. **RESOLUTION NO. 1314-37, APPROVAL OF CENTRAL LIBRARY, TEXTBOOK, AND ASSET MANAGEMENT SYSTEM REQUEST FOR PROPOSAL PROCESS:**

DISCUSSION/
ACTION
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EXHIBIT 5

Resolution No. 1314-37 authorizes the District to utilize the Request for Proposal (RFP) process to acquire technology, telecommunications, related equipment, software, and services taking into account specific requirements and evaluation criteria in addition to cost as allowed by Public Contract Code §20118.2. The District’s current systems do not effectively monitor, track, inventory, deploy, and manage assets. The District is seeking proposals for an effective central library, textbook, and asset management system compatible with District hardware standards. Given the specialized and critical nature of the central library, textbook, and asset management system, the District is requesting Board approval to publish an RFP with the following evaluation components (a) Company experience & performance – 10 points, (b) Customer support, training & implementation plan – 10 points, (c) System features and District requirements – 25 points, (d) Cost of service – 45 points, and (e) Company references & experience with like-size districts and systems – 10 points. A recommendation for award would be brought back to the Board of Trustees after the selection process concludes.

CUSD Strategic Plan Pillar 5: Effective Operations

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

Staff Recommendation

It is recommended the Board President recognize Clark Hampton, Deputy Superintendent, Business and Support Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve Resolution No. 1314-37, Approval of Central Library, Textbook, and Asset Management System Request for Proposal Process.

Motion by _____	Seconded by _____
ROLL CALL:	
Student Advisor Leilah Rodriguez ____	
Trustee Addonizio _____	Trustee Hatton-Hodson _____
Trustee Bryson _____	Trustee Pritchard _____
Trustee Hanacek _____	Trustee Reardon _____
	Trustee Alpay _____

6. **RESOLUTION NO. 1314-38, APPROVAL OF ABSENCE MANAGEMENT SYSTEM REQUEST FOR PROPOSAL PROCESS:**

DISCUSSION/
ACTION
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EXHIBIT 6

Resolution No. 1314-38 authorizes the District to utilize the Request for Proposal (RFP) process to acquire technology, telecommunications, related equipment, software, and services taking into account specific requirements and evaluation criteria in addition to cost as allowed by Public Contract Code §20118.2. The District’s current employee absence management and time and attendance systems do not meet the District’s needs to efficiently monitor, report, and control absence related requests and costs for all employees. The District is seeking proposals for an employee substitute placement and absence management system with automated time and attendance features that are compatible with the District’s personnel and fiscal management applications. Given the specialized and critical nature of the absence management system, the District is requesting Board approval to publish an RFP with the following evaluation components (a) Company experience & performance – 10 points, (b) Customer support, training & implementation plan – 10 points, (c) System features and District requirements – 25 points, (d) Cost of service – 45 points, and (e) Company references & experience with like-size districts and systems – 10 points. The recommendation for award would be brought back to the Board of Trustees after the selection process concludes.

CUSD Strategic Plan Pillar 5: Effective Operations

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

Staff Recommendation

It is recommended the Board President recognize Clark Hampton, Deputy Superintendent, Business and Support Services, to present this item.

Following discussion, it is recommended the Board of Trustees approve Resolution No. 1314-38, Approval of Absence Management System Request for Proposal Process.

Motion by _____ Seconded by _____

ROLL CALL:

Student Advisor Leilah Rodriguez ____

Trustee Addonizio _____

Trustee Bryson _____

Trustee Hanacek _____

Trustee Hatton-Hodson _____

Trustee Pritchard _____

Trustee Reardon _____

Trustee Alpay _____

7. FIRST READING – REVISIONS TO BOARD POLICY 6163.2, ANIMALS AT SCHOOL:

Board Policy 6163.2, *Animals at School*, is being revised to allow service dogs on school transportation. There is an added requirement that principals provide written notification to parents when an animal is brought into the classroom. Changes are underlined; deletions are struck through. There is no financial impact.

CUSD Strategic Plan Pillar 2: Safe and Healthy Schools

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 information on this item and answer any questions Trustees may have. This is an information item only and no Board action is necessary.

INFORMATION/
DISCUSSION
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EXHIBIT 7

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

8. SCHOOL BOARD MINUTES:

Approval of the minutes of the February 12, 2014, special Board meeting.

Contact: Jane Boos, Manager, Board Office Operations

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EXHIBIT 8

9. SCHOOL BOARD MINUTES:

Approval of the minutes of the February 12, 2014, regular Board meeting.

Contact: Jane Boos, Manager, Board Office Operations

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EXHIBIT 9

10. SCHOOL BOARD MINUTES:

Approval of the minutes of the February 26, 2014, regular Board meeting.

Contact: Jane Boos, Manager, Board Office Operations

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EXHIBIT 10

CURRICULUM & INSTRUCTION

11. PETITION TO WAIVE CALIFORNIA HIGH SCHOOL EXIT EXAM:

Approval to waive California Education Code §60851(c) and Board Policy 6162.52 for five students who have completed all requirements for passing the California High School Exit Examination (CAHSEE) subtest in Mathematics and/or English/Language Arts, case numbers 1314-016 to 1314-020. California Education Code §60851(c) and Board Policy 6162.52 provide authority for the Board of Trustees to review and approve waivers for special education students to pass the CAHSEE with modifications stated in the pupil's Individualized Education Program. Supporting information is provided to Trustees under separate cover to protect the student's rights under the Family Educational Rights and Privacy Act. There is no financial impact.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

Contact: Michelle Le Patner, Assistant Superintendent, Education Services, Secondary

BUSINESS & SUPPORT SERVICES

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

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EXHIBIT 12

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 \$938,982.28 and the commercial warrants total \$5,748,082.79. 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. Attachment 4 is a list of previously Board approved by vendor warrants exceeding \$250,000.

CUSD Strategic Plan Pillar 5: Effective Operations

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

13. DONATION OF FUNDS AND EQUIPMENT:

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EXHIBIT 13

Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$64,280.74 in cash. These funds will be deposited in the appropriate school accounts. Items other than cash have no financial impact on the budget. The District does not guarantee maintenance of items or the expenditure of any District funds for continued use.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

14. INDEPENDENT CONTRACTOR, PROFESSIONAL SERVICES, FIELD SERVICE, AND MASTER CONTRACT AGREEMENTS:

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EXHIBIT 14

Approval of the District standardized Independent Contractor, Professional Services, Master Contract, and Field Service Agreements. Due to state budget cuts to schools over the last several years, staff requests contractors to reduce their fees for services by ten percent. The expenditures related to the listed agreements were previously authorized as part of the District's budget approval process. The exhibit shows two new agreements totaling \$198,000, one new agreement ratification totaling \$80,000, four extensions to existing agreements totaling \$675, and one amendment ratification to an existing agreement totaling \$4,800. Due to the size of the contract documents, the General Conditions for each type of agreement are posted online on the District's Board Agendas and Supporting Documentation page.

CUSD Strategic Plan Pillar 2: Safe and Healthy Schools

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

CUSD Strategic Plan Pillar 5: Effective Operations

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

15. SPECIAL EDUCATION INFORMAL DISPUTE RESOLUTION AGREEMENTS:

Approval of the ratification of special education Informal Dispute Resolution Agreement Case #013614, Case #013914, Case #021414, Case #024514, and Case #123113. Due to the confidential nature of the agreements, supporting information is provided to Trustees under separate cover.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

16. SPECIAL EDUCATION SETTLEMENT AGREEMENT:

Approval of special education Settlement Agreement Case #2013090724. Due to the confidential nature of the agreement, supporting information is provided to Trustees under separate cover.

CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment

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

17. INDEPENDENT CONTRACTOR AGREEMENT – THE BRIDGEWORKS GROUP:

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EXHIBIT 17

Approval of the Independent Contractor Agreement No. ICA 1314164 with The BridgeWorks Group to provide temporary management support to Personnel Services. Senior Associate Sheri Loewenstein will provide services at the rates indicated on the fee schedule for the period of March 13, 2014, through June 30, 2014. Scheduled services under this contract are not-to-exceed \$45,000, funded by the general fund.

CUSD Strategic Plan Pillar 5: Effective Operations

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

18. SERVICES AND SUPPORT AGREEMENT – QUINTESSENTIAL SCHOOL SYSTEMS:

Page 249
EXHIBIT 18

Approval of the Services and Support Agreement for 2014-2015 with Quintessential School Systems (QSS), a business administrative software. The contract for annual support services expires June 30, 2014. The agreement provides professional consulting services related to regular support and maintenance for the product, as well as system software updates and opportunities for free professional training for staff. By taking advantage of the early payment discount of three percent, the annual fee of \$70,749 will be reduced to \$68,626.53, funded by the general fund.

CUSD Strategic Plan Pillar 5: Effective Operations

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

19. AMENDMENT TO AGREEMENT BID NO. 1112-15, REFURBISHED COMPUTER EQUIPMENT, INSIGHT SYSTEMS EXCHANGE:

Page 261
EXHIBIT 19

Approval of the Amendment to Agreement Bid No. 1112-15 for the purchase of refurbished computer equipment with Insight Systems Exchange, adding replacement models to the current price list. The contract allows for product changes in the event of an upgrade or system supply shortage. The product shall be deemed acceptable only if it meets or exceeds original specifications, is provided at the same or lesser price of the original item, and the District approves the replacement. If the upgrade provides additional or enhanced functionality, the price of the new item must be mutually accepted by the District and the vendor. Annual expenditures utilizing this contract are estimated \$500,000, funded by site funds, gift funds, grants, and the general fund.

CUSD Strategic Plan Pillar 5: Effective Operations

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

- 20. EXTENSION OF CONSULTANT AGREEMENT – DAVID TAUSSIG & ASSOCIATES, INCORPORATED:** Page 277
EXHIBIT 20
- Approval of the Extension of Consultant Agreement No. C1011140 with David Taussig & Associates, Incorporated, to provide special tax consulting services as required by the District. The consultant will provide services at the previously negotiated reduced pricing for the renewal period. Annual expenditures under this contract are limited to \$150,000, funded by Community Facility District funds.
- CUSD Strategic Plan Pillar 5: Effective Operations*
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
- 21. AWARD REQUEST FOR PROPOSAL NO. 10-1314, WIDE AREA NETWORK SERVICES, COX COMMUNICATIONS CALIFORNIA, LLC; COX CALIFORNIA TELCOM, LLC:** Page 297
EXHIBIT 21
- Approval of the award of Request for Proposal No. 10-1314, Wide Area Network Services to Cox Communications California, LLC; Cox California Telcom, LLC (Cox). The District received two proposals. Cox was selected based on the company's competence and experience in providing data networking services and broadband access to all District facilities. The District requires wide area network services to provide Internet and Intranet connectivity to support daily business operations and instruction. This contract provides network services for 62 locations. The total expenditures before E-Rate discounts under this contract will be \$28,332 per month funded from the general fund. As a result of the competitive bidding process, the District has reduced the fiscal impact with this new contract by nearly 50 percent. The contract term is July 1, 2014, through June 30, 2017, with two one-year renewal periods at the option of the Board of Trustees. The proposal, evaluation criteria, and rating sheets are available in the Purchasing Department for review. For more information, please contact Terry Fluent, Director, Purchasing, at (949) 234-9436.
- CUSD Strategic Plan Pillar 5: Effective Operations*
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
- 22. AWARD BID NO. 1314-16, CAPISTRANO VALLEY HIGH SCHOOL LUNCH PAVILION AND MUSIC PLAZA:** Page 305
EXHIBIT 22
- Approval of Award of Bid No. 1314-16, Capistrano Valley High School Lunch Pavilion and Music Plaza. On January 23, 2013, the Board of Trustees authorized staff to commence bidding the Capistrano Valley High School Lunch Pavilion and Music Plaza Project. This work includes three new lunch pavilions and an outdoor music plaza. Bids were received and opened on February 6, 2014. The lowest base bid was selected as the method to determine the lowest responsive bidder. Sanders Construction Services was the lowest responsive bidder at \$1,479,000, funded by Community Facilities District 87-1
- CUSD Strategic Plan Pillar 5: Effective Operations*
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
- 23. AWARD BID NO. 1314-17, MILK AND DAIRY PRODUCTS, HOLLANDIA DAIRY, INCORPORATED:** Page 313
EXHIBIT 23
- Approval of Award of Bid No. 1314-17, Milk and Dairy Products to Hollandia Dairy, Incorporated. Two bids were received and opened on February 4, 2014. This bid is awarded on an all-or-nothing basis to the single-lowest bidder meeting all the terms and specifications. Hollandia Dairy, Incorporated is the lowest responsive bidder. The term of the base contract is March 10, 2014, through March 9, 2015, with two one-year renewal terms at the option of the Board of Trustees. Annual expenditures utilizing this contract are not-to-exceed \$700,000, funded by Food and Nutrition Services.
- CUSD Strategic Plan Pillar 5: Effective Operations*
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services

24. **AWARD BID NO. 1314-19, ROOF REPAIRS AND MAINTENANCE DISTRICTWIDE, ARCHITECTURAL ROOFING SYSTEMS DBA PACIFIC ROOFING SYSTEMS:** Page 319
EXHIBIT 24
Approval of Award of Bid No. 1314-19, Roof Repairs and Maintenance Districtwide to Architectural Roofing Systems dba Pacific Roofing Systems. Twenty-seven contractors registered and downloaded documents; five bids were received and opened on February 12, 2014. Architectural Roofing Systems dba Pacific Roofing Systems is the lowest responsive, responsible bidder. The term of the base contract is March 13, 2014, through June 30, 2015, with two one-year renewal terms at the option of the Board of Trustees. Annual expenditures utilizing this contract are estimated to be \$750,000, funded by deferred maintenance, routine restricted maintenance, modernization, and site funds.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
25. **AWARD BID NO. 1314-20, FENCE REPAIRS AND MAINTENANCE DISTRICTWIDE, HARRIS STEEL FENCE CO., INCORPORATED:** Page 341
EXHIBIT 25
Approval of Award of Bid No. 1314-20, Fence Repairs and Maintenance Districtwide to Harris Steel Fence Co., Incorporated. Twelve contractors registered and downloaded documents; five bids were received and opened on February 12, 2014. One bid was deemed non-responsive. Harris Steel Fence Co., Incorporated is the lowest responsive, responsible bidder. The term of the base contract is March 13, 2014, through June 30, 2015, with two one-year renewal terms at the option of the Board of Trustees. Annual expenditures utilizing this contract are estimated to be \$150,000, funded by deferred maintenance, routine restricted maintenance, modernization, and site funds.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
26. **AWARD BID NO. 1314-21, PAINTING SERVICES, JL COBB PAINTING:** Page 357
EXHIBIT 26
Approval of Award of Bid No. 1314-21, Painting Services to JL Cobb Painting. Sixteen contractors registered and downloaded documents; twelve bids were received and opened on February 12, 2014. JL Cobb Painting is the lowest responsive, responsible bidder. The term of the base contract is March 13, 2014, through June 30, 2015, with two one-year renewal terms at the option of the Board of Trustees. Annual expenditures utilizing this contract are estimated to be \$250,000, funded by deferred maintenance, routine restricted maintenance, modernization, and site funds.
CUSD Strategic Plan Pillar 5: Effective Operations
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services
27. **ADVERTISE REQUEST FOR PROPOSAL NO. 7-1314, PHOTOGRAPHY SERVICES:**
Approval to advertise Request for Proposal (RFP) No. 7-1314 for photography services. It is the intent of this RFP to seek experienced, professional, and qualified photographers to provide services for the District's secondary schools. This RFP will provide a competitive process to solicit the most qualified companies. Services under this contract are funded by the students, parents, and other groups, with no impact on the general fund. Due to the size of the proposal package, the documents will be posted online on the District Board Agendas and Supporting Documentation page. *CUSD Strategic Plan Pillar 5: Effective Operations*
Contact: Clark Hampton, Deputy Superintendent, Business and Support Services

28. ADVERTISE REQUEST FOR PROPOSAL NO. 11-1314, LIBRARY, TEXTBOOK, AND ASSET MANAGEMENT SYSTEM:

Approval to advertise Request for Proposal (RFP) No. 11-1314 for a library, textbook, and asset management system. It is the intent of this RFP to seek qualified vendors for a centralized educational resource management system. The desire is to have a single vendor for the purchase of software, data conversion services, installation, training, and ongoing annual technical support and maintenance of the educational resource management solution. This RFP will provide a competitive process to solicit the most current and effective system available for use by the District. The initial expenditure under this contract is estimated to be \$400,000 the first year with an annual ongoing cost of \$125,000, funded from the general fund. Due to the size of the proposal package, the documents will be posted online on the District Board Agendas and Supporting Documentation page.

CUSD Strategic Plan Pillar 5: Effective Operations

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

29. ADVERTISE REQUEST FOR PROPOSAL NO. 12-1314, ABSENCE MANAGEMENT SYSTEM:

Approval to advertise Request for Proposal (RFP) No. 12-1314 for an employee absence management system. This RFP will provide a competitive process to solicit the most current and effective system available for use by the District. The District is seeking proposals for an employee substitute placement and absence management system with automated time and attendance features that are compatible with the District's personnel and fiscal management applications. The total annual expenditures under this contract are estimated to be \$30,000, funded from the general fund. Due to the size of the proposal package, the documents will be posted online on the District Board Agendas and Supporting Documentation page.

CUSD Strategic Plan Pillar 5: Effective Operations

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

30. GOVERNMENT CLAIM 14-14640 DP:

Denial of Leave to Present a Late Claim Number 14-14640 DP filed against the District. This item pertains to a claim filed against the District by Judi Griffin. On December 1, 2012, the claimant was allegedly walking down an embankment near the soccer fields at Capistrano Valley High School. Judi Griffin claims this was a detour due to construction in the area. The District did not receive the claim until January 9, 2014. The claim was originally returned as late since the accident occurred more than six months prior to filing a claim. Claimant then filed an Application for Leave to Present a Late Claim. Denial of this Leave to Present a Late Claim does not have any financial implications on the general fund and establishes procedural timelines.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

PERSONNEL SERVICES

31. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CLASSIFIED EMPLOYEES:

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

32. RESIGNATIONS/RETIREMENTS/EMPLOYMENT – CERTIFICATED EMPLOYEES:

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

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services

Motion by _____ Seconded by _____

ROLL CALL:

Student Advisor Leilah Rodriguez _____

Trustee Addonizio _____

Trustee Bryson _____

Trustee Hanacek _____

Trustee Hatton-Hodson _____

Trustee Pritchard _____

Trustee Reardon _____

Trustee Alpay _____

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, MARCH 26, 2014, 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.