

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

BOARD OF TRUSTEES  
Regular Meeting

October 22, 2014

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 EXPULSION**

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

**EXHIBIT 3A1-A4**

**B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Kirsten M. Vital/Clark Hampton/John Forney/Attorney Jeff Hoskinson  
Property: Capistrano Beach Bus Yard, 26126 Victoria Blvd.  
Dana Point, CA 92624 (APN 668-361-01)  
Negotiating Parties: Vintage Marina Partners, City of Dana Point and  
Potential Bidders  
Under Negotiation: Price and terms of payment  
(Pursuant to Education Code §54956.8)

**EXHIBIT 3B**

**C. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT**

Deputy Superintendent, Business and Support Services Contract  
(Pursuant to Government Code §54957)

**EXHIBIT 3C**

**D. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

(Pursuant to Government Code §54957)

**EXHIBIT 3D**

**E. CONFERENCE WITH LABOR NEGOTIATORS**

Kirsten M. Vital/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)

**PUBLIC HEARING:**

**Agenda Item #1 Resolution No. 1415-22, Statement of Assurance for Instructional Materials Realignment Fund, Fiscal Year 2014-2015**

**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**

*Teachers Rob Harris, Barbara Bauer, and Joel Tapper – STEPS Program  
School Resource Officer Rod Valdez – Outstanding Service at San Clemente 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.

**PUBLIC HEARINGS**

- 1. PUBLIC HEARING: RESOLUTION NO. 1415-22, STATEMENT OF ASSURANCE FOR INSTRUCTIONAL MATERIALS REALIGNMENT FUND, FISCAL YEAR 2014-2015:** INFORMATION/  
DISCUSSION

The Board will conduct a public hearing on Resolution No. 1415-22, Statement of Assurance for Instructional Materials Realignment Fund, Fiscal Year 2014-2015.  
*CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment*  
*Contact: Julie Hatchel, Assistant Superintendent, Education Services, Elementary*

Staff Recommendation

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

- 2. RESOLUTION NO. 1415-22, STATEMENT OF ASSURANCE FOR INSTRUCTIONAL MATERIALS REALIGNMENT FUND, FISCAL YEAR 2014-2015:** DISCUSSION/  
ACTION  
Page 1  
**EXHIBIT 2**

Education Code §60119 specifies a public hearing shall be held in order to receive funding for the Pupil Textbook and/or Instructional Materials Realignment Program and encourages participation by parents, teachers, members of the community, and bargaining unit leaders. Education Code §60252 specifies all purchases of instructional materials made from State Instructional Materials Fund shall conform to the law and applicable rules and regulations. The Board of Trustees shall make a determination through a resolution as to whether each pupil in each school in the District has sufficient textbooks and/or instructional materials in each of the following subject areas: English/Language Arts, History/Social Science, Health, Mathematics, Science, World Languages, and science laboratory equipment. There is no financial impact.

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

*Contact: Julie Hatchel, Assistant Superintendent, Education Services, Elementary*

Staff Recommendation

It is recommended the Board President recognize Julie Hatchel, Assistant Superintendent, Education Services, Elementary, to present this item.

Following discussion, it is recommended the Board of Trustees adopt Resolution No.1415-22, Statement of Assurance for Instructional Materials Realignment Fund, Fiscal Year 2014-2015.

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

ROLL CALL:

Student Advisor Akhil Patel \_\_\_\_

Trustee Addonizio \_\_\_\_\_ Trustee Hatton-Hodson \_\_\_\_\_

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

Trustee Hanacek \_\_\_\_\_ Trustee Reardon \_\_\_\_\_

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

### **DISCUSSION/ACTION ITEMS**

**3. DISTRICT GOALS AND OBJECTIVES:**

Superintendent Kirsten Vital's contract states she shall submit to the Board an analysis of the needs of the District and recommendations as to the District goals and objectives for the school year. These will be reviewed by the Board and modified by mutual agreement if deemed necessary, and become the Superintendent's priorities for the year. In the event the Board and Superintendent fail to agree in any year on these goals and objectives, the Board shall establish the annual goals and objectives. This item provides the Board with the Superintendent's recommendation for 2014-2015 District goals and objectives for review and discussion.

INFORMATION/  
DISCUSSION/  
Page 27  
**EXHIBIT 3**

Staff Recommendation

It is recommended the Board President recognize Kirsten M. Vital, Superintendent, 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.

**4. RECOVERY PLAN UPDATE:**

The Board of Trustees will be provided with an update on the Recovery Plan.

***CUSD Strategic Plan Pillar 5: Effective Operations***

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

INFORMATION/  
DISCUSSION/  
Page 35  
**EXHIBIT 4**

Staff Recommendation

It is recommended the Board President recognize Clark Hampton, Deputy Superintendent, Business and Support 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.

**5. LOCAL CONTROL ACCOUNTABILITY PLAN UPDATE:**

In June 2013, the Legislature adopted a new funding system for schools in California known as the Local Control Funding Formula (LCFF). As part of LCFF, the Legislature included an accountability component known as the Local Control and Accountability Plan (LCAP). In developing their LCAP, districts must address eight state priorities, solicit input, and consult with stakeholders. A public hearing regarding the LCAP was held at the June 11, 2014, Board meeting. At the June 25, 2014, Board meeting, Trustees approved the LCAP. Staff will share an update regarding short-term plans, as well as how LCAP goals are communicated.

INFORMATION/  
DISCUSSION/  
Page 43  
**EXHIBIT 5**

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

***Contacts: Julie Hatchel, Assistant Superintendent, Education Services, Elementary***

***Michelle Le Patner, Assistant Superintendent, Education Services, Secondary***

Staff Recommendation

It is recommended the Board President recognize Julie Hatchel, Assistant Superintendent, Education Services, Elementary, and Michelle Le Patner, Assistant Superintendent, Education Services, Secondary, 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.

**6. SECOND READING – REVISIONS TO BOARD POLICY 2210 ADMINISTRATIVE LEEWAY IN ABSENCE OF GOVERNING BOARD POLICY:**

Board Policy 2210, *Administrative Leeway in Absence of Governing Board Policy* has not been revised since September 15, 2000. Revisions to this policy will align the policy with AR 2.24. At the September 24, 2014, Board meeting, Trustees requested additional changes to paragraph two and the inclusion of a Cabinet Organizational Chart. Changes are underlined; deletions are struck through. There is no financial impact.

***CUSD Strategic Plan Pillar 5: Effective Operations***  
**Contact: Kirsten M. Vital, Superintendent**

DISCUSSION/  
ACTION  
Page 55  
**EXHIBIT 6**

Staff Recommendation

It is recommended the Board President recognize Kirsten M. Vital, Superintendent, to present this item.

Following discussion, it is recommended the Board of Trustees approve the revisions to Board Policy 2210, *Administrative Leeway in Absence of Governing Board Policy*.

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

**7. FIRST READING – REVISIONS TO BOARD BYLAW 9324, BOARD MINUTES:**

As staff reviews Board Policy and Bylaws for revisions small inconsistencies are also being corrected. Board Bylaw 9324, *Board Minutes* is being revised to be consistent and comply with District practice. Changes are underlined; deletions are struck through. There is no financial impact.

***CUSD Strategic Plan Pillar 5: Effective Operations***  
**Contact: Kirsten M. Vital, Superintendent**

INFORMATION/  
DISCUSSION/  
Page 57  
**EXHIBIT 7**

Staff Recommendation

It is recommended the Board President recognize Kirsten M. Vital, Superintendent, 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.

**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 October 8, 2014, regular Board meeting.  
**Contact: Jane Boos, Manager, Board Office Operations**

Page 59  
**EXHIBIT 8**

## **CURRICULUM & INSTRUCTION**

**9. MEMORANDUM OF UNDERSTANDING WITH THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, SUPPORTING THE ESCAPE GRANT:**

Page 65  
**EXHIBIT 9**

Approval of the Memorandum of Understanding (MOU) with the Regents of the University of California, supporting the ESCAPE Grant. This MOU with the Regents of the University of California, on behalf of the Irvine campus, supports the Equitable Science Curriculum Integrating Arts in Public Education (ESCAPE) grant. The ESCAPE grant partners eight Orange County school districts with the Orange County Department of Education; University of California, Irvine (UCI); and Segerstrom Center for the Arts to integrate arts in the teaching of abstract scientific concepts to students. The grant provides an annual \$1,350 stipend for District teachers participating in the program, paid by UCI, to cover summer institute training and additional professional development throughout the year. The grant also provides teaching artists, through the Segerstrom Center for the Arts, to give direct instruction for three student lessons each year in classrooms of participating District teachers. This is a three-year grant project with the terms of the MOU spanning through September 30, 2018, to cover data analysis resulting from the implementation of the grant activities.

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

***Contact: Julie Hatchel, Assistant Superintendent, Education Services, Elementary***

**10. MEMORANDUM OF UNDERSTANDING WITH THE NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE-ORANGE COUNTY:**

Page 73  
**EXHIBIT 10**

Approval of the Memorandum of Understanding with the National Council on Alcoholism and Drug Dependence-Orange County (NCADD-OC). NCADD-OC is intended to provide education and knowledge leading to the reduction of underage drinking. To achieve this goal, NCADD-OC and the District will collaborate in facilitating educational presentations to middle and high school students, parents, teachers, and administration. NCADD-OC began working with District students in 2005 and is currently providing education at the following schools: Aliso Niguel, Capistrano Valley, Dana Hills, San Clemente, San Juan Hills, Tesoro, Junipero Serra high schools, and Newhart Middle School. Both NCADD-OC and the District should ensure that program activities are conducted in compliance with all applicable laws, rules, and regulations. There is no financial impact.

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

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

**11. MASTER TEACHER PAYMENT:**

Page 77  
**EXHIBIT 11**

Approval of a master teacher payment. A payment is requested to a District master teacher who supported a student teacher during the 2012 spring semester, but was omitted from the original submission for payment. Student teachers from various universities are placed in the District throughout the school year. Current university agreements specify that institutions pay master teachers a nominal stipend for their supervision and support of student teachers. California State University, Fullerton has agreed to reimburse the District for all costs associated with compensating master teachers.

***CUSD Strategic Plan Pillar 5: Effective Operations***

***Contact: Julie Hatchel, Assistant Superintendent, Education Services, Elementary***

## **BUSINESS & SUPPORT SERVICES**

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

Page 79  
**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 \$1,626,437.35 and the commercial warrants total \$3,537,544.77. 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:**

Page 113  
**EXHIBIT 13**

Approval of donations of funds and equipment. A number of gifts have been donated to the District, including \$179,615.43 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:**

Page 115  
**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 one new agreement totaling \$3,000; five ratifications to new agreements totaling \$98,000; one amendment to an existing agreement totaling \$60,000; and one amendment ratification to an existing agreement totaling \$0. 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 AGREEMENT:**

Approval of special education Informal Dispute Resolution Case #081614. Due to the confidential nature of the Agreement, supporting information is provided to Trustees under separate cover. Expenditures under this Agreement are limited to \$56,031, funded by special education funds.

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

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

### **16. SPECIAL EDUCATION SETTLEMENT AGREEMENTS:**

Approval of the ratification of special education Settlement Agreement Case #2014090217, Informal Dispute Resolution Case #066914, Case #092114, and Case #092214. Due to the confidential nature of the Agreements, supporting information is provided to Trustees under separate cover. Expenditures under these Agreements are limited to \$15,983, funded by special education funds.

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

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

17. **PERSONNEL REIMBURSEMENT AGREEMENT WITH LAGUNA BEACH UNIFIED SCHOOL DISTRICT:** Page 153  
**EXHIBIT 17**  
Approval of a Personnel Reimbursement Agreement with Laguna Beach Unified School District (LBUSD) to provide five days of instruction by a qualified Orientation and Mobility Specialist to LBUSD during the 2014-2015 school year. District staff has provided these services to LBUSD from the time both districts were part of the South Orange County Special Education Local Plan Area. LBUSD will pay the employee salary and benefit costs for the days of instruction.  
*CUSD Strategic Plan Pillar 3: Academic Achievement & Enrichment*  
*Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations*
18. **PERSONNEL REIMBURSEMENT AGREEMENT WITH SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT:** Page 157  
**EXHIBIT 18**  
Approval of a Personnel Reimbursement Agreement with Saddleback Valley Unified School District (SVUSD) to provide 40 days of instruction by a qualified Orientation and Mobility Specialist to SVUSD during the 2014-2015 school year. District staff has provided these services to SVUSD from the time both districts were part of the South Orange County Special Education Local Plan Area. SVUSD will pay the employee salary and benefit costs for the days of instruction.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Sara Jocham, Assistant Superintendent, SELPA and Special Education Operations*
19. **RATIFICATION OF CHANGE ORDER NO. 1, LADERA RANCH MIDDLE SCHOOL RELOCATABLE CLASSROOM BUILDINGS:** Page 161  
**EXHIBIT 19**  
Ratification of Change Order No. 1 related to the construction of five relocatable classroom buildings at Ladera Ranch Middle 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 \$257,981.50. The new contract sum including Change Order No. 1 is \$258,759.22, funded by Developer Fees.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
20. **RATIFICATION OF CHANGE ORDER NO. 1, SAN JUAN HILLS HIGH SCHOOL RELOCATABLE CLASSROOM BUILDINGS AND RESTROOM:** Page 165  
**EXHIBIT 20**  
Ratification of Change Order No. 1 related to the construction of ten relocatable classroom buildings and one relocatable restroom building 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 \$610,303.55. The new contract sum including Change Order No. 1 is \$611,503.92, funded by Developer Fees.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*

21. **RATIFICATION OF CHANGE ORDER NO. 2, SAN JUAN HILLS HIGH SCHOOL RELOCATABLE CLASSROOM BUILDINGS AND RESTROOM:** Page 169  
**EXHIBIT 21**  
Ratification of Change Order No. 2 related to the construction of ten relocatable classroom buildings and one relocatable restroom building 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 \$610,303.55. The new contract sum including Change Order No. 2 is \$614,723.92, funded by Developer Fees.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
22. **RATIFICATION OF CHANGE ORDER NO. 3 – BID NO. 1314-16, CAPISTRANO VALLEY HIGH SCHOOL LUNCH PAVILION AND MUSIC PLAZA:** Page 171  
**EXHIBIT 22**  
Ratification of Change Order No. 3 related to the construction of the Capistrano Valley High School lunch pavilion and music plaza. 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 \$1,479,000. The new contract sum including Change Order No. 3 is \$1,571,381, funded by CFD 87-1.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
23. **FINAL ACCEPTANCE AND FILING OF THE NOTICE OF COMPLETION FOR THE ROOF REPLACEMENT OF SAN CLEMENTE HIGH SCHOOL - COMMERCIAL & INDUSTRIAL ROOFING COMPANY, INCORPORATED:** Page 301  
**EXHIBIT 23**  
Approval of the final acceptance and filing of the Notice of Completion for the roof replacement of the Triton Center, Little Theater, and polyurethane foam encapsulation of the Upper Campus U buildings at San Clemente High School. Commercial & Industrial Roofing Company, Incorporated, provided services related to this project. All work has been inspected and completed to the satisfaction of staff. The project was funded through School Facilities Improvement District funds.  
*CUSD Strategic Plan Pillar 5: Effective Operations*  
*Contact: Clark Hampton, Deputy Superintendent, Business and Support Services*
24. **GOVERNMENT CLAIM NO. 14-18036 DP:**  
Denial of Government Claim No. 14-18036 DP. This item pertains to a claim filed against the District by Attorney Jillian Leigh Balancio Hicks, Esq., Estelle & Kennedy, APLC, on behalf of Thomas and Rebecca Heinsen as Guardian Ad Litem of a minor student. This claim is based upon alleged conduct of the District concerning the breach of the student’s privacy, and violation of the administrative mandated duties concerning the student’s education. Denial of this 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*



**25. STATE OF CALIFORNIA MULTIPLE AWARD SCHEDULE CONTRACT NO. 3-14-70-3018A, GSA SCHEDULE NO. GS-35F-0511T, INFORMATION TECHNOLOGY GOODS & SERVICES, AWARDED TO EPIC MACHINES, INCORPORATED:**

Approval to utilize the State of California Multiple Award Schedule Contract No. 3-14-70-3018A, GSA Schedule No. GS-35F-0511T, awarded to Epic Machines, Incorporated, for the purchase and warranty of hardware and software, software maintenance, and installation for Cisco brand products, as needed by the District. The District can utilize such contracts pursuant to California Public Contract Code §§10298, 10299, and 12100 et. seq. without going to bid. The prices offered by the contractor have been assessed to be fair, reasonable, and competitive. Staff has determined it is in the best interest of the District to utilize the state contract for the purchase of Cisco brand products. Estimated annual expenditures utilizing this contract are \$500,000, funded by the general fund. Due to the size of the contract and award documentation, it 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*

**PERSONNEL SERVICES**

**26. 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*

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**EXHIBIT 26**

**27. 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*

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**EXHIBIT 27**

**28. INTERNSHIP CONTRACT AGREEMENT WITH CALIFORNIA STATE UNIVERSITY, FULLERTON:**

Approval of Internship Contract Agreement with California State University, Fullerton. To meet the growing demand of employing qualified teachers in hard-to-fill areas such as Special Education, Mathematics, Physics, Chemistry, and Foreign Language, Personnel Services has several options for attracting and training high quality candidates. The District has partnered with California State University, Fullerton to offer intern teaching programs. During the school year, veteran teachers are selected to work and support interns.

*CUSD Strategic Plan Pillar 5: Effective Operations*

*Contact: Jodee Brentlinger, Assistant Superintendent, Personnel Services*

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**EXHIBIT 28**

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

ROLL CALL:

Student Advisor Akhil Patel \_\_\_\_

Trustee Addonizio \_\_\_\_\_ Trustee Hatton-Hodson \_\_\_\_\_

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

Trustee Hanacek \_\_\_\_\_ 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, NOVEMBER 12, 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](http://www.capousd.org)

## INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS PRESENT AT THIS MEETING

We are pleased you can be with us at this meeting, and we hope you will return often. Your visit assures us of continuing community interest in our schools.

The members of the Board of Trustees of this District are locally elected state officials, who serve four-year terms of office, and who are responsible for the educational program of our community from grades kindergarten through twelve. They are required to conduct programs of the schools in accordance with the State of California Constitution, the State Education Code, and other laws relating to schools enacted by the Legislature, and policies and procedures which this Board adopts.

The Board is a policy-making body whose actions are guided by the school district's Mission and Goals. Administration of the District is delegated to a professional administrative staff headed by the Superintendent.

The agenda and its extensive background material are studied by each member of the Board for at least two days preceding the meeting. Board Members can call the administrative staff for clarification on any item, and many of the items on the agenda were discussed by the Board during previous meetings. These procedures enable the Board to act more effectively on agenda items than would otherwise be possible.

### WHAT TO DO IF YOU WISH TO ADDRESS THE BOARD OF TRUSTEES

**ITEMS ON THE AGENDA.** Any person may address the Board concerning any item on the agenda and may, at the discretion of the Board, be granted three (3) minutes to make a presentation to the Board at the time a specific item is under discussion. However, the time assigned for individual presentations could be fewer than three (3) minutes depending upon the total number of speakers who wish to address a specific agenda topic. Prior to the opening of the meeting, a Request to Address the Board card (located in the foyer) should be completed and submitted to the Secretary of the Board. The total time devoted to presentations to the Board shall not exceed twenty (20) minutes, unless additional time is granted by the Board. All presentations shall be heard by the Board prior to the formal discussion of the agenda topic under consideration. Once an agenda item has been opened for public comment, no additional "Request to Address the Board of Trustees" cards shall be accepted for that topic.

**ORAL COMMUNICATIONS (Non-Agenda Items).** Citizens may address the Board on any item not appearing on the agenda. Individual presentations are limited to three (3) minutes per individual, with twenty (20) minutes in total being devoted for this purpose, but could be less if there are a large number of Oral Communication speakers. Legally, the Board may not take action on items raised by speakers under Oral Communications. However, at its discretion, the Board may refer items to the administration for follow-up or place topics on a future Board agenda.

**PUBLIC HEARINGS.** Anytime the Board schedules a separate public hearing on any given topic, it shall not hear speakers on that topic before the public hearing, except as to the scheduling of the hearing, nor shall it hear speakers after the hearing, except as to changes in the policy or recommended actions which are directed at the time of the hearing.

**CLOSED SESSION.** In accordance with Education Code §35146 and Government Code §54957, the Board may recess to Closed Session to discuss personnel matters which they consider inadvisable to take up in a public meeting.

#### **REASONABLE ACCOMMODATION**

*In order to help ensure participation in the meeting of disabled individuals, appropriate disability-related accommodations or modifications shall be provided by the Board, upon request, in accordance with the Americans with Disabilities Act (ADA). Persons with a disability who require a disability-related accommodation or modification, including auxiliary aids and services in order to participate in a Board meeting, shall contact the Superintendent or designee in writing by noon on the Friday before the scheduled meeting. Such notification shall provide school district personnel time to make reasonable arrangements to assure accessibility to the meeting.*