



**COLLEGE AND CAREER ADVANTAGE
GOVERNING BOARD MEETING
December 20, 2023 9:00 a.m.
33122 Valle Road, San Juan Capistrano 92675
Training Room 1
Closed Session 9:00 a.m.
Open Session Immediately Following**

AGENDA

CALL TO ORDER

CLOSED SESSION COMMENTS

CLOSED SESSION (as authorized by law)
Public Employee Performance Evaluation
Executive Director
(Pursuant to Government Code §54957(b)(1))

OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

CALL TO ORDER

		Present	Absent
ROLL CALL:	Trustee Hanacek	_____	_____
	Trustee Parham	_____	_____
	Trustee Perry	_____	_____
	Trustee Pritchard	_____	_____
	Trustee Vickers	_____	_____

RECORDING OF SCHOOL BOARD MEETINGS

In accordance with Board Policy 9324 Board Minutes, all regular School Board Meetings will be audio recorded.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Motion _____ Second _____ Vote _____

REPORT ON CLOSED SESSION ACTION

ORAL COMMUNICATIONS

Addressing the Board. The Governing Board encourages citizens to participate in the operation of the CCA and, in turn, desires to be responsive to the needs of the school community. Any person may address the Board concerning an item on the agenda. The Board President may exercise judgement as to the time allotted to each speaker or on each subject. Board policy states that presentations are generally limited to three minutes for each speaker and a maximum of twenty minutes to each subject.

For Items on the Agenda: If you wish to address the Board regarding an item on the Board agenda, please complete a speaker card and give the card to the Board Secretary prior to the meeting. Please indicate on the card the specific Board item you wish to address and the Board President will call upon you to speak when the agenda item is being discussed.

For Items Not on the Agenda: If you wish to address the Board regarding a matter which is not included on the meeting agenda but which is within Board jurisdiction, please complete a speaker card and give the card to the Board Secretary prior to the meeting. Please indicate on the card the specific subject you wish to address. The Board President will call upon you to speak at the appropriate time. The Board is prohibited from taking action at the meeting on any matter not included on the posted agenda.

The Governing Board encourages citizens to participate in public school matters, and there is a professional staff of administrators available to handle most matters of public concern. It is expected that matters ordinarily will be presented to the administrative staff prior to the Board's involvement. It is requested that individuals who speak during the public meeting will be courteous and avoid remarks which reflect adversely on the character or motives of any person, or his or her race, religion, political views or economic status.

***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 Executive Director or designee in writing by noon on the Monday before the scheduled meeting. Such notification shall provide CCA personnel time to make reasonable arrangements to assure accessibility to the meeting.*

COMMENTS FROM THE PUBLIC

Non-agenda items. Individuals may be limited to 3 minutes.

DISCUSSION

B. DISCUSSION/ACTION ITEMS

1. RESOLUTION #01-23/24 – SETTING OF REGULAR MEETING DATES

This is an annual item. Board to review and consider adoption of Resolution #01-23/24 – Setting of Regular Meeting Dates of the CCA Governing Board (supporting information).

Contact: Dr. Paul Weir, Executive Director

Motion _____ Second _____

ROLL CALL:

Trustee Hanacek	_____
Trustee Parham	_____
Trustee Perry	_____
Trustee Pritchard	_____
Trustee Vickers	_____

Pages 1-2
ACTION/ROLL
CALL

2. RESOLUTION #03-23/24 – AUTHORIZATION OF TITLE CHANGE

Pages 3-5
ACTION/VOTE

This is a new item. Board to review and consider adoption of Resolution #03-23/24 – Authorization of Title Change. It is proposed Dr. Weir’s title be changed from Executive Director to Superintendent of College and Career Advantage. This title change is limited to his position with College and Career Advantage and does not affect his position with Capistrano Unified School District. Dr. Paul Weir’s title will continue to be Executive Director for Capistrano Unified School District (supporting information).

Contact: Dr. Paul Weir, Executive Director

Motion_____ Second_____

ROLL CALL:	Trustee Hanacek	_____
	Trustee Parham	_____
	Trustee Perry	_____
	Trustee Pritchard	_____
	Trustee Vickers	_____

3. APPROVAL OF THE 2023-2024 ORGANIZATIONAL GOALS

Pages 6-7
ACTION/VOTE

This is an annual item. Board to approve the 2023-2024 Organizational Goals reviewed and discussed at the September 13, 2023, Governing Board meeting. No changes or suggestions were discussed and no changes have been made to the 2023-2024 Organizational Goals presented to the Board at the September 13, 2023, Board meeting (supporting information).

Contact: Dr. Paul Weir, Executive Director

Motion_____ Second_____ Vote_____

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Dr. Paul Weir, Executive Director

DATE: December 20, 2023

SUBJECT: SETTING OF REGULAR MEETING DATES – RESOLUTION #01-23/24

CURRENT SITUATION

As a part of the Annual Organizational Meeting, it is the Board's responsibility to determine the dates the Governing Board will hold its regular meetings.

RECOMMENDATION

It is my recommendation that the College and Career Advantage (CCA) Governing Board meet on the first or second Wednesday of each month listed below with some variations due to scheduled events or reporting timelines. CCA Governing Board meetings typically last 1 ½ hours. The CCA Governing Board currently meets at 9:00 a.m. It is recommended that the Board discuss and decide the meeting time and dates for future CCA Governing Board meetings.

I believe we can hold Board meetings five times per year with no loss of function or undue restrictions. Under extenuating circumstances, special Board meetings could be called.

Therefore, the proposed dates for 2024 would be:

Wednesday, March 6
Wednesday, June 5
Wednesday, September 11
Friday, December 13
Wednesday, December 18 (if needed)

It is respectfully recommended that the Governing Board consider approval and adoption of Resolution #01-23/24 to set the meeting time and dates of the Governing Board for 2024.

ACTION/ROLL CALL

COLLEGE AND CAREER ADVANTAGE

RESOLUTION #01-23/24

SETTING OF REGULAR MEETING DATES

I, _____, Vice President/Clerk of the Governing Board of College and Career Advantage, hereby certify that the said Board, at a regular meeting thereof, held on the 20th day of December 2023, adopted by a majority vote of said Board the following Resolution.

NOW, THEREFORE, BE IT RESOLVED that the next regular meeting of the Governing Board of College and Career Advantage be held on _____, and every _____ of the months of March, June, September and December thereafter (with certain exceptions) at the following location:

College and Career Advantage
33122 Valle Road, San Juan Capistrano, CA

AYES	()	ABSENT	()
NOES	()	ABSTAIN	()

IN WITNESS OF THE ABOVE STATED ACTION, I have hereunto set my hand this 20th day of December, 2023.

Vice President/Clerk

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Dr. Paul Weir, Executive Director

DATE: December 20, 2023

SUBJECT: AUTHORIZATION OF TITLE CHANGE – RESOLUTION #03-23/24

BACKGROUND SITUATION

College and Career Advantage (CCA) Regional Occupational Program (ROP) Joint Powers Authority (JPA) is unique among regional occupational programs in that its most senior executive is an employee of a member district, Capistrano Unified School District (CUSD) rather than an employee of the JPA. CCA is the only southern California ROP JPA whose most senior executive does not hold the title of Superintendent and the ROP JPA community expects their most senior executive to hold the title of Superintendent.

CURRENT SITUATION

As a non-superintendent, the Executive Director is frequently seen as an employee of lower standing when attending meetings and functions with other ROP superintendents. Thus, CCA's voice is not always heard or taken at the same worth as that of other ROPs. This puts CCA at a disadvantage when advocating for important issues that directly affect the organization and its partners. The Executive Director is also excluded from opportunities reserved for Superintendents throughout the school year which again diminishes the organization's ability to be fully informed on issues directly impacting CCA and limits our ability to impact issues in our favor.

FISCAL IMPACT

There is no fiscal impact to CCA or CUSD.

RECOMMENDATION

It is recommended the CCA Executive Director be authorized to use the title of Superintendent of CCA in work outside of CUSD, on CCA business cards and on CCA stationery. The CCA Executive Director shall remain an employee of CUSD and the CUSD title and function will remain unaltered. Adoption of Resolution #03-23/24 shall not be construed as authorizing or ordering that the CCA Executive Director be referred to as a Superintendent within CUSD nor that they may use the title of Superintendent on CUSD business cards or stationery.

It is respectfully recommended the Governing Board consider adoption of Resolution #03-23/24 and allow the Executive Director of CCA to use the title of Superintendent in their work outside of CUSD.

ACTION/VOTE

COLLEGE AND CAREER ADVANTAGE

RESOLUTION #03-23/24

RESOLUTION OF THE BOARD OF TRUSTEES OF THE COLLEGE AND CAREER ADVANTAGE ROP JPA AUTHORIZING THE EXECUTIVE DIRECTOR TO USE THE TITLE OF SUPERINTENDENT IN THEIR WORK OUTSIDE OF THE CAPISTRANO UNIFIED SCHOOL DISTRICT

WHEREAS, the College and Career Advantage ("CCA") Regional Occupational Program ("ROP") Joint Powers Authority ("JPA") is unique among ROP JPAs in that its most senior executive is an employee of a member district, the Capistrano Unified School District ("CUSD"), rather than an employee of the JPA itself; and

WHEREAS, the title of the most senior executive of CCA is that of Executive Director, College and Career Advantage; and

WHEREAS, CCA is the only southern California ROP JPA whose most senior executive does not hold the title of Superintendent, and the ROP JPA community expects their most senior executives to hold the title of Superintendent; and

WHEREAS, the CCA Executive Director has the same responsibilities and performs the same functions for the CCA ROP as do the superintendents of other JPA ROPs; and

WHEREAS, as a non-superintendent, the CCA Executive Director is excluded from meetings and events in which all JPA ROP superintendents are included; and

WHEREAS, the difference in titles between the CCA Executive Director and the superintendents of other JPA ROPs puts our organization at a disadvantage,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the College and Career Advantage ROP as follows:

Section 1. The CCA Executive Director is authorized to use the title of Superintendent, College and Career Advantage ROP, in their work outside of CUSD, and on CCA business cards and stationery.

Section 2. The CCA Executive Director shall remain an employee of CUSD, and their CUSD title and function shall remain unaltered.

Section 3. Nothing in this Resolution shall be construed as authorizing or ordering that the CCA Executive Director be referred to as a Superintendent within CUSD, nor that they may use the title of Superintendent on CUSD business cards or stationery.

PASSED AND ADOPTED by the Board of Trustees of College and Career Advantage
ROP JPA on this 13th day of December, 2023 by a vote of

AYES () ABSENT ()

NOES () ABSTAIN ()

IN WITNESS OF THE ABOVE STATED ACTION, I have hereunto set my hand this 20th
day of December, 2023.

President, Board of Trustees

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Dr. Paul Weir, Executive Director

DATE: December 20, 2023

SUBJECT: ORGANIZATIONAL GOALS – 2023-2024

BACKGROUND INFORMATION

The 2023-2024 Organizational Goals were presented to the Board for review and discussion at the September 13, 2023, Board meeting.

CURRENT SITUATION

There were no recommended changes to the 2023-2024 Organizational Goals presented at the September 13, 2023, Board meeting. The 2023-2024 Organizational Goals are being presented to the Board for approval.

RECOMMENDATION

It is respectfully requested the Board approve the 2023-2024 Organizational Goals.

ACTION/VOTE



College and Career Advantage Organizational Goals

2023-2024

1. Student Achievement

- a. Through the work of our Career Guidance Specialists, increase pathway completer numbers at all high schools*.
- b. Expand services through our CGS positions to support middle schools in providing support services and presentations aimed at increasing CCA enrollments.
- c. Design and implement support for elementary school iCan labs utilizing student ambassadors.
- d. Issue industry-based certification badges to all eligible CTE students.
- e. Implement data tracking structures for all pathways to access pathway and student performance*.

2. Budget/Resource Management

- a. Work with CDE, Capitol Advisors and School Services to stabilize funding through a variety of sources.
- b. Closely monitor cash flow to ensure deficits are avoided and reserves are maintained.
- c. Implement an annual review cycle for inventoried equipment.
- d. Apply to additional grant funding programs in order to expand CCA course offerings for both K-12 and adult programs*.

3. Community Engagement and Communication

- a. Expand upon partnerships and collaborations throughout the region.
- b. Utilize current partners to create additional opportunities for students in work-based learning and expanded community participation.
- c. Update CCA curriculum based on industry partner recommendations*.
- d. Strengthen marketing strategies and presentations focused on parents, students, business partners, legislators, staff and teachers in local and regional communities*.
- e. Continue to update CCA Board policies.

*WASC Goals