



COLLEGE AND CAREER ADVANTAGE

33122 Valle Road in San Juan Capistrano

GOVERNING BOARD MEETING TRAINING ROOM 2

June 29, 2022
9:00 a.m.

Open Session Immediately Following Closed Session

Members of the public may attend the meeting in person. As a Public School District, we must follow the guidelines established by the California Department of Health specifically for schools. These guidelines act as our standard of care. Per CDPH and Cal/OSHA guidelines, the use of masks is strongly recommended, but not required, when indoors at the District office. If participants choose not to attend the Board meeting in person, the District has provided the following option for the public to address the Board. Please submit a request by using [this form](#). Register only if you are not attending in person. Those who have registered to comment will receive an email prior to the meeting with information on how to join and comment via a Zoom link. If you are attending in person, a speaker card will need to be submitted prior to the agenda item per Bylaws of the Board 9323, Meeting Conduct. Members of the public shall have an opportunity to address the Board regarding items on the agenda to be considered during Closed Session prior to the Board adjourning the meeting to Closed Session. Individual presentations are limited to a maximum of three (3) minutes; however, the time assigned for individual presentations could be fewer than three minutes depending upon the total number of speakers who wish to address a specific agenda topic. Detailed guidelines and information on what to do if you wish to address the Board of Trustees is provide on the next page under Oral Communications.

RECORDING OF SCHOOL BOARD MEETINGS

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

AGENDA

CALL TO ORDER

ROLL CALL:	Present	Absent
Trustee Davis	_____	_____
Trustee Jones	_____	_____
Trustee McNicholas	_____	_____
Trustee Perry	_____	_____
Trustee Vickers	_____	_____

CLOSED SESSION COMMENTS (complete [this form](#))

RECESS TO CLOSED SESSION (as authorized by law)

A. PUBLIC EMPLOYEE EVALUATION

Presented by Patricia Romo
(Pursuant to Government Code § 54957)

OPEN SESSION – CALL TO ORDER

ROLL CALL: Trustee Davis _____
Trustee Jones _____
Trustee McNicholas _____
Trustee Perry _____
Trustee Vickers _____

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

ACTION/VOTE

Motion_____ Second_____ Vote_____

REORGANIZATION OF THE BOARD – ELECTION OF VICE PRESIDENT/CLERK

ACTION/VOTE

Governing Board to consider nominations for the election of Vice President/Clerk of the Governing Board for the remainder of 2022.

Nominee_____

Nominated by:_____ Seconded by:_____

Motion_____ Second_____ Vote_____

BOARD COMMENTS

EXECUTIVE DIRECTOR’S REPORT

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 judgment 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 (complete [this form](#))

DISCUSSION

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

CONSENT CALENDAR

All matters listed under the consent calendar are considered to the Board to be routine and will be enacted by the Board in one motion in the form listed below. Usually no discussion will occur on these items; however, any member of the Board, audience or staff may request discussion of specific items on the consent calendar.

1. MINUTES

Approval of the minutes of the Board meeting on March 9, 2022 as presented (supporting information).

Pages 1-4

2. PURCHASE ORDERS

Board to ratify/approve purchase orders as presented (supporting information).

Pages 5-21

3. CHECKS

Board to ratify/approve checks as presented (supporting information).

Pages 22-26

4. PERSONNEL ASSIGNMENT ORDER

Board to ratify/approve personnel assignment order as presented (supporting information).

Page 27

- 5. APPOINTMENT OF REPRESENTATIVES** **Pages 28-30**
Board to ratify/approve appointment of representative and alternate representative to represent North Orange County Liability and Property Self-Insurance Authority, the Orange County Fringe Benefits Joint Power Authority and the Northern Orange County Self-Funded Worker's Compensation Agency (supporting information).
- 6. LAW OFFICES OF MARGARET A. CHIDESTER & ASSOCIATES** **Pages 31-40**
Board to ratify/approve retainer agreement for legal representation between College and Career Advantage and the Law Offices of Margaret A. Chidester & Associates. The Agreement is effective July 1, 2022 and can be extended or modified by mutual agreement (supporting information).
- 7. BUSINESS-PLUS SYSTEM SUPPORT AND SOFTWARE SUPPORT SERVICE AGREEMENT #51647, AMENDMENT #1** **Pages 41-42**
Board to ratify/approve Amendment #1 to the Business-Plus System Support and Software Support Service Agreement between Orange County Superintendent of Schools and College and Career Advantage. Term of the Amendment shall be for one year commencing July 1, 2022 and ending June 30, 2023. Cost to the Organization is \$27,500.00 (supporting information).
- 8. HUMAN RESOURCES APPLICATION SOFTWARE SUPPORT SERVICE AGREEMENT #46314, AMENDMENT #4** **Pages 43-44**
Board to ratify/approve Amendment #4 to the Human Resources Application and Software Support Service Agreement between Orange County Superintendent of Schools and College and Career Advantage. Term of the Amendment shall be for one year commencing July 1, 2022 and ending June 30, 2023. Cost to the Organization is \$11,000.00 (supporting information).
- 9. GRANT SUB-AGREEMENT BETWEEN RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT AND COLLEGE AND CAREER ADVANTAGE FOR ROUND 4 OF THE K12 STRONG WORKFORCE PROGRAM GRANT FOR ORANGE COUNTY** **Pages 45-51**
Board to ratify/approve the Grant Sub-Agreement for the K12 Strong Workforce Program Grant between Rancho Santiago Community College District and College and Career Advantage, whereas College and Career Advantage will be the fiscal representative for Capistrano Unified School District. The period of performance for this Agreement shall be from January 1, 2022 through June 30, 2024 (supporting information).
- 10. GRANT SUB-AGREEMENT BETWEEN RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT AND COLLEGE AND CAREER** **Pages 52-58**

ADVANTAGE FOR ROUND 4 OF THE K12 STRONG WORKFORCE PROGRAM GRANT FOR ORANGE COUNTY

Board to ratify/approve the Grant Sub-Agreement for the K12 Strong Workforce Program Grant between Rancho Santiago Community College District and College and Career Advantage whereas College and Career Advantage will be the fiscal representative for Laguna Beach Unified School District. The period of performance for this Agreement shall be from January 1, 2022 through June 30, 2024 (supporting information).

11. **MEMORANDUM OF UNDERSTANDING BETWEEN COLLEGE AND CAREER ADVANTAGE AND LAGUNA BEACH UNIFIED SCHOOL DISTRICT** Pages 59-60

Board to ratify/approve Memorandum of Understanding between College and Career Advantage (CCA) and Laguna Beach Unified School District (LBUSD) to reduce the annual amount of funding that LBUSD provides to CCA (supporting information).

12. **MEMORANDUM OF UNDERSTANDING BETWEEN COLLEGE AND CAREER ADVANTAGE, CAPISTRANO UNIFIED SCHOOL DISTRICT AND LAGUNA BEACH UNIFIED SCHOOL DISTRICT REGARDING CAREER TECHNICAL EDUCATION GRANTS** Pages 61-64

Board to approve the California Career Technical Education Incentive Grant Program and K12 Strong Workforce Grant Program Memorandum of Understanding between College and Career Advantage, Capistrano Unified School District and Laguna Beach Unified School District. The purpose of the MOU is to establish a cooperative and mutually beneficial relationship between the parties and to set forth the responsibilities of the parties as related to the implementation of the Career Technical Education Incentive Grant Program and the K12 Strong Workforce Grant Program (supporting information).

13. **MEMORANDUM OF UNDERSTANDING BETWEEN COLLEGE AND CAREER ADVANTAGE AND CAPISTRANO UNIFIED SCHOOL DISTRICT** Page 65-

Board to approve Memorandum of Understanding between College and Career Advantage and Capistrano Unified School District in reference to distribution of funds from the K12 Strong Workforce Program Grant (supporting information).

14. **MEMORANDUM OF UNDERSTANDING BETWEEN UNIVERSITY LAB PARTNERS AND THE REGIONAL OCCUPATIONAL PROGRAMS IN THE SOUTH ORANGE COUNTY REGION** Pages 66-70

Board to ratify/approve Memorandum of Understanding between United Lab Partners and the ROPs. The Medical Innovation, Research and Entrepreneurship Course will be a virtual/on-line program where high school student teams work with industry leaders/mentors to solve real-world unmet pediatric clinical needs devising a proof-of-concept, an

intellectual property/patent strategy, and devising an exit plan which they will pitch to industry leaders on the final day of the course. The course is scheduled to run three (3) sessions on the following dates: July 18, 2022 through August 4, 2022; September 12, 2022 through November 11, 2022; and January 16, 2023 through March 17, 2023. Cost to the Organization is \$140,400 for the three sessions (supporting information).

15. FIRST ROBOTICS WORLD COMPETITION

Board to ratify/approve travel to First Robotics World Competition. Dates of the competition were April 20, 2022 – April 24, 2022. Rick Jung, Robotics Instructor, and Jillian Dean, Teacher on Special Assignment, attended with 25 students. Cost to the organization was approximately \$15,000.00 (no supporting documentation).

16. INTERNATIONAL BRIDGE COMPETITION

Board to ratify/approve travel to International Bridge Competition. Date of the competition was May 7, 2022. Katherine Amoukhteh, Teacher on Special Assignment, and one chaperone attended with two engineering students. Cost to the Organization was approximately \$4,000.00 (no supporting information)

17. CONSULTANT SERVICES AGREEMENT

Board to approve Consultant Services Agreement for the purpose of supporting the incoming Executive Director in the areas of governance, human resources, fiscal, legislative and operational support on an as-needed basis or as directed by the Board President. Term of the Agreement shall be from July 1, 2022 through June 30, 2023. Cost to the Organization shall not exceed \$45,000 annually (supporting information).

Pages 71-72

18. CAREER TECHNICAL EDUCATION JOINT POWERS AUTHORITY COALITION LETTER OF AGREEMENT TO PARTICIPATE

Board to ratify/approve the Career Technical Education Joint Powers Authority Coalition Letter of Agreement to Participate. As a participant, the CTE JPA Coalition agrees to support and participate in legislative efforts for sustained funding for Career Technical Education (CTE) programs and direct funding for JPAs that provide CTE programs. Term of the Agreement shall be for a period of 12 months beginning July 1, 2022 and terminating June 30, 2023. Cost to the Organization is \$4,500.00 (supporting information).

Page 73

19. FIRST READING – BOARD POLICY 4117.2 – RESIGNATION

Board Policy 4117.2, Resignation, is presented to the Board for review. The Board Policy has been updated to reflect the Organization’s correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive second reading or may require an additional reading if necessary (supporting information).

Page 74

20. FIRST READING – BOARD POLICY 4119.1 – CIVIL AND LEGAL RIGHTS Pages 75-77

Board Policy 4119.1, Civil and Legal Rights, is presented to the Board for review. The Board Policy has been updated to reflect the Organization’s correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive second reading or may require an additional reading if necessary (supporting information).

21. FIRST READING – BOARD POLICY 4119.21 – PROFESSIONAL STANDARDS Pages 78-79

Board Policy 4119.21, Professional Standards, is presented to the Board for review. The Board Policy has been updated to reflect the Organization’s correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive second reading or may require an additional reading if necessary (supporting information).

22. FIRST READING – BOARD POLICY 4119.22 – DRESS AND GROOMING Page 80

Board Policy 4119.22, Dress And Grooming, is presented to the Board for review. The Board Policy has been updated to reflect the Organization’s correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive second reading or may require an additional reading if necessary (supporting information).

23. FIRST READING – BOARD POLICY 4119.23 – UNAUTHORIZED RELEASE OF CONFIDENTIAL PRIVILEGED INFORMATION Pages 81-83

Board Policy 4119.23, Unauthorized Release of Confidential/Privileged Information, is presented to the Board for review. The Board Policy has been updated to reflect the Organization’s correct name and to change the administrative title of Chief Executive Officer to Executive Director. Per Board Policy 9310, the Board may waive second reading or may require an additional reading if necessary (supporting information).

Motion _____ Second _____

**ACTION/
ROLL CALL**

ROLL CALL: Trustee Davis _____
Trustee Jones _____
Trustee McNicholas _____
Trustee Perry _____
Trustee Vickers _____

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 A ROLL CALL VOTE.

DISCUSSION/ACTION ITEMS

- 24. 2022-23 PROPOSED BUDGET** **Pages 84-147**
ACTION/VOTE
Board to consider approval of 2022-23 proposed budget (supporting information).
Contact: Melanie Inskip, Accountant
- Public Hearing declared open _____ a.m. declared closed _____ a.m.
- Motion _____ Second _____ Vote _____
- 25. CONFLICT OF INTEREST CODE BIENNIAL REVIEW** **Pages 148-150**
Exhibits A & B
ACTION/VOTE
Board to review and consider approval of changes to the conflict of interest code (supporting information).
Contact: Patricia Romo, Executive Director
- Motion _____ Second _____ Vote _____
- 26. ORGANIZATIONAL GOALS 2021-22** **Pages 151-152**
DISCUSSION
Board to receive year-end assessment of the 2021-22 Organizational Goals (supporting information).
Contact: Patricia Romo, Executive Director
- 27. RESOLUTION #06-21/22 – YEAR-END INTERNAL TRANSFERS** **Pages 153-154**
ACTION/ROLL
CALL
Board to consider adoption of Resolution #06-21/22 for routine internal transfers in order to balance expenditure classifications and permit the payment of obligations of the budget for fiscal year 2021-22 (supporting information).
Contact: Patricia Romo, Executive Director
- Motion _____ Second _____
- ROLL CALL:** Trustee Davis _____
Trustee Jones _____
Trustee McNicholas _____
Trustee Perry _____
Trustee Vickers _____
- 28. RESOLUTION #07-21/22 – SALARY SCHEDULES FOR 2022-23** **Pages 155-163**
ACTION/ROLL
CALL
Exhibits C - I
Board to consider adoption of Resolution #07-21/22 – Salary Schedules and Salary Ranges for certificated and classified employees for 2022-23 (supporting information).

Contact: Patricia Romo, Executive Director

Motion_____ Second_____

ROLL CALL: Trustee Davis _____
 Trustee Jones _____
 Trustee McNicholas _____
 Trustee Perry _____
 Trustee Vickers _____

29. RESOLUTION #08-21/22 – AUTHORIZATION OF SIGNATURES

Board to review and consider adoption of Resolution #08-21/22 - Authorization of Signatures (supporting information).

Contact: Patricia Romo, Executive Director

Pages 164-165
ACTION/ROLL
CALL

Motion_____ Second_____

ROLL CALL: Trustee Davis _____
 Trustee Jones _____
 Trustee McNicholas _____
 Trustee Perry _____
 Trustee Vickers _____

30. RESOLUTION #09-21/22 – AUTHORIZATION OF SIGNATURES FOR SCHOOLSFIRST FEDERAL CREDIT UNION AND FARMERS & MERCHANTS BANK

Board to consider adoption of Resolution #09-21/22 – Authorization of Signatures for SchoolsFirst Federal Credit Union and Farmers & Merchants Bank (supporting information)

Contact: Patricia Romo, Executive Director

Pages 166-167
ACTION/ROLL
CALL

Motion_____ Second_____

ROLL CALL: Trustee Davis _____
 Trustee Jones _____
 Trustee McNicholas _____
 Trustee Perry _____
 Trustee Vickers _____

31. RESOLUTION #10-21/22 – AUTHORIZATION TO APPROVE VENDOR PAYMENTS ON THE BUSINESS-PLUS SYSTEM

Board to consider adoption of Resolution #10-21/22 – Authorization to Approve Vendor Payments on the Business-Plus System (supporting information).

Contact: Patricia Romo, Executive Director

Pages 168-169
ACTION/ROLL
CALL

Motion_____ Second_____

ROLL CALL: Trustee Davis _____
Trustee Jones _____
Trustee McNicholas _____
Trustee Perry _____
Trustee Vickers _____

32. RESOLUTION #11-21/22 – AUTHORIZATION TO APPROVE VENDOR PAYMENTS ELECTRONICALLY

Pages 170-171
ACTION/ROLL
CALL

Board to consider adoption of Resolution #11-21/22 - Authorization to Approve Vendor Payments Electronically (supporting information)

Contact: Patricia Romo, Executive Director

Motion _____ Second _____

ROLL CALL: Trustee Davis _____
Trustee Jones _____
Trustee McNicholas _____
Trustee Perry _____
Trustee Vickers _____

33. CCA CALENDAR FOR 2022-23 SCHOOL YEAR

Pages 172-173
ACTION/VOTE

Board to review and consider approval of the 2022-23 school year calendar (supporting information).

Contact: Patricia Romo, Executive Director

Motion _____ Second _____ Vote _____

34. ADJOURNMENT

ACTION/VOTE

Motion _____ Second _____ Vote _____