

# COLLEGE AND CAREER ADVANTAGE

## BOARD MEETING: December 21, 2020 MINUTES

Patricia Romo called the meeting to order at 9:00 a.m.

Call to Order

**ROLL CALL:** Present: Trustees Braunstein, Jones, McNicholas, Perry, Vickers  
Absent: None

The Board recessed to Closed Session to discuss Public Employee Discipline/Dismissal/Release; Cases A, B, and C.

The Board recessed from Closed Session. The meeting of the Board was called to order by Patricia Romo, Executive Director, at 9:32 a.m.

**ROLL CALL:** Present: Trustees Braunstein, Jones, McNicholas, Perry, Vickers  
Absent: None

Trustee Vickers led the Pledge of Allegiance.

### **APPROVAL OF AGENDA**

Approval of  
Agenda

On a motion from Trustee McNicholas, seconded by Trustee Perry, it carried by a roll call vote of 5-0-0 to approve the Agenda as presented.

**ROLL CALL:** Ayes: Trustees Braunstein, Jones, McNicholas, Perry, Vickers  
Nos: None  
Absent: None

### **REPORT ON CLOSED SESSION ACTION**

There was no reportable action.

Report on  
Closed  
Session

### **REORGANIZATION OF THE BOARD**

#### **ELECTION OF PRESIDENT**

Election of  
President

Mrs. Romo asked for nominations for the office of President for the College and Career Advantage (CCA) Governing Board for 2021. Trustee McNicholas nominated Trustee Vickers, seconded by Trustee Perry. Trustee Vickers accepted the nomination. It carried by a roll call vote of 5-0-0 to elect Trustee Vickers as President for 2021.

**ROLL CALL:** Ayes: Trustees Braunstein, Jones, McNicholas, Perry, Vickers  
Nos: None  
Abstain: None

### **ELECTION OF VICE PRESIDENT**

Trustee Vickers asked for nominations for the office of Vice President/Clerk of the CCA Governing Board for 2021. Trustee McNicholas volunteered for the position. On a motion from Trustee Jones, seconded by Trustee Perry, it carried by a roll call vote of 5-0-0 to elect Trustee McNicholas as Vice President for 2021.

### **Election of Vice President**

**ROLL CALL:** Ayes: Trustees Braunstein, Jones, McNicholas, Perry, Vickers  
Nos: None  
Abstain: None

### **COMMENTS FROM THE PUBLIC**

There were no comments from the public.

### **Public Comments**

### **EXECUTIVE DIRECTOR COMMENTS**

#### **DATA UPDATE**

Board members were provided with a list of CTE courses offered through the Organization. Course offerings have significantly increased over the years and are available to students in both districts. This year the Organization added two new course offerings at Dana Hills High School; Theater Production and a CTE Lab Program which is an introductory program and part of the building trades pathway.

### **Executive Director Comments**

The Board received a list of CTE articulated course offerings, UC a-g and honors weighted courses, UC honors weighted courses and UC a-g non-honors courses. Board members also received the San Juan Hills High School flyer listing the bell and after bell courses offered on that campus. A site specific flyer has been prepared for each high school campus.

### **COLLABORATIONS**

CCA worked with Capistrano Unified School District to offer a career series called "Future Friday's" for fourth and fifth graders. The career series included a video and a Zoom into middle school and high school labs allowing students to view labs available to them when they enter middle school or high school. The program was piloted for two weeks with four elementary schools. The pilot program was successful; it is hopeful that by fall this will be available to all elementary schools.

Mrs. Romo discussed CCA's partnership with University Lab Partners (ULP). In fall 2020 an after bell class was offered to fifty students from CCA

and 50 students from North Orange County ROP (NOCROP). The class concentrated on medical innovations and was a virtual, on-line program where high school student teams worked with industry leaders/mentors to solve real-world, unmet pediatric clinical needs. At the end of the program student teams created innovative concepts that were presented to industry leaders. There were several teams and CCA's Tesoro High School Team won the grand prize.

In February this partnership will be offered to 75 students from CCA, 75 students from NOCROP and 75 students from Coastline ROP. The three ROPs serve all high schools in Orange County.

### **REMOTE/HYBRID LEARNING STRATEGIES**

Administration meets with staff monthly and Dominic and Jillian, Teachers on Special Assignment, meet with teachers daily to help with hybrid learning strategies. CCA is prioritizing competencies and standards, which include common core standards, with a focus on what can be accomplished with a hybrid model so students attain the competencies needed if they choose to work in their field of study now or in the future.

### **AUDIT REPORT**

This year CCA has been working remotely with new auditors and the audit report was not available for the December meeting. Due to COVID, the audit deadline has been extended to March 2021 and the audit report will be presented at the regularly scheduled March Board meeting.

### **WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES (WASC)**

WASC is conducting remote visits and CCA's WASC visit is scheduled for November 15-17, 2021. CCA will begin WASC meetings in January with plans to complete and mail the report to WASC by September. Board members will receive updates during the self-study process.

### **CONSENT CALENDAR**

On a motion from Trustee McNicholas, seconded by Trustee Perry, it carried by a roll call vote of 5-0-0 to approve the consent calendar to include the following:

Minutes of the Board meeting on September 14, 2020, as presented.

**Minutes**

Minutes of the Special Board meeting on December 10, 2020, as presented.

**Minutes**

Purchase Orders as presented.

**Purchase  
Orders**

Checks as presented.

**Checks**

Personnel Assignment Order as presented.

**Personnel  
Assignment  
Order**

MOU with Laguna Beach Unified School District as presented.

**MOU**

MOU between University Lab Partners (ULP) and the Regional Occupational Programs in the North Orange County Region and the South Orange County Region as presented.

**MOU**

License Agreement between Capistrano Unified School District and College and Career Advantage for use of real property.

**License  
Agreement**

Lease Agreement between College and Career Advantage and Capistrano Unified School District for use of College and Career Advantage's buildings and other personal property located at 31522 El Camino Real, San Juan Capistrano as presented.

**Lease  
Agreement**

**ROLL CALL:** Ayes: Trustees Braunstein, Jones, McNicholas, Perry, Vickers  
Nos: None  
Abstain: None

### **GRANT UPDATE**

**Grant Update**

Career Technical Education Incentive Grant award notifications have not yet been received. The K12 Strong Workforce Grant for CCA was reduced by half of what was received in the past. There are separate grants which cover the salaries of three staff members and funds from the California Adult Education Program cover all adult education programs and the salary of one other staff member.

### **SINGLE BUDGE ADOPTION**

**Single Budget  
Adoption**

On a motion from Trustee Perry, seconded by Trustee Vickers, it carried by a roll call vote of 5-0-0 to approve continuing the single budget adoption process for fiscal year 2021-2022.

**ROLL CALL:** Ayes: Trustees Braunstein, Jones, McNicholas, Perry, Vickers  
Nos: None  
Abstain: None

### **FIRST READING BOARD POLICY 4151.2 – COMPENSATION FOR NON-INSTRUCTIONAL ASSIGNMENTS**

**First Reading  
BP 4151.2**

Trustees discussed changes to Board Policy 4151.2 – Compensation for Non-Instructional Assignments

On a motion from Trustee McNicholas, seconded by Trustee Braunstein, it carried by a roll call vote of 5-0-0 to approve recommended revisions to Board Policy 4151.2 after first reading.

**ROLL CALL:** Ayes: Trustees Braunstein, Jones, McNicholas, Perry, Vickers  
Nos: None  
Abstain: None

**FIRST READING BOARD POLICY 4135, 4235, 4335 – SOLICITING AND SELLING**

**First Reading  
BP 4135, 4235,  
4335**

On a motion from Trustee Perry, seconded by Trustee Jones, it carried by a roll call vote of 5-0-0 to approve recommended revisions to Board Policy 4135, 4235, 4335 after first reading.

**ROLL CALL:** Ayes: Trustees Braunstein, Jones, McNicholas, Perry, Vickers  
Nos: None  
Abstain: None

**SECOND READING BOARD POLICY 4260, 4360 – VACATIONS**

**Second  
Reading BP  
4260, 4360**

On a motion from Trustee McNicholas, seconded by Trustee Jones, it carried by a roll call vote of 5-0-0 to approve recommended revisions to Board Policy 4260, 4360 after second reading.

**ROLL CALL:** Ayes: Trustees Braunstein, Jones, McNicholas, Perry, Vickers  
Nos: None  
Abstain: None

**MID-YEAR REVIEW OF THE 2020-21 ORGANIZATIONAL GOALS**

**Mid-Year  
Review 2020-  
21 Org Goals**

Mrs. Romo provided a summary of the mid-year review of the 2020-21 Organizational Goals and responded to Board member questions.

**RESOLUTION #01-20/21 – SETTING OF REGULAR MEETING DATES**

**Resolution  
#01-20/21**

On a motion from Trustee Jones, seconded by Trustee Perry, it carried by a roll call vote of 5-0-0 to approve Resolution #01-20/21, Setting of Regular Meeting Dates. Approval of this Resolution is for the March 4, 2021 Board meeting. This item will be brought back for discussion and probable date and time changes at the March 4, 2021 Board meeting.

**ROLL CALL:** Ayes: Trustees Braunstein, Jones, McNicholas, Perry, Vickers  
Nos: None  
Abstain: None

**RESOLUTION #02-20/21 – AUTHORIZATION OF SIGNATURES**

**Resolution  
#02-20/21**

On a motion from Trustee McNicholas, seconded by Trustee Braunstein, it

carried by a roll call vote of 5-0-0 to approve Resolution #02-20/21, Authorization of Signatures.

**ROLL CALL:** Ayes: Trustees Braunstein, Jones, McNicholas, Perry, Vickers  
Nos: None  
Abstain: None

**RESOLUTION #03-20/21 – AUTHORIZATION OF SIGNATURES FOR SCHOOLSFIRST FEDERAL CREDIT UNION AND FARMERS & MERCHANTS BANK** **Resolution #03-20/21**

On a motion from Trustee McNicholas, seconded by Trustee Braunstein, it carried by a roll call vote of 5-0-0 to approve Resolution #03-20/21 Authorization of Signatures for SchoolsFirst Federal Credit Union and Farmers & Merchants Bank.

**ROLL CALL:** Ayes: Trustees Braunstein, Jones, McNicholas, Perry, Vickers  
Nos: None  
Abstain: None

**RESOLUTION #04-20/21 – AUTHORIZATION TO APPROVE VENDOR PAYMENTS ON THE BUSINESS PLUS SYSTEM** **Resolution #04-20/21**

On a motion from Trustee McNicholas, seconded by Trustee Jones, it carried by a roll call vote of 5-0-0 to approve Resolution #04-20/21, Authorization to Approve Vendor Payments on the Business Plus System.

**ROLL CALL:** Ayes: Trustees Braunstein, Jones, McNicholas, Perry, Vickers  
Nos: None  
Abstain: None

**RESOLUTION #05-20/21 – AUTHORIZATION TO APPROVE VENDOR PAYMENTS ELECTRONICALLY** **Resolution #05-20/21**

On a motion from Trustee Perry, seconded by Trustee McNicholas, it carried by a roll call vote of 5-0-0 to approve Resolution #5-20/21, Authorization to Approve Vendor Payments Electronically.

**ROLL CALL:** Ayes: Trustees Braunstein, Jones, McNicholas, Perry, Vickers  
Nos: None  
Abstain: None

**BOARD COMMENTS**

There were no Board comments.

**Board Comments**

**ADJOURNMENT**

On a motion from Trustee McNicholas, seconded by Trustee Jones, it carried by a roll call vote of 5-0-0 to adjourn the meeting at 11:00 a.m.

**Adjournment**

**ROLL CALL:** Ayes: Trustees Braunstein, Jones, McNicholas, Perry, Vickers  
Nos: None  
Absent: None

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**Vice President**

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**Secretary**