

COLLEGE AND CAREER ADVANTAGE

BOARD MEETING: December 12, 2019 MINUTES

Patricia Romo called the meeting to order at 8:30 a.m.

Call to Order

The Board recessed to Closed Session to discuss Public Employment and Evaluation of Performance, Executive Director.

The Board recessed from Closed Session. The Meeting of the Board was called to order by Patricia Romo, Executive Director, at 9:00 a.m.

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

Patricia Romo led the Pledge of Allegiance.

APPROVAL OF AGENDA

Prior to approval of the Agenda, staff requested Item #15 be discussed prior to the Board and Executive Director Comments. On a motion from Trustee McNicholas, seconded by Trustee Jones, it carried by a vote of 5-0-0 to approve the agenda as amended.

Approval of
Agenda

VOTE: Ayes: Trustees Hanacek, 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

Mrs. Romo asked for nominations for the office of President of the College and Career Advantage (CCA) Governing Board for 2020. Trustee McNicholas nominated Trustee Vickers, seconded by Trustee Hanacek.

Election of
President

Trustee Vickers accepted the nomination. It carried unanimously to elect Trustee Vickers as President for 2020.

ELECTION OF VICE PRESIDENT

Trustee Vickers asked for nominations for the office of Vice President of the CCA Governing Board for 2020. Trustee Vickers nominated Trustee Jones, seconded by Trustee Perry. Trustee Jones accepted the nomination. It carried unanimously to elect Trustee Jones as Vice President for 2020.

**Election of
Vice
President**

COMMENTS FROM THE PUBLIC

There were no comments from the public.

**Public
Comments**

2018-2019 AUDIT

Mrs. Romo introduced Mr. Miguel Beltran from the auditing firm of Eide Bailly. The firm conducted an audit of the organization for the year ending June 30, 2019. Mr. Beltran provided Trustees with an updated copy of the 2018-2019 audit report and provided a summary review of the report. Mr. Beltran stated there were no findings to report and Mrs. Romo thanked staff for their preparation and thoroughness in providing the required data for the annual audit.

**2018-2019
Audit**

On a motion from Trustee McNicholas, seconded by Trustee Jones, it carried by a vote of 4-0-1 to acknowledge receipt of the 2018-2019 audit report.

VOTE: Ayes: Trustees Jones, McNicholas, Perry, Vickers
 Nos: None
 Absent: Trustee Hanacek

CONSENT CALENDAR

Staff requested Item #8, Minutes of the Special Board meeting on June 17, 2019, be agendaized for the next CCA Board meeting. Item #14, Adoption of San Clemente Automotive Classes, was pulled for further discussion.

On a motion from Trustee Jones, seconded by Trustee Perry, it carried by a roll call vote of 4-0-1 to approve the consent calendar to include the following:

Minutes of the Board meeting on September 12, 2019, as presented.

Minutes

Purchase Orders as presented.

Purchase
Orders

Checks as presented.

Checks

Personnel Assignment Order as presented.

Personnel
Assignment
Order

Training Agreements as presented.

Training
Agreements

Donation as presented.

Donation

ROLL CALL: Ayes: Trustees Jones, McNicholas, Perry, Vickers
Nos: None
Absent: Trustee Hanacek

On a motion from Trustee McNicholas, seconded by Trustee Jones, Adoption of San Clemente Automotive Classes was discussed. Mrs. Romo explained the goal is to offer the same automotive classes in sequence for a pathway at all three sites offering automotive. San Clemente High School Automotive Academy has a well-developed program of classes that have been adopted by the Capistrano Unified School District (CUSD) Board as CUSD classes. College and Career Advantage (CCA) would like to adopt the CUSD classes as CCA classes and align these classes for a pathway at all three high schools offering automotive classes. By a vote of 4-0-1 the Board approved adoption of the CUSD automotive classes as CCA classes.

VOTE: Ayes: Trustees Jones, McNicholas, Perry, Vickers
Nos: None
Absent: Trustee Hanacek

SINGLE BUDGET ADOPTION

On a motion from Trustee McNicholas, seconded by Trustee Perry, it carried by a vote of 4-0-1 to approve continuing the single budget adoption process for fiscal year 2020-2021.

Single Budget
Adoption

VOTE: Ayes: Trustees Jones, McNicholas, Perry, Vickers
Nos: None
Absent: Trustee Hanacek

FIRST INTERIM REPORT

Mrs. Cindy Fox, Accountant for College and Career Advantage, provided a summary overview of the First Interim Report which is due to Orange County Department of Education by December 15, 2019.

First Interim Report

On a motion from Trustee McNicholas, seconded by Trustee Perry, it carried by a vote of 4-0-1 to approve the First Interim Report.

VOTE: Ayes: Trustees Jones, McNicholas, Perry, Vickers
 Nos: None
 Absent: Trustee Hanacek

CAREER GUIDANCE SPECIALISTS AND CAREER CENTERS

Mrs. Romo reported the Career Technical Education Incentive Grant (CTIEG) requires CCA to provide career guidance. Discussions regarding career centers and career guidance specialists have taken place with the CUSD Superintendent, Administration at LBUSD and each high school principal. The Career Guidance Specialists will be employed by CCA and will be located at each high school site. CCA plans to begin hiring career guidance specialists in the spring to start work in August for the fall. The Career Guidance Specialists will also be promoting CTE classes in the middle schools and elementary schools introducing students to CCA CTE programs in high schools. The positions are funded by the grant and each person hired will be informed that the position is grant funded.

CGS and Career Centers

VOTE: Ayes: Trustees Jones, McNicholas, Perry, Vickers
 Nos: None
 Absent: Trustee Hanacek

It was requested that Agenda item #24 be discussed prior to other agenda items.

RESOLUTION #01-19/20 – SETTING OF REGULAR MEETING DATES

On a motion from Trustee McNicholas, seconded by Trustee Perry, it carried by a roll call vote of 4-0-1 to approve Resolution #01-19/20, Setting of Regular Meeting Dates.

Resolution #01-19/20

This item will be brought back for discussion and possible date and time changes at the March 12, 2020, Board meeting.

ROLL CALL: Ayes: Trustees Jones, McNicholas, Perry, Vickers
 Nos: None
 Absent: Trustee Hanacek

FALL ENROLLMENT DATA

Fall enrollment data was presented to the Board for their information and review.

Fall
Enrollment

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN CAPISTRANO UNIFIED SCHOOL DISTRICT (CUSD) AND COLLEGE AND CAREER ADVANTAGE (CCA) – EMPLOYMENT OF EXECUTIVE DIRECTOR

The MOU between CUSD and CCA for the employment of the Executive Director was presented to the Board for their information and review.

MOU

STRONG WORKFORCE PROGRAM (SWP) K12 PATHWAY IMPROVEMENT GRANT – AGREEMENT #49193

On a motion from Trustee McNicholas, seconded by Trustee Perry, it carried by a vote of 3-0-2 to approve the Strong Workforce Program K12 Pathway Improvement Grant – Agreement #49193.

SWP K12
Agreement

VOTE: Ayes: Trustees McNicholas, Perry, Vickers
Nos: None
Absent: Trustees Hanacek, Jones

CALIFORNIA CAREER TECHNICAL EDUCATION INCENTIVE GRANT PROGRAM MOU BETWEEN CAPISTRANO UNIFIED SCHOOL DISTRICT AND COLLEGE AND CAREER ADVANTAGE

On a motion from Trustee McNicholas, seconded by Trustee Perry, it carried by a vote of 3-0-2 to approve the California Career Technical Education Incentive Grant Program MOU between Capistrano Unified School District and College and Career Advantage.

CTEIG MOU
CUSD and
CCA

VOTE: Ayes: Trustees McNicholas, Perry, Vickers
Nos: None
Absent: Trustees Hanacek, Jones

CALIFORNIA CAREER TECHNICAL EDUCATION INCENTIVE GRANT PROGRAM MOU BETWEEN LAGUNA BEACH UNIFIED SCHOOL DISTRICT AND COLLEGE AND CAREER ADVANTAGE

On a motion from Trustee McNicholas, seconded by Trustee Perry, it carried by a vote of 3-0-2 to approve the California Career Technical

CTEIG MOU
LBUSD and

Education Incentive Grant Program MOU between Laguna Beach Unified School District and College and Career Advantage.

CCA

VOTE: Ayes: Trustees McNicholas, Perry, Vickers
Nos: None
Absent: Trustees Hanacek, Jones

RESOLUTION #02-19/20 – AUTHORIZATION OF SIGNATURES

On a motion from Trustee McNicholas, seconded by Trustee Perry, it carried by a roll call vote of 3-0-2 to approve Resolution #02-19/20, Authorization of Signatures.

**Resolution
#02-19/20**

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

RESOLUTION #03-19/20 – AUTHORIZATION OF SIGNATURES FOR SCHOOLSFIRST FEDERAL CREDIT UNION AND FARMERS & MERCHANTS BANK

On a motion from Trustee McNicholas, seconded by Trustee Perry, it carried by a roll call vote of 3-0-2 to approve Resolution #03-19/20, Authorization of Signatures for SchoolsFirst Federal Credit Union and Farmers & Merchants Bank.

**Resolution
#03-19/20**

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

RESOLUTION #04-19/20 – AUTHORIZATION TO APPROVE VENDOR PAYMENTS ON THE BI-TECH SYSTEM

On a motion from Trustee McNicholas, seconded by Trustee Perry, it carried by a roll call vote of 3-0-2 to approve Resolution #04-19/20, Authorization to Approve Vendor Payments on the Bi-Tech System.

**Resolution
#04-19/20**

VOTE: Ayes: Trustees McNicholas, Perry, Vickers
Nos: None
Absent: Trustees Hanacek, Jones

RESOLUTION #05-19/20 – AUTHORIZATION TO APPROVE VENDOR PAYMENTS ELECTRONICALLY

On a motion from Trustee McNicholas, seconded by Trustee Perry, it carried by a roll call vote of 3-0-2 to approve Resolution #5-19/20, Authorization to Approve Vendor Payments Electronically.

Resolution #05-19/20

VOTE: Ayes: Trustees McNicholas, Perry, Vickers
 Nos: None
 Absent: Trustees Hanacek, Jones

FUTURE AGENDA ITEMS

Future agenda items for the March 12, 2020, Board meeting include the Second Interim Report and discussion regarding dates and times of the College and Career Advantage Governing Board Meetings.

Future Agenda Items

ADJOURNMENT

On a motion from Trustee McNicholas, seconded by Trustee Perry, it carried by a vote of 3-0-2 to adjourn the meeting at 10:04 a.m.

Adjournment

VOTE: Ayes: Trustees McNicholas, Perry, Vickers
 Nos: None
 Absent: Trustees Hanacek, Jones

President

Secretary