

COLLEGE AND CAREER ADVANTAGE

BOARD MEETING: January 17, 2019 MINUTES

Trustee Reardon, President, called the meeting to order in the Jackson Room at Capistrano Unified School District at 8:30 a.m.

Trustee Reardon led the Pledge of Allegiance.

ROLL CALL: Present: Trustees Reardon, Vickers, Wolff
Absent: Trustees Holloway, Jones

APPROVAL OF AGENDA

Prior to approval of the Agenda, staff requested that Item #13 be discussed prior to the Executive Director's Report and requested the addition of Item #15.1, California Career Technical Education Incentive Grant Program MOU with Laguna Beach Unified School District.

On a motion from Trustee Vickers, seconded by Trustee Wolff, it carried by a vote of 3-0-2 to approve the agenda as amended.

VOTE: Ayes: Trustees Reardon, Vickers, Wolff
Noes: None
Absent: Trustees Holloway, Jones

CONSENT CALENDAR

On a motion from Trustee Wolff, seconded by Trustee Vickers, it carried by a roll call vote of 3-0-2 to approve the consent calendar to include the following:

Minutes of the Board meeting on September 14, 2018, as presented. **Minutes**

Minutes of the Special Board meeting on December 14, 2018, as presented. **Minutes**

Purchase orders as presented. **Purchase Orders**

Checks as presented. **Checks**

Personnel assignment order as presented.

**Personnel
Assignment Order**

CUSD Memorandums of Understanding as presented.

CUSD MOUs

LBUSD Memorandums of Understanding as presented.

LBUSD MOUs

American Fidelity Section 125 Agreement as presented.

**Section 125
Agreement**

Donation as presented.

Donation

ROLL CALL: AYES: Trustees Reardon, Vickers, Wolff
NOES: None
ABSENT: Trustees Holloway, Jones

COMMENTS FROM THE PUBLIC

There were no comments from the public.

**Comments from
the Public**

Trustee Holloway arrived at 8:40 a.m.

2017-18 AUDIT

Mrs. Romo introduced Mr. Miguel Beltran, Senior Auditor with the auditing firm of Vavrinek, Trine, Day and Co., LLP. The firm conducted an audit of the organization for the year ended June 30, 2018. Mr. Beltran provided a summary review of the audit report and stated there were no findings to report. Mr. Beltran thanked staff for their preparation and thoroughness in providing the required data for the annual audit.

2017-18 Audit

On a motion from Trustee Vickers, seconded by Trustee Wolff, it carried by a 4-0-1 vote to acknowledge receipt of the 2017-18 audit report.

VOTE: Ayes: Trustees Holloway, Reardon, Vickers, Wolff
Noes: None
Absent: Trustee Jones

Trustee Jones arrived at 8:45 a.m.

EXECUTIVE DIRECTOR'S REPORT

Mrs. Romo informed the Board she met with Trustees Holloway and Wolff and conducted a new Board member orientation. Trustee Reardon was provided a copy of the information given to Trustees Holloway and Wolff.

Grant Funding

Mrs. Romo discussed applying for the Career Technical Education Incentive Grant which would provide annual, dedicated CTE funding. Two applications will be filed; one partnering with CCA and CUSD and the other partnering with CCA and LBUUSD.

Grant Funding

Mrs. Romo will also apply for grant money awarded to the Orange County Career Pathways Partnership (OCCPP) as well as grant money through the K12 Strong Workforce Grant.

Mrs. Romo reported that Assembly Member Patrick O'Donnell issued trailer bill language that would increase CTEIG funding which was not prioritized in the Governor's proposed budget. Gerry Shelton, Partner with Capitol Advisors, will be meeting with the Department of Finance and with Mr. O'Donnell's staff to support the trailer bill language.

Events

Mrs. Romo updated the Board on a few of the events, meetings and committees in which she has participated. Some of those include serving on the STEM Advisory at Esencia, attending the Orange County CTE task force monthly meetings, conducting a tour of San Clemente High School with Trustee Holloway and the San Clemente Chamber of Commerce, attending an Orange County Business Council event with Trustee Jones, and attending the Laguna Niguel holiday parade with Trustee Bullockus. A guest speaker from Apple also spoke to students at Serra High School and Carl Hankey Middle School.

Events

Future events include the Innovation Showcase at Capistrano Valley High School on January 23, 2019, and the Monarch Beach Rotary Career Symposium which will be held in the Board Room at the CUSD offices on February 28, 2019.

Principal Meetings

Mrs. Romo has been meeting with Principals and Assistant Principals to plan classes for the next school year.

Principal Meetings

Innovative Field Trips

Mrs. Romo reported that over 50 students from the Law Enforcement class and the Forensics class recently visited the coroner's office.

**Innovative
Field Trips**

Ten Z spaces have been added to medical and sports medicine classrooms allowing students to interact with simulated objects in a virtual environment as if the objects are real.

Donation to Fire Science Class

The Orange County Fire Authority donated several pieces of firefighting equipment. The Orange County Sheriff's Department donated several sets of "turnouts" and firefighting boots providing students with much needed training equipment.

Donation

MEMORANDUMS OF UNDERSTANDING (MOUs) WITH CAPISTRANO UNIFIED SCHOOL DISTRICT

Staff discussed the monetary and non-monetary MOUs with CUSD for CCA classes taught by contracted teachers. Per WASC, it is necessary to have MOUs for the non-monetary CCA classes being taught by contracted teachers.

CUSD MOUs

CALIFORNIA CAREER TECHNICAL EDUCATION INCENTIVE GRANT PROGRAM MOU WITH CAPISTRANO UNIFIED SCHOOL DISTRICT

On a motion from Trustee Holloway, seconded by Trustee Jones, it carried unanimously to approve the California Career Technical Education Incentive Grant Program MOU with CUSD.

**CTEIG MOU
WITH CUSD**

CALIFORNIA CAREER TECHNICAL EDUCATION INCENTIVE GRANT PROGRAM MOU WITH LAGUNA BEACH UNIFIED SCHOOL DISTRICT

On a motion from Trustee Vickers, seconded by Trustee Wolff, it carried unanimously to approve the California Career Technical Education Incentive Grant Program MOU with LBUSD.

**CTEIG MOU
WITH LBUSD**

K12 STRONG WORKFORCE MOU

On a motion from Trustee Vickers, seconded by Trustee Jones, it carried unanimously to approve the K12 Strong Workforce MOU between Capistrano Unified School District, Laguna Beach Unified School District and College and Career Advantage.

**K12 STRONG
WORKFORCE
MOU**

RESOLUTION #06-18/19 – REDUCTION OF SERVICES FOR CLASSIFIED MANAGEMENT AND CLASSIFIED NON-MANAGEMENT PERSONNEL

On a motion from Trustee Wolff, seconded by Trustee Holloway, it carried unanimously by a roll call vote of 5-0-0 to approve Resolution #06-18/19, Reduction of Services for Classified Management and Classified Non-Management Personnel.

**Resolution
#06-18/19**

ROLL CALL: AYES: Trustees Holloway, Jones, Reardon, Vickers, Wolff
NOES: None
ABSENT: None

RESOLUTION #07-18/19 – REDUCTION OF SERVICES FOR CERTIFICATED MANAGEMENT PERSONNEL

On a motion from Trustee Wolff, seconded by Trustee Vickers, it carried unanimously by a roll call vote of 5-0-0 to approve Resolution #07-18/19, Reduction of Services for Certificated Management Personnel.

**Resolution
#07-18/19**

ROLL CALL: AYES: Trustees Holloway, Jones, Reardon, Vickers, Wolff
NOES: None
ABSENT: None

FALL ENROLLMENT DATA

Mrs. Shirran provided Board members with enrollment data comparing the 2018-2019 fall enrollment data to the 2017-2018 fall enrollment data. Also included was enrollment data for middle schools.

**Fall
Enrollment
Data**

FULL TIME EQUIVALENCE REQUIREMENTS FOR CCA INSTRUCTORS

Mrs. Romo requested the Governing Board discuss and consider revising Board Policy 4154 to state that certificated instructors who are employed 25 hours per week per semester be considered full-time instructors for

**FTE for
CCA
Instructors**

purposes of benefit eligibility. Most instructors who teach for CCA are able to make more money in their industry. Lowering the threshold for benefit eligibility would make hiring highly qualified industry experts less challenging. The Board requested information on the fiscal implications of lowering the benefit eligibility threshold. This information will be provided at the next Board meeting.

FUTURE BOARD MEETING DATES AND TIMES

The Board discussed future Board meeting dates noting that conflicts may arise necessitating a change in date or time. The next Board meeting will be held on March 14, 2019, as approved at the December 14, 2018, Board meeting.

Future Board Meetings

COMMENTS FROM THE BOARD

There were no comments from the Board.

Comments

FUTURE AGENDA ITEMS

Items for the March 14, 2019, Board meeting will include the Second Interim Report.

Future Agenda Items

CLOSED SESSION

There was no Closed Session

Closed Session

ADJOURNMENT

On a motion from Trustee Vickers, seconded by Trustee Jones, it carried unanimously to adjourn the meeting at 9:55 a.m. until the next regularly scheduled Board meeting on Thursday, March 14, 2019.

Adjournment

President

Secretary