

COLLEGE AND CAREER ADVANTAGE

BOARD MEETING: June 17, 2019 MINUTES

President Reardon called the meeting to order at 8:30 a.m.

**Call to
Order/Adjourn to
Closed Session**

The Board recessed to closed session to discuss: Public Employee Discipline/Dismissal/Release and Executive Director Evaluation Discussion/Timeline.

The regular meeting of the Board of Trustees reconvened to Open Session and was called to order by President Reardon at 9:00 a.m.

ROLL CALL: Present: Trustees Reardon, Vickers, Holloway, Jones, Wolff
Absent: None

PUBLIC HEARING FOR 2019-20 PROPOSED FINAL BUDGET

Trustee Reardon declared the Public Hearing open at 9:01 a.m. As there were no comments or input, the Public Hearing was declared closed at 9:02 a.m.

Public Hearing

Trustee Reardon led the Pledge of Allegiance.

APPROVAL OF AGENDA

Staff requested that Item #31, Update on Career Technical Education (CTE) Grants, be moved ahead of the Consent Calendar.

**Approval of
Agenda**

On a motion from Trustee Vickers, seconded by Trustee Jones, it carried unanimously to approve the agenda as modified.

REPORT ON CLOSED SESSION ACTION

No reportable action.

**Closed
Session**

SPECIAL RECOGNITION

Trustee Jones was presented with a plaque for her dedicated service as CCA Board President from 2015-2018.

**Special
Recognition**

COMMENTS FROM THE PUBLIC

There were no comments from the public.

**Public
Comments**

UPDATE ON CAREER TECHNICAL EDUCATION (CTE) GRANTS

Mr. Josh Hill, Assistant Superintendent, Curriculum and Instruction for Secondary, joined the Board Meeting to participate in discussions regarding AB1303, the Career Technical Education Incentive Grant (CTEIG) and the K12 Strong Workforce Grant (SWP). Mrs. Romo provided a status update of AB1303, the CTEIG and the K12 SWP. Future funding for career technical education was discussed.

**Update on CTE
Grants**

CONSENT CALENDAR

Staff requested that Item 17 on the Consent Calendar be pulled for further discussion.

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

Minutes of the Board meeting on March 14, 2019, as presented.

Minutes

Minutes of the Special Board meeting on April 11, 2019, with corrections.

Minutes

Purchase Orders as presented.

Purchase Orders

Checks as presented.

Checks

Personnel Assignment Order as presented.

**Personnel
Assignment
Order**

Distinguished Student Recognition Fund as presented.

DSR Fund

Distinguished Student Recognition Awards as presented.

DSR Awards

Business-Plus System Support and Software Support Service Agreement

Business-Plus

#42929, Amendment #3, as presented.

Agreement

Human Resources Application and Software Support Service Agreement
#46314, Amendment #1, as presented

HR Software
Agreement

Donation as presented.

Donation

Donation as presented.

Donation

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

LAW OFFICES OF MARGARET A. CHIDESTER & ASSOCIATES

Staff discussed the retainer agreement for legal representation. On a motion from Trustee Jones, seconded by Trustee Holloway, it carried unanimously to approve the retainer agreement for legal representation.

Retainer
Agreement

COLLEGE AND CAREER ADVANTAGE REGIONAL OCCUPATIONAL PROGRAM FOURTH AMENDED JOINT POWERS AGREEMENT

Staff discussed the fourth amendment to the College and Career Advantage Joint Powers Agreement (JPA). Staff recommended that the JPA include verbiage regarding Conflict of Interest and filing of Form 700.

JPA Agreement

FIRST READING – BOARD POLICY 4116, AT-WILL STATUS

Staff reviewed Board Policy 4116, At-Will Status. Corrections were noted. The Board Policy will be brought to the August Board meeting for further review and possible Board approval.

Board Policy
4116

PROPOSED DRAFT OF THE OFFER OF EMPLOYMENT LETTER GIVEN TO CERTIFICATED INSTRUCTORS

Staff reviewed the proposed draft of the Offer of Employment Letter which is given to certificated instructors in August. On a motion from Trustee Jones, seconded by Trustee Holloway, it carried unanimously to approve the proposed draft of the Offer of Employment Letter given to certificated instructors.

Proposed Draft of
Offer of
Employment
Letter

COLLEGE AND CAREER ADVANTAGE REVISED EMPLOYEE MANUAL

Staff reviewed the revised Employee Manual and requested it be brought back to the August meeting for review and possible Board approval. Staff requested that the previous Employee Manual be submitted highlighting any changes.

CCA Revised Employee Manual

CCA CALENDAR FOR THE 2019-20 SCHOOL YEAR

On a motion from Trustee Holloway, seconded by Trustee Wolff, it carried by a vote of 4-0-1 to approve the CCA Calendar for the 2019-20 school year.

CCA Calendar

VOTE: AYES: Trustees Holloway, Jones, Reardon, Wolff
 NOES: None
 ABSENT: Trustee Vickers

COST OF LIVING ADJUSTMENT

Staff discussed a cost of living adjustment to the 19-20 salary schedules. It was noted that any salary schedule adjustments will be considered a general salary adjustment and not a cost of living adjustment.

General Salary Adjustment

On a motion from Trustee Wolff, seconded by Trustee Jones, it carried by a vote of 3-0-2 to approve a 5% general salary adjustment beginning in the 2019-20 fiscal year.

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

SALARY SCHEDULES FOR 2019-20

On a motion from Trustee Wolff, seconded by Trustee Jones, it carried by a vote of 3-0-2 to approve Resolution #08-18/19, Salary Schedules for 2019-20, amended to reflect a 5% general salary adjustment.

Resolution #08-18/19

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

YEAR-END INTERNAL TRANSFERS

On a motion from Trustee Jones, seconded by Trustee Wolff, it carried by

Resolution #09-

a vote of 3-0-2 to approve Resolution #09-18/19, Year-End Internal Transfers

18/19

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

2019-20 PROPOSED FINAL BUDGET

On a motion from Trustee Wolff, seconded by Trustee Jones, it carried by a vote of 3-0-2 to approve the 2019-20 Proposed Final Budget as presented.

2019-20 Budget

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

COURSE INVENTORY

On a motion from Trustee Jones, seconded by Trustee Wolff, it carried by a vote of 3-0-2 to approve College and Career Advantage course offerings as of Fall 2019.

Course Inventory

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

ADJOURNMENT

On a motion from Trustee Jones, seconded by Trustee Wolff, it carried by a 3-0-2 vote to adjourn the meeting at 10:45 a.m. until the next regularly scheduled meeting.

Adjournment

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

Vice President

Secretary