

# COLLEGE AND CAREER ADVANTAGE

## BOARD MEETING: March 4, 2021 MINUTES

### CALL TO ORDER

### Call to Order

Trustee Vickers called the meeting to order at 9:00 a.m.

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

### CLOSED SESSION COMMENTS

### Closed Session Comments

There were no closed session comments.

The Board recessed to Closed Session to discuss Public Employee Employment/Appointment.

The Board recessed from Closed Session. The meeting of the Board was called to order by Trustee Vickers at 9:32 a.m.

**ROLL CALL:** Present: Trustees Braunstein, McNicholas, Jones, 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 Jones, it carried by a roll call vote of 5-0-0 to approve the Agenda as presented.

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

### REPORT ON CLOSED SESSION ACTION

### Report on Closed Session

Kim Thomas was appointed Director, Instructional Services. Nicole Berkman was appointed Director, Student Support Services. Dominic Vellanoweth was appointed Program Coordinator.

### EXECUTIVE DIRECTOR'S REPORT

### LEGISLATIVE UPDATE

Proposed Assembly Bill 839 has been presented to the Legislature. If passed, the bill will increase the CTEIG allocation. Patrick O'Donnell, Head of the Education Committee, introduced the bill and is also asking for a change in language from a grant to CTE funding. The bill is in its initial stages and is a trailer bill to the Governor's budget. If passed, the bill would be included in the 21-22 budget. Whether or not the bill passes, CCA will continue to receive a similar allocation to what has been received over the last

few years. CCA is closely following the proposed bill and will provide the Board with updates as they become available.

K12 Strong Workforce funds will remain unchanged.

Proposed Assembly Bill 388 would change the status of ROP teachers from probationary to permanent. CCA is closely following the proposed bill and will provide the Board with updates as they become available.

### **EARLY COLLEGE / COLLEGE AND CAREER GUIDANCE**

CCA has been involved in the Early College Running Start Program with CUSD and Saddleback College for the past few years. This year progress has been made with one of the automotive classes at Capistrano Valley High School. The class will be articulated for the first semester, dual enrolled for the second semester and then students can enter the running start class the following year. The early college program and running start program is promoted at the CVHS site with all CTE teachers, academic advisors and counselors.

Early conversations have begun with Dana Hills High School and San Clemente High School to start adding early college courses.

### **UPDATE ON NEW CAMPUS**

Classes are in session at the new campus located at Capistrano Valley High School. The classroom turned out nicely and finishing touches are being made on the firetruck enclosure. A sign which models the old sign at the previous campus has been ordered.

### **“FUTURE FRIDAYS” SERIES**

The “Future Fridays” pilot series has been very well received. The pilot program began with four elementary schools and has grown to nine elementary schools. CCA is working closely with the Futureology counselors to develop a library of 36 separate career presentations which will become part of the counseling and guidance program. The “Future Fridays” pilot program resumes March 5, 2021 at the nine elementary schools.

Nicole Berkman has been working closely with counseling and guidance developing college and career centers and working on the services CCA will provide. CCA is serving in a support role and will continue to support the career side of counseling and guidance.

### **SUMMER SCHOOL**

CCA will offer summer school this year with a focus on students who need remediation or credit recovery, graduating seniors who are in need of employment, and counseling for graduating seniors who need post-secondary options. CCA will focus on courses that have a high value of employment such as basic business skills, medical assisting and possibly a class utilizing the new lab at Dana Hills High School. Middle school boot camp for engineering and robotics will be offered at Capistrano Valley High School with both a morning and afternoon session.

**COMMENTS FROM THE PUBLIC**

There were no Public Comments.

**Public  
Comments**

**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:

**Consent  
Calendar**

Minutes of the Board meeting on December 21, 2020, as presented.

**Minutes**

Purchase Orders as presented.

**Purchase  
Orders**

Checks as presented.

**Checks**

Training Agreements as presented.

**Training  
Agreements**

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

**2019-20 AUDIT REPORT**

In the absence of the Organization’s Auditor, Patricia Romo and Cindy Fox presented the 2019-20 audit report. There were no findings to report.

**2019-2020  
Audit Report**

On a motion from Trustee Perry, seconded by Trustee McNicholas, it carried by a roll call vote of 5-0-0 to acknowledge receipt of the 2019-20 Audit report.

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

**SECOND INTERIM REPORT**

Mrs. Fox, Accountant for College and Career Advantage, presented a summary review of the Second Interim Report and Mrs. Romo explained the importance of grant funding for career technical education.

**Second  
Interim Report**

On a motion from Trustee McNicholas, seconded by Trustee Perry, it carried by a roll call vote of 5-0-0 to certify the second interim report.

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

## **WASC UPDATE**

Mrs. Romo updated the Board on the WASC self-study process. Focus groups have been meeting monthly to examine criteria and indicators, searching for evidence and comparing and contrasting with the previous report. CCA plans on having the WASC report completed by the end of summer to submit to the WASC team. Meetings are held virtually and other stakeholders have been included in the WASC self-study process.

## **WASC Update**

## **ENROLLMENT DATA**

Mrs. Thomas presented enrollment numbers for fall 2020 and spring 2021 along with comparison data from 2019 and 2020. Trustees and staff discussed the career technical education classes offered at middle schools and the manner in which these classes are promoted at the middle school campuses. CCA staff has begun promoting the middle school classes at PTA meetings so that parents are aware of the career technical education classes offered at the middle school level.

## **Enrollment Data**

## **PROGRAM PLANNING**

Planning meetings are held yearly with Principals and Assistant Principals to discuss plans for the following school year. Labor market information, industry needs, site and student interest and whether a class is the next level in a pathway are taken into consideration at the program planning meetings. Information on additional courses for the upcoming year was shared with the Board.

## **Program Planning**

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

On a motion from Trustee Perry, seconded by Trustee Jones, it carried by a roll call vote of 4-0-1 to approve the California Career Technical Education Incentive Program MOU between Capistrano Unified School District and College and Career Advantage.

## **CTEIG MOU CUSD and CCA**

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

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

On a motion from Trustee Perry, seconded by Trustee Jones, it carried by a roll call vote of 4-0-1 to approve the California Career Technical Education Incentive Program MOU between Laguna Beach Unified School District and College and Career Advantage.

## **CTEIG MOU LBUSD and CCA**

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

## **BOARD MEETING DATES AND TIMES FOR THE REMAINDER OF 2021**

Trustees discussed meeting dates and times for the remainder of 2021. On a motion from Trustee Perry, seconded by Trustee Jones, it carried by roll call vote of 5-0-0 to approve the following dates and times for the remainder of 2021. Board meetings will be held on June 23rd, September 8th, December 9th and, if necessary, December 20th. Meetings will begin at 9:00 a.m.

## **Board Meeting Dates 2021**

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

## **REINSTATEMENT OF 2020-21 FURLOUGH DAYS**

Staff requested reinstatement of the 2020-21 furlough days approved at the June 29, 2020, Board meeting. Allocation of CTEIG funds enables the Organization to reinstate the previously approved furlough days. The freeze to wage and step increases will remain in place.

## **Reinstatement of Furlough Days**

On a motion from Trustee Jones, seconded by Trustee Perry, it carried by a roll call vote of 5-0-0 to reinstate the 2020-21 furlough days.

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

## **ONE-TIME STAFF STIPEND**

On a motion from Trustee McNicholas, seconded by Trustee Perry, it carried by a roll call vote of 5-0-0 to provide a one-time staff stipend to staff for the additional time required to develop online, hybrid programs and teaching strategies using CANVAS software.

## **Staff Stipend**

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

## **FIRST READING – BOARD POLICIES 4119.11, 4157, 4020, 4040**

On a motion from Trustee Jones, seconded by Trustee Perry, it carried by a roll call vote of 5-0-0 to approve all four policy revisions to reflect the correct organizational name and correct administrative title.

## **BP 4119.11** **BP 4157** **BP 4020** **BP 4040**

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

## **BOARD COMMENTS**

There were no Board comments.

## **Board Comments**

**ADJOURNMENT**

**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.

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

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**Vice President**

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**Secretary**