



COLLEGE AND CAREER ADVANTAGE San Juan Capistrano, CA 92675

GOVERNING BOARD MEETING

June 29, 2020

Closed Session 10:00 a.m.

Due to the nature of the COVID-19 pandemic and in accordance with Governor Newsom's Executive Order N-29-20, issued on March 17, 2020, the Board members will have the option to attend the meeting and take action on any item telephonically. The public may join the meeting via Zoom at:

*<https://us02web.zoom.us/j/89062989722?pwd=MVhwU1pCdIVlalhkVHEvTDVnMGdhZz09>
Meeting ID is 890-6298-9722 and Password is 3qNcjs*

Additional information for joining the meeting can be found on the last page of this agenda. There will be no physical meeting location open to the public. For this meeting, public input will not be facilitated in person. The District has provided the following option for the public to address the Board telephonically. Please submit your request to address the Board by clicking [here](#). Those who have registered to comment will receive an email prior to the meeting with information on how to join and comment telephonically. A speaker card will need to be submitted prior to the agenda item per Bylaws of the Board 9323, Meeting Conduct. Members of the public shall have an opportunity to address the Board regarding items on the agenda to be considered during Closed Session prior to the Board adjourning the meeting to Closed Session. Individual presentations are limited to a maximum of three (3) minutes; however, the time assigned for individual presentations could be fewer than three minutes depending upon the total number of speakers who wish to address a specific agenda topic. Detailed guidelines and information on what to do if you wish to address the Board of Trustees, is provided on the following page of this agenda. Per the Ralph M. Brown Act the heading 'Public Health Emergency' is the appropriate language at this time based on the Governor's Executive order allowing public Boards to conduct business under the current circumstances.

AGENDA

CLOSED SESSION AT 10:00 A.M.

- 1. CALL TO ORDER**
- 2. CLOSED SESSION COMMENTS**
- 3. CLOSED SESSION (as authorized by law)**
 - A. PUBLIC HEALTH EMERGENCY**
Presented by Patricia Romo
(Pursuant to Government Code § 54957)

OPEN SESSION AT 10:30 A.M.

CALL TO ORDER – ROLL CALL

| | Present | Absent |
|-------------------------------------|---------|--------|
| Trustee Vickers, President | _____ | _____ |
| Trustee Jones, Vice President/Clerk | _____ | _____ |
| Trustee Hanacek | _____ | _____ |
| Trustee McNicholas | _____ | _____ |
| Trustee Perry | _____ | _____ |

PUBLIC HEARING: 2020-21 PROPOSED BUDGET ADOPTION

The Board will conduct a public hearing on the 2020-21 Proposed Budget Adoption. The Board President will open the public hearing, determine if members of the public have submitted requests to speak on the item, and after hearing any speakers, formally close the public hearing. Supporting documentation is located on pages 108-172 of the Board packet.

Public Hearing declared open ____ a.m.

Public Hearing declared closed _____ a.m.

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA

Motion _____ Second _____

**ACTION/
ROLL CALL**

ROLL CALL:

| | |
|--------------------|-------|
| Trustee Hanacek | _____ |
| Trustee Jones | _____ |
| Trustee McNicholas | _____ |
| Trustee Perry | _____ |
| Trustee Vickers | _____ |

6. REPORT ON CLOSED SESSION ACTION

7. BOARD AND EXECUTIVE DIRECTOR COMMENTS

ORAL COMMUNICATIONS

Addressing the Board. The Governing Board encourages citizens to participate in the operation of the CCA and, in turn, desires to be responsive to the needs of the school community. Any person may address the Board concerning an item on the agenda. The Board President may exercise judgment as to the time allotted to each speaker or on each subject. Board policy states that presentations are generally limited to three minutes for each speaker and a maximum of twenty minutes to each subject.

For Items on the Agenda: If you wish to address the Board regarding an item on the Board agenda, please complete a speaker card and give the card to the Board Secretary prior to the meeting. Please indicate on the card the specific Board item you wish to address and the Board President will call upon you to speak when the agenda item is being discussed.

For Items Not on the Agenda: If you wish to address the Board regarding a matter which is not included on the meeting agenda but which is within Board jurisdiction, please complete a speaker card and give the card to the Board Secretary prior to the meeting. Please indicate on the card the specific subject you wish to address. The Board President will call upon you to speak at the appropriate time. The Board is prohibited from taking action at the meeting on any matter not included on the posted agenda.

The Governing Board encourages citizens to participate in public school matters, and there is a professional staff of administrators available to handle most matters of public concern. It is expected that matters ordinarily will be presented to the administrative staff prior to the Board's involvement. It is requested that individuals who speak during the public meeting will be courteous and avoid remarks which reflect adversely on the character or motives of any person, or his or her race, religion, political views or economic status.

Reasonable Accommodation. In order to help ensure participation in the meeting of disabled individuals, appropriate disability-related accommodations or modifications shall be provided by the Board, upon request, in accordance with the Americans with Disabilities Act (ADA). Persons with a disability who require a disability-related accommodation or modification, including auxiliary aids and services in order to participate in a Board meeting, shall contact the Superintendent or designee in writing by noon on the Monday before the scheduled meeting. Such notification shall provide CCA personnel time to make reasonable arrangements to assure accessibility to the meeting.

8. COMMENTS FROM THE PUBLIC

DISCUSSION

Non-agenda items. Individuals may be limited to 3 minutes. To submit comments, please click [here](#).

CONSENT CALENDAR

All matters listed under the consent calendar are considered to the Board to be routine and will be enacted by the Board in one motion in the form listed below. Usually no discussion will occur on these items; however, any member of the Board, audience or staff may request discussion of specific items on the consent calendar.

9. MINUTES

Approval of the minutes of the Board meeting on March 12, 2020, (supporting information).

Pages 1-6

10. PURCHASE ORDERS

Board to ratify/approve purchase orders as presented (supporting information).

Pages 7-10

11. CHECKS

Board to ratify/approve checks as presented (supporting information).

Pages 11-13

- 12. PERSONNEL ASSIGNMENT ORDER**
Board to ratify/approve personnel assignment order as presented (supporting information).

Page 14-
- 13. DONATION**
Board to ratify/approve donation of a 1995 Chrysler to the auto program at Capistrano Valley High School (no supporting information).
- 14. LAW OFFICES OF MARGARET A. CHIDESTER & ASSOCIATES**
Board to ratify/approve retainer agreement for legal representation for the 2020-21 school year between College and Career Advantage and the Law Offices of Margaret A. Chidester & Associates (supporting information).

Pages 15-34
- 15. STRONG WORKFORCE PROGRAM K-12 PATHWAY COORDINATOR POSITION - YEAR 1 AMENDMENT AND YEAR 2 SUB-AGREEMENT**
Board to ratify/approve contract documents for the Strong Workforce Program K-12 Pathway Coordinator Position - Year 1 First Amendment and Year 2 Sub-Agreement (supporting information).

Pages 35-95
- 16. CLINICAL TRAINING AFFILIATION AGREEMENT BETWEEN COLLEGE AND CAREER ADVANTAGE AND MISSION HOSPITAL**
Board to ratify/approve Clinical Training Affiliation Agreement between CCA and Mission Hospital (supporting information).

Pages 96-102
- 17. CAREER TECHNICAL EDUCATION JOINT POWERS AUTHORITY COALITION LETTER OF AGREEMENT TO PARTICIPATE**
Board to review and consider approval of the Career Technical Education Joint Powers Authority Coalition Letter of Agreement to Participate effective July 1, 2020 through June 30, 2021 (supporting information).

Pages 103-104
- 18. COVID-19 OPERATIONS WRITTEN REPORT**
Board to review and consider approval of the COVID-19 Operations Written Report (supporting information).

Pages 105-107

Motion _____ Second _____

**ACTION/
ROLL CALL**

ROLL CALL: Trustee Hanacek _____
 Trustee Jones _____
 Trustee McNicholas _____
 Trustee Perry _____
 Trustee Vickers _____

NOTE: BY USING A ROLL CALL VOTE FOR THE CONSENT CALENDAR, IT WILL MEET THE NEED FOR ACTION ITEMS WHICH REQUIRE A SIMPLE MOTION OR A ROLL CALL VOTE.

DISCUSSION/ACTION ITEMS

19. 2020-21 PROPOSED FINAL BUDGET Pages 108-172

Board to consider approval of 2020-21 proposed final budget as presented (supporting information).

Contact: *Cindy Fox, Accountant*

Motion _____ Second _____

**ACTION/
ROLL CALL**

ROLL CALL: Trustee Hanacek _____
Trustee Jones _____
Trustee McNicholas _____
Trustee Perry _____
Trustee Vickers _____

20. WAGE AND STEP FREEZE FOR 2020-21 Page 173

Board to consider approval of freezing wage and step increases for the 2020-21 school year (supporting information).

Contact: *Patricia Romo, Executive Director*

Motion _____ Second _____

**ACTION/
ROLL CALL**

ROLL CALL: Trustee Hanacek _____
Trustee Jones _____
Trustee McNicholas _____
Trustee Perry _____
Trustee Vickers _____

21. IMPLEMENTATION OF FURLOUGH DAYS Pages 174-175

Board to consider approval of implementing furlough days for the 2020-21 school year (supporting information).

Contact: *Patricia Romo, Executive Director*

Motion _____ Second _____

**ACTION/
ROLL CALL**

ROLL CALL: Trustee Hanacek _____
Trustee Jones _____
Trustee McNicholas _____
Trustee Perry _____
Trustee Vickers _____

22. RESOLUTION #07-19/20 - REDUCTION OR ELIMINATION OF PARTICULAR KINDS OF SERVICES PERFORMED BY CERTIFICATED EMPLOYEES

Pages 176-178
Exhibit B

Board to review and consider adoption of Resolution #07-19/20, Reduction or Elimination of Particular Kinds of Services Performed by Certificated Employees (supporting information).

Contact: Patricia Romo, Executive Director

Motion _____ Second _____

ACTION/
ROLL CALL

ROLL CALL: Trustee Hanacek _____
Trustee Jones _____
Trustee McNicholas _____
Trustee Perry _____
Trustee Vickers _____

23. RESOLUTION #08-19/20 - YEAR-END INTERNAL TRANSFERS

Pages 179-180

Board to consider adoption of Resolution #08-19/20 for routine internal transfers in order to balance expenditure classifications and permit the payment of obligations of the budget for fiscal year 2019-20 (supporting information).

Contact: Patricia Romo, Executive Director

Motion _____ Second _____

ACTION/
ROLL CALL

ROLL CALL: Trustee Hanacek _____
Trustee Jones _____
Trustee McNicholas _____
Trustee Perry _____
Trustee Vickers _____

24. RATIFY/APPROVE JOB DESCRIPTIONS AND SALARY RANGE FOR CLASSIFIED AND CERTIFICATED MANAGEMENT

Pages 181-187

Board to review and consider approval of job descriptions and new salary schedule for the position of K-12 Pathway Coordinator, and new job description for Administrator, Instructional Programs. The new positions and salaries to be effective April 24, 2020 (supporting information).

Contact: Patricia Romo, Executive Director

Motion _____ Second _____

ACTION/
ROLL CALL

ROLL CALL: Trustee Hanacek _____
Trustee Jones _____
Trustee McNicholas _____
Trustee Perry _____
Trustee Vickers _____

25. **RESOLUTION #09-19/20 - SALARY SCHEDULES FOR 2020-21**
Board to consider adoption of Resolution #09-19/20, Salary Schedules and Salary Ranges for certificated and classified employees for 2020-21 (supporting information).
Contact: Patricia Romo, Executive Director

Pages 188-198
Exhibits C-K

Motion _____ Second _____

ACTION/ROLL CALL

ROLL CALL: Trustee Hanacek _____
Trustee Jones _____
Trustee McNicholas _____
Trustee Perry _____
Trustee Vickers _____

26. **RESOLUTION #10-19/20 – AUTHORIZATION OF SIGNATURES FOR FARMERS & MERCHANTS BANK**
Board to review and consider adoption of Resolution #10-19/20, Authorization of Signatures for Farmers & Merchants Bank (supporting information).
Contact: Patricia Romo, Executive Director

Pages 199-200

Motion _____ Second _____

ACTION/ROLL CALL

ROLL CALL: Trustee Hanacek _____
Trustee Jones _____
Trustee McNicholas _____
Trustee Perry _____
Trustee Vickers _____

27. **RESOLUTION #11-19/20 – DENOUNCE ALL ACTS OF RACISM, INTOLERANCE, AND UNLAWFUL DISCRIMINATION**
Board to review and consider adoption of Resolution #11-19/20, Denounce all Acts of Racism, Intolerance, and Unlawful Discrimination (supporting information).
Contact: Patricia Romo, Executive Director

Pages 201-202

Motion _____ Second _____

ACTION/ROLL CALL

ROLL CALL: Trustee Hanacek _____
Trustee Jones _____
Trustee McNicholas _____
Trustee Perry _____
Trustee Vickers _____

28. DONATION OF COLLEGE AND CAREER ADVANTAGE BUILDINGS TO CAPISTRANO UNIFIED SCHOOL DISTRICT

Pages 203-227

Board to review and consider approval for College and Career Advantage to donate buildings located on the CCA Career Campus, 31522 El Camino Real in San Juan Capistrano, and two portable classrooms located on the San Clemente High School campus to Capistrano Unified School District.

Contact: Patricia Romo, Executive Director

Motion _____ Second _____

**ACTION/
ROLL CALL**

ROLL CALL: Trustee Hanacek _____
Trustee Jones _____
Trustee McNicholas _____
Trustee Perry _____
Trustee Vickers _____

29. CCA CALENDAR FOR 2020-21 SCHOOL YEAR

Pages 278-279

Board to review and consider approval of the 2020-21 calendar (supporting information).

Contact: Patricia Romo, Executive Director

Motion _____ Second _____

**ACTION/
ROLL CALL**

ROLL CALL: Trustee Hanacek _____
Trustee Jones _____
Trustee McNicholas _____
Trustee Perry _____
Trustee Vickers _____

30. BOARD APPROVAL TO GRANT ADDITIONAL SICK TIME PER EDUCATION CODE 45207, SECTION 4

Pages 230-231

Board to review Education Code 45207, Section 4, and consider approval of granting additional sick time to staff (supporting information).

Contact: Patricia Romo, Executive Director

Motion _____ Second _____

**ACTION/
ROLL CALL**

ROLL CALL: Trustee Hanacek _____
Trustee Jones _____
Trustee McNicholas _____
Trustee Perry _____
Trustee Vickers _____

31. ADJOURNMENT

Motion _____ Second _____

**ACTION/
ROLL CALL**

ROLL CALL: Trustee Hanacek _____
Trustee Jones _____
Trustee McNicholas _____
Trustee Perry _____
Trustee Vickers _____



The Public may join the June 29, 2020 College and Career Advantage Board meeting via Zoom. Information for joining the meeting is below:

Join Zoom Meeting:

<https://us02web.zoom.us/j/89062989722?pwd=MVhwU1pCdjVlalhKVHEvTDVnMGdhZz09>

Meeting ID: 890 6298 9722

Password: 3qNcjs

One tap mobile

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+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 890 6298 9722

Password: 472211

Find your local number: <https://us02web.zoom.us/j/89062989722?pwd=MVhwU1pCdjVlalhKVHEvTDVnMGdhZz09>