

COLLEGE AND CAREER ADVANTAGE

San Juan Capistrano, CA 92675

GOVERNING BOARD MEETING

September 14, 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. Information for joining the Board meeting via Zoom can be found on the College and Career Advantage home page at www.ccadvantage.org

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 left 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.

RECORDING OF SCHOOL BOARD MEETINGS

In accordance with Board Policy 9324 Board Minutes, all regular School Board Meetings will be audio recorded.

AGENDA

CLOSED SESSION AT 10:00 A.M.

1. CALL TO ORDER

	Present	Absent	ROLL CALL
Trustee Vickers, President	_____	_____	
Trustee Jones, Vice President/Clerk	_____	_____	
Trustee Hanacek	_____	_____	
Trustee McNicholas	_____	_____	
Trustee Perry	_____	_____	

2. CLOSED SESSION COMMENTS (click here)

3. CLOSED SESSION

A. PUBLIC HEALTH EMERGENCY

Presented by Patricia Romo
(Pursuant to Government Code § 54957)

Motion _____ Second _____

ACTION/ROLL CALL

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

OPEN SESSION FOLLOWING CLOSED SESSION

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA

Motion _____ Second _____

ACTION/ROLL CALL

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

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 judgement 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 Executive Director 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.

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

Pages 1-5

Approval of the minutes of the Board meeting on June 29, 2020, (supporting information).

10. MINUTES

Pages 6-8

Approval of the minutes of the Special Board meeting on July 29, 2020, (supporting information).

11. PURCHASE ORDERS

Pages 9-10

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

12. CHECKS

Pages 11-12

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

13. PERSONNEL ASSIGNMENT ORDER

Pages 13-14

Board to ratify/approve personnel assignment order as presented (supporting information).

14. BUSINESS-PLUS SUPPORT AND SOFTWARE SUPPORT SERVICE AGREEMENT #42929, AMENDMENT #4

Pages 15-16

Board to approve Amendment #4 to the Business Plus Support and Software Support Service Agreement authorizing the renewal of the

Agreement for fiscal year 2020-21 with a cost to the organization of \$25,000 (supporting information).

15. HUMAN RESOURCES APPLICATION SOFTWARE SUPPORT SERVICE AGREEMENT #46314, AMENDMENT #2

Pages 17-18

Board to approve Amendment #2 to the Human Resources Application Software Support Service Agreement authorizing the renewal of the Agreement for fiscal year 2020-21 with a cost to the organization of \$10,000 (supporting information).).

16. MEMORANDUM OF UNDERSTANDING (MOU) WITH ORANGE COUNTY DEPARTMENT OF EDUCATION

Pages 19-25

Board to ratify/approve MOU for credentialing services with Orange County Department of Education effective July 1, 2020 through June 30, 2021. There is no cost to the organization (supporting information).

Motion _____ Second _____

**ACTION/
ROLL CALL**

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

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

17. REOPENING OF COLLEGE AND CAREER TRAINING CENTER FOR THE ADULT PROGRAM

**Pages 26-40
ACTION/ROLL
CALL**

Board to approve reopening the College and Career Training Center for the Adult Program (supporting information).

Contact: Patricia Romo, Executive Director

Motion _____ Second _____

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

18. UNAUDITED ACTUALS

Board to review and consider approval for certification of the 2019-2020 unaudited actuals (supporting information).

Contact: Cindy Fox, Accountant

Motion_____ Second_____

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

Pages 41-79
ACTION/ROLL
CALL

19. BUDGET ADJUSTMENTS AND TRANSFERS AFTER SECOND INTERIM

Board to review Budget Adjustments and Transfers after second interim for fiscal year 2019-2020 (supporting information).

Contact: Cindy Fox, Accountant

Page 80
DISCUSSION

20. ACTUARIAL STUDY OF RETIREE HEALTH LIABILITIES

Board to review and acknowledge receipt of Actuarial Study of Retiree Health Liabilities prepared by Total Compensation Systems, Inc. (under separate cover).

Contact: Cindy Fox, Accountant

Motion_____ Second_____

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

Page 81
ACTION/ROLL
CALL

21. CTE's ROLE IN THE FUTURE OF WORK

A PowerPoint presentation on CTE's Role in the Future of Work will be presented to the Board for review and discussion (supporting information)

Contact: Patricia Romo, Executive Director

Page 82
DISCUSSION

22. CONFLICT OF INTEREST CODE BIENNIAL REVIEW

Board to review and consider approval of the Conflict of Interest Code (supporting information).

Contact: Kathy Struiksma, Executive Assistant

Motion_____ Second_____

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

Pages 83-85
Exhibits A & B
ACTION/ROLL
CALL

23. FIRST READING – BOARD POLICY 4154, 4254, 4354, HEALTH AND WELFARE BENEFITS

Board to review and discuss revisions to Board Policy 4154, 4254, 4354, Health and Welfare Benefits. Should the Board determine the revisions are acceptable; the Board will have the option to approve Board Policy 4152. 4253, 4354, Health and Welfare Benefits, after first reading. (supporting information).

Contact: Patricia Romo, Executive Director

Motion_____ Second_____

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

Pages 86-90
ACTION/VOTE
option of
ACTION/ROLL
CALL

24. FIRST READING – BOARD POLICY 4260, 4360 - VACATIONS

Board to review and discuss Board Policy 4260, 4360 – Vacations. Should the Board determine the Board Policy is acceptable; the Board will have the option to approve Board Policy 4260, 4360 - Vacations, after first reading. (supporting information).

Contact: Patricia Romo, Executive Director

Motion_____ Second_____

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

Pages 91-93
ACTION VOTE
option of
ACTION/ROLL
CALL

25. ORGANIZATIONAL GOALS 2019-20

Board to receive the year-end assessment of the 2019-20 Organizational Goals (supporting documentation).

Contact: Patricia Romo, Executive Director

Pages 94-95
DISCUSSION

26. ORGANIZATIONAL GOALS 2020-21

Board to review and discuss the proposed 2020-21 Organizational Goals

Contact: Patricia Romo, Executive Director

Pages 96-97
DISCUSSION

27. SALARY SCHEDULE – CLASSIFIED MANAGEMENT FOR COLLEGE AND CAREER GUIDANCE COORDINATOR

Board to ratify/approve new salary schedule for the Classified Management position of College and Career Guidance Coordinator. (supporting information)

Contact: Patricia Romo, Executive Director

Page 98
ACTION/ROLL
CALL

Motion_____ Second_____

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

28. ENROLLMENT DATA – FALL 2020

Board to receive enrollment data for middle schools and high schools for Fall 2020.

Contact: Kim Thomas, Administrator, Instructional Programs

Page 99
DISCUSSION

29. COURSE INVENTORY

Board to approve additional course offerings as of Fall 2020 (supporting information)

Contact: Kim Thomas, Administrator, Instructional Programs

Pages 100-103
ACTION/ROLL
CALL

Motion _____ Second _____

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

30. ADJOURNMENT _____ a.m.

ACTION/ROLL
CALL

Motion _____ Second _____

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

COLLEGE AND CAREER ADVANTAGE

BOARD MEETING: June 29, 2020 MINUTES

President Vickers called the meeting to order at 10:00 a.m.

Call to Order

In accordance with Board Policy 9324 Board meetings, all regular school Board meetings, will be audio recorded.

Audio Recording

There were no Closed Session Comments.

**Closed Session
Comments**

The Board recessed to Closed Session to discuss Public Health Emergency.

Closed Session

The regular meeting of the Board of Trustees reconvened to Open Session and was called to order by President Vickers at 10:50 a.m.

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

PUBLIC HEARING FOR 2020-21 PROPOSED FINAL BUDGET

Trustee Vickers declared the Public Hearing open at 10:50 a.m. As there were no comments or input, the Public Hearing was declared closed at 10:51 a.m.

Public Hearing

Trustee Vickers led the Pledge of Allegiance.

APPROVAL OF AGENDA

On a motion from Trustee Perry, seconded by Trustee Jones, it carried by a roll call vote of 5-0 to approve the agenda.

**Approval of
Agenda**

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

REPORT ON CLOSED SESSION ACTION

No reportable action.

**Closed
Session**

CONSENT CALENDAR

**Agenda Item 9
September 14, 2020**

BOARD AND EXECUTIVE DIRECTOR COMMENTS

COMMENTS FROM THE PUBLIC

There were no comments from the public.

**Public
Comments**

CONSENT CALENDAR

On a motion from Trustee McNicholas, seconded by Trustee Perry, 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 12, 2020, as presented.

Minutes

Purchase Orders as presented.

Purchase Orders

Checks as presented.

Checks

Personnel Assignment Order as presented.

**Personnel
Assignment
Order**

Donation as presented.

Donation

Retainer Agreement for legal services with Margaret A. Chidester & Associates as presented.

**Retainer
Agreement**

Contract documents for the Strong Workforce Program K12 Pathway Coordinator Position as presented.

**Contract
Documents**

Clinical Training Affiliation Agreement between College and Career Advantage and Mission Hospital as presented.

**Clinical Training
Agreement**

Career Technical Education Coalition Agreement to Participate as presented.

**CTE Coalition
Agreement**

COVID-19 Operations Written Report, as presented.

**COVID-19
Report**

ROLL CALL: AYES: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
NOES: None

2020-21 PROPOSED FINAL BUDGET

Mrs. Fox, Accountant, presented a summary review of the 2020-21 proposed final budget.

2020-21 Budget

On a motion from Trustee Jones, seconded by Trustee Hanacek, it carried by a roll call vote of 5-0 to approve the 2020-21 proposed final budget.

ROLL CALL: AYES: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
NOES: None

WAGE AND STEP FREEZE FOR 2020-21

Due to reductions in revenue and to meet a balanced budget, CCA is requesting approval of a wage and step freeze for 2020-21.

**Wage and Step
Freeze for 2020-
21**

On a motion from Trustee Jones, seconded by Trustee McNicholas, it carried by a roll call vote of 5-0 to approve a wage and step freeze for 2020-21.

ROLL CALL: AYES: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
NOES: None

IMPLEMENTATION OF FURLOUGH DAYS

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

**Furlough Days
for 2020-21**

ROLL CALL: AYES: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
NOES: None

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

On a motion from Trustee Jones, seconded by Trustee McNicholas, it carried by a roll call vote of 5-0 to approve Resolution #07-19/20 – Reduction or Elimination of Particular Kinds of Services Performed by Certificated Employees.

**Resolution #07-
19/20**

ROLL CALL: AYES: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
NOES: None

YEAR-END INTERNAL TRANSFERS

On a motion from Trustee Hanacek, seconded by Trustee Perry, it carried by a roll call vote of 5-0 to approve Resolution #08-19/20, Year-End Internal Transfers

**Resolution #08-
19/20**

ROLL CALL: AYES: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
NOES: None

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

On a motion from Trustee Jones, seconded by Trustee McNicholas, it carried by a roll call vote of 5-0 to approve/ratify job descriptions and salary range for classified and certificated management.

**Job Description
and Salary Range**

ROLL CALL: AYES: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
NOES: None

SALARY SCHEDULES FOR 2020-21

On a motion from Trustee Jones, seconded by Trustee Perry, it carried by a roll call vote of 5-0 to approve Resolution #09-19/20, Salary Schedules for 2020-21 which are the same salary schedules as 2019-20.

**Resolution #09-
19/20**

ROLL CALL: AYES: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
NOES: None

AUTHORIZATION OF SIGNATURES FOR FARMERS & MERCHANTS BANK

On a motion from Trustee McNicholas, seconded by Trustee Jones, it carried by a roll call vote of 5-0 to approve Resolution #10-19/20, Authorization of Signatures for Farmers & Merchants Bank.

**Resolution #10-
19/20**

ROLL CALL: AYES: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
NOES: None

DENOUNCE ALL ACTS OF RACISM, INTOLERANCE AND UNLAWFUL DISCRIMINATION

Following discussion and support for this Resolution, staff requested the fourth paragraph of the Resolution be amended to include the word "acceptance."

**Resolution #11-
19/20**

On a motion from Trustee Hanacek, seconded by Trustee Jones, it carried by a roll call vote of 5-0 to approve Resolution #11-19/20, Denounce all Acts of Racism, Intolerance and Unlawful Discrimination as amended.

ROLL CALL: AYES: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
NOES: None

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

On a motion from Trustee Hanacek, seconded by Trustee McNicholas, it carried by a roll call vote of 5-0 to table this item pending additional information.

**Donation of
Buildings**

ROLL CALL: AYES: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
NOES: None

CCA CALENDAR FOR THE 2020-21 SCHOOL YEAR

On a motion from Trustee Hanacek, seconded by Trustee McNicholas, it carried by a roll call vote of 5-0 to approve the CCA Calendar for the 2020-21 school year.

CCA Calendar

ROLL CALL: AYES: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
NOES: None

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

On a motion from Trustee Perry, seconded by Trustee McNicholas, it carried by a roll call vote of 5-0 to grant additional sick time per Education Code 45207, Section 4.

Sick Time

ROLL CALL: AYES: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
NOES: None

ADJOURNMENT

On a motion from Trustee McNicholas, seconded by Trustee Perry, it carried by a roll call vote of 5-0 to adjourn the meeting at 11:47 a.m.

Adjournment

ROLL CALL: AYES: Trustees Hanacek, Jones, McNicholas, Perry, Vickers
NOES: None

Vice President

Secretary

COLLEGE AND CAREER ADVANTAGE

SPECIAL BOARD MEETING: July 29, 2020 MINUTES

President Vickers called the meeting to order at 10:07 a.m.

Call to Order

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

There were no Closed Session Comments.

**Closed Session
Comments**

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

Closed Session

The regular meeting of the Board of Trustees reconvened to Open Session and was called to order by President Vickers at 10:45 a.m.

Trustee Vickers led the Pledge of Allegiance.

APPROVAL OF AGENDA

On a motion from Trustee Perry, seconded by Trustee McNicholas, it carried by a roll call vote of 5-0 to approve the agenda.

**Approval of
Agenda**

ROLL CALL: AYES: Trustees Vickers, Jones, Hanacek, McNicholas, Perry
NOES: None

REPORT ON CLOSED SESSION ACTION

On agenda item 3A Trustees gave staff direction.

**Closed
Session**

On agenda item 3B Trustees voted 5-0 to appoint Anthony Russomanno as College and Career Guidance Coordinator.

BOARD AND EXECUTIVE DIRECTOR COMMENTS

Trustees expressed their appreciation and gratitude to staff for their hard work and dedication implementing on-line learning and providing students with an exceptional learning experience.

**Board and
Executive
Director
Comments**

COMMENTS FROM THE PUBLIC

There were no comments from the public.

Public Comments

K-12 STRONG WORKFORCE PROGRAM GRANT SUB-AGREEMENT BETWEEN RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT AND COLLEGE AND CAREER ADVANTAGE

K-12 SWP Sub- Agreement

Staff corrected the period of performance for the Agreement as noted on the agenda. The period of performance shall be from March 1, 2020, through December 31, 2021.

On a motion from Trustee McNicholas, seconded by Trustee Perry, it carried by a roll call vote of 5-0 to approve the K12 Strong Workforce Program Grant Sub-Agreement between Rancho Santiago Community College District and College and Career Advantage.

ROLL CALL: AYES: Trustees Vickers, Jones, Hanacek, McNicholas, Perry
NOES: None

APPROVE JOB DESCRIPTION FOR COLLEGE AND CAREER GUIDANCE COORDINATOR

Job Description

On a motion from Trustee Jones, seconded by Trustee McNicholas, it carried by a roll call vote of 5-0 to approve the job description for College and Career Guidance Coordinator

ROLL CALL: AYES: Trustees Vickers, Jones, Hanacek, McNicholas, Perry
NOES: None

MEMORANDUM OF UNDERSTANDING BETWEEN CAPISTRANO UNIFIED SCHOOL DISTRICT AND COLLEGE AND CAREER ADVANTAGE FOR THE POSITION OF COLLEGE AND CAREER GUIDANCE COORDINATOR

MOU

On a motion from Trustee McNicholas, seconded by Trustee Perry, it carried by a roll call vote of 5-0 to approve the Memorandum of Understanding between Capistrano Unified School District and College and Career Advantage for the position of College and Career Guidance Coordinator.

ROLL CALL: AYES: Trustees Vickers, Jones, Hanacek, McNicholas, Perry
NOES: None

USE OF COLLEGE AND CAREER ADVANTAGE BUILDINGS BY CAPISTRANO UNIFIED SCHOOL DISTRICT

Use of CCA Buildings

Trustee discussed the options presented in the legal opinion from the law

office of Margaret A. Chidester. Staff will present Trustees with an agreement for use of CCA buildings at the next regularly scheduled Board meeting.

REOPENING SCHOOL IN FALL 2020

Staff presented Trustees with a reopening plan for school in Fall 2020. Classes will begin remotely with the ability to switch to a hybrid schedule or in-classroom instruction upon approval.

Reopening School

Mrs. Romo invited Trustees to the back-to-school Zoom staff meeting held on August 10, 2020, beginning at 9:00 a.m.

ADJOURNMENT

On a motion from Trustee Jones, seconded by Trustee McNicholas, it carried by a roll call vote of 5-0 to adjourn the meeting at 11:13 a.m.

Adjournment

ROLL CALL: AYES: Trustees Vickers, Jones, Hanacek, McNicholas, Perry
NOES: None

Vice President

Secretary

COLLEGE & CAREER ADV

PURCHASE ORDER DETAIL REPORT BY FUND

BOARD OF TRUSTEES MEETING 09/14/2020

FROM 06/22/2020 TO 09/03/2020

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
N97R0581	PROJECT LEAD THE WAY INC.	3,000.00	3,000.00	0120800305 5300	CTEIG-CVHS / DUES & MEMBERSHIPS
N97R0583	AMERICAN EXPRESS	267.44	267.44	0155655625 4330	Facility Repairs-Maintenance / Supplies-Bldg Maintenance
N97R0584	LAW OFFICES OF MARGARET A. CH	62.00	62.00	0110110215 5810	Administration-General / Professional Services
N97R0585	AMERICAN EXPRESS	21.95	21.95	0110110215 5900	Administration-General / COMMUNICATIONS
N97R0586	MOORE, ANNE	124.98	124.98	0111610515 4320	Student Services Manager / Office Supplies
N97R0587	AMERICAN EXPRESS	350.00	350.00	0120810005 5220	CTEIG-INSTRUCTION / Conferences
N97R0588	STERICYCLE INC	1,516.00	1,516.00	0120800105 5500	CTEIG-CCC / OPERATIONS & HOUSEKEEPING
N97R0593	HENRY SCHEIN INC.	707.46	707.46	0120800105 5810	CTEIG-CCC / Professional Services
N97R0001	AMERICAN EXPRESS	34.80	34.80	0138700A05 5900	CTEIG-Admin / COMMUNICATIONS
N97R0002	NORTHERN ORANGE COUNTY LIABILI	54,101.00	54,101.00	0155509915 5420	Insurance-Liability/Property / LIABILITY INSURANCE
N97R0003	STAPLES	116.23	116.23	0138700A05 4320	CTEIG-Admin / Office Supplies
N97R0004	METROPOLITAN EDUCATION DISTRIC	4,500.00	4,500.00	0138700A05 5300	CTEIG-Admin / DUES & MEMBERSHIPS
N97R0005	SOUTHWEST SCHOOL & OFFICE SUPP	134.28	134.28	0138700A05 4320	CTEIG-Admin / Office Supplies
N97R0006	CAROC	1,000.00	1,000.00	0138710005 5300	CTEIG-Instruction / DUES & MEMBERSHIPS
N97R0007	AMAZON.COM	2,962.53	2,962.53	0138710005 4310	CTEIG-Instruction / Instructional Supplies
N97R0008	INSTRUCTURE INC.	5,000.00	5,000.00	0138710005 5300	CTEIG-Instruction / DUES & MEMBERSHIPS
N97R0009	STAPLES	246.51	246.51	0138710005 4310	CTEIG-Instruction / Instructional Supplies
N97R0010	MCGRAW-HILL COMPANIES, THE	744.77	744.77	0138701405 5300	CTEIG-SJHHS / DUES & MEMBERSHIPS
N97R0011	STAPLES	123.90	123.90	0111610515 4320	Student Services Manager / Office Supplies
N97R0012	ACCREDITING COMMISSION FOR SCH	1,070.00	1,070.00	0138710005 5300	CTEIG-Instruction / DUES & MEMBERSHIPS
N97R0013	AMERICAN EXPRESS	117.42	117.42	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
N97R0014	AMERICAN EXPRESS	70.50	70.50	0138710005 4300	CTEIG-Instruction / MATERIALS & SUPPLIES
N97R0015	AMAZON.COM	560.84	560.84	0138710005 4310	CTEIG-Instruction / Instructional Supplies
N97R0016	AMAZON.COM	3,739.35	3,739.35	0138710005 4310	CTEIG-Instruction / Instructional Supplies
N97R0017	S/P2	299.00	299.00	0138700505 5300	CTEIG-SCHS / DUES & MEMBERSHIPS
N97R0018	REID, MARK	805.00	805.00	0138710005 5810	CTEIG-Instruction / Professional Services
N97R0020	LAW OFFICES OF MARGARET A. CH	124.00	124.00	0199999015 9510	Restricted-ROP Apportionment / ACCOUNTS PAYABLE
N97R0021	PROJECT LEAD THE WAY INC.	2,530.00	2,530.00	0110038815 5220	Inst Strong Wkfrce Grant / Conferences
N97R0022	IMAGE MATTERS INC.	2,974.98	2,974.98	0155655625 5600	Facility Repairs-Maintenance / RENTALS,LEASES & REP
N97R0023	PROJECT LEAD THE WAY INC.	3,200.00	3,200.00	0110038815 5300	Inst Strong Wkfrce Grant / DUES & MEMBERSHIPS
N97R0024	AMAZON.COM	420.19	420.19	0155655625 4300	Facility Repairs-Maintenance / MATERIALS & SUPPLIES
N97R0025	HOME DEPOT CREDIT SERVICES	156.07	156.07	0155655625 4300	Facility Repairs-Maintenance / MATERIALS & SUPPLIES

Page No.: 1

Current Date: 09/04/2020
Current Time: 09:56:01

User ID: CAFOX
Report ID: PO010_Fund
<v. 030305>

COLLEGE & CAREER ADV

PURCHASE ORDER DETAIL REPORT BY FUND BOARD OF TRUSTEES MEETING 09/14/2020

FROM 06/22/2020 TO 09/03/2020

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
P97R0026	AMERICAN EXPRESS	9.20	9.20	0110110215 5900	Administration/General / COMMUNICATIONS
P97R0027	CHARLES C THOMAS PUBLISHER LTD	2,843.05	2,843.05	0138701405 4100	CTEIG-SJHHS / TEXTBOOKS
P97R0028	MERCER CONSUMER	4,250.00	4,250.00	0110010015 5400	Instruction / INSURANCE
P97R0029	AMAZON.COM	73.78	73.78	01125901 4100	Surgical Technician-Adult / TEXTBOOKS
P97R0030	STAPLES	238.77	238.77	0138700A05 4320	CTEIG-Admin / Office Supplies
P97X0001	NORTHERN ORANGE COUNTY WORKERS	36,157.00	27,117.75	0110010015 3601	Instruction / WORKERS'COMP-CERTIFICATED
P97X0002	CLUTTEY, TANIA		9,039.25	0140040015 3602	Support Staff / WORKERS'COMP-CLASSIFIED
P97X0003	AMERICAN EXPRESS	3,000.00	3,000.00	0110110215 5810	Administration/General / Professional Services
P97X0005	CAPISTRANO UNIFIED SCHOOL DIST	28.00	28.00	0110110215 5810	Administration/General / Professional Services
P97X0006	AMERICAN EXPRESS	2,000.00	2,000.00	0110110215 5870	Administration/General / Outside Printing
		500.00	500.00	0155655625 4300	Facility Repairs-Maintenance / MATERIALS & SUPPLIES
	Fund 01 Total:	140,181.00	140,181.00		

User ID: CAFOX
Report ID: PO010_Fund

<v. 030305>

Page No.: 2

Current Date: 09/04/2020
Current Time: 09:56:01

COLLEGE & CAREER ADV
Consolidated Check Register
from 6/22/2020 to 9/3/2020

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
97 00015245	V9701818	COLLEGE AND CAREER ADVANTAGE	1521	OH	07/02/2020		MW	IS	1,038.07
97 00015246	V9700066	HOME DEPOT CREDIT SERVICES	4602303	OH	07/02/2020		MW	IS	32.66
97 00015247	V9701950	LAW OFFICES OF MARGARET A. CH	9283	OH	07/02/2020		MW	IS	62.00
97 00015248	V9700182	STERICYCLE INC	3005154257	OH	07/02/2020		MW	IS	1,516.00
97 00015249	V9701672	AMERICAN EXPRESS	92165 JUNE20	OH	07/10/2020		MW	IS	1,297.74
97 00015250	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	68N11955	OH	07/10/2020		MW	IS	1,565.29
97 00015251	V9701984	PROJECT LEAD THE WAY INC.	222234	OH	07/10/2020		MW	IS	3,000.00
97 00015252	V9701684	CSEBA	EAP2020	OH	07/13/2020		MW	IS	1,629.16
97 00015253	V9701846	METLIFE SMALL MARKET	LIFE2020	OH	07/13/2020		MW	IS	194.30
97 00015254	V9701526	DELTA DENTAL OF CALIFORNIA	BE003978268	OH	07/22/2020		MW	IS	84.53
97 00015255	V9701739	CLUTTEY, TANIA	WEBSITE JUL20	OH	07/28/2020		MW	IS	250.00
97 00015256	V9700109	Gutierrez, Alfonso	MILEAGE JUN20	OH	07/29/2020		MW	IS	72.68
97 00015257	V9700948	HENRY SCHEIN INC.	78253510	OH	07/29/2020		MW	IS	707.46
97 00015258	V9701102	NORTHERN ORANGE COUNTY WORKERS	244949	OH	07/29/2020		MW	IS	12,297.00
97 00015259	V9700671	NORTHERN ORANGE COUNTY LIABILI	244631	OH	07/29/2020		MW	IS	54,101.00
97 00015260	V9700005	ACCREDITING COMMISSION FOR SCH	1301982	OH	08/12/2020		MW	IS	1,070.00
97 00015261	V9700170	CAROC	CAROC 2021	OH	08/12/2020		MW	IS	1,000.00
97 00015262	V9701739	CLUTTEY, TANIA	WEBSITE AUG20	OH	08/12/2020		MW	IS	250.00
97 00015263	V9701526	DELTA DENTAL OF CALIFORNIA	BE004041580	OH	08/12/2020		MW	IS	84.53
97 00015264	V9701985	INSTRUCTURE INC.	INV355182	OH	08/12/2020		MW	IS	5,000.00
97 00015265	V9701950	LAW OFFICES OF MARGARET A. CH	9316	OH	08/12/2020		MW	IS	124.00
97 00015266	V9701845	METROPOLITAN EDUCATION DISTRIC	CTE JPAC 2021	OH	08/12/2020		MW	IS	4,500.00
97 00015267	V9700471	REID, MARK	CTE200803	OH	08/12/2020		MW	IS	805.00
97 00015268	V9701957	S/P2	X1742971	OH	08/12/2020		MW	IS	299.00
97 00015269	V9701672	AMERICAN EXPRESS	92168 AUG20	OH	08/14/2020		MW	IS	2,999.09
97 00015270	V9701684	CSEBA	EAP AUG20	OH	08/17/2020		MW	IS	1,629.16
97 00015271	V9701846	METLIFE SMALL MARKET	LIFE AUG20	OH	08/17/2020		MW	IS	194.30
97 00015272	V9700002	CAPISTRANO UNIFIED SCHOOL DIST	68P0067	OH	08/26/2020		MW	IS	717,667.90
97 00015273	V9700003	Laguna Beach Unified School Di	76200715	OH	08/26/2020		MW	IS	139,721.55
97 00015274	V9701656	MERCER CONSUMER	AHV 101743009	OH	08/26/2020		MW	IS	4,250.00
97 00015275	V9701984	PROJECT LEAD THE WAY INC.	250935	OH	08/26/2020		MW	IS	5,730.00
97 00015276	V9701253	SOUTHWEST SCHOOL & OFFICE SUPP	PINV0726040	OH	08/26/2020		MW	IS	134.28
97 00015277	V9700162	STAPLES	2597588121	OH	08/26/2020		MW	IS	486.64
97 00015278	V9701662	TOTAL COMPENSATION SYSTEMS INC	8371	OH	08/26/2020		MW	IS	2,025.00

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
							Issued:		965,818.34
							97 Bank Total:		965,818.34
							Grand Total:		965,818.34

Current Date: 09/04/2020
Current Time: 09:52:37



PERSONNEL ASSIGNMENT ORDER

CERTIFICATED PERSONNEL 2020-2021 NEW HIRES

Name: ALISHA CARLIN			
Job Title: Instructor			
CTE Industry Sector: Arts Media and Entertainment	School Site/Location: Capistrano Valley HS	Instructional Hours: Up to 180 hours	
Instructional Duty Days: TBD – 6/10/20		Rate per Instructional Hour: \$39.40	
		Number of Sections Assigned: One	
Name: CELENA DEL PIZZO HOWELL			
Job Title: Instructor			
CTE Industry Sector: Arts Media and Entertainment	School Site/Location: Laguna Beach High School	Instructional Hours: Up to 180 hours	
Instructional Duty Days: 8/24/20 – 6/10/20		Rate per Instructional Hour: \$39.40	
		Number of Sections Assigned: One	
Name: REGINALD JONES			
Job Title: Instructor			
CTE Industry Sector: Arts Media and Entertainment	School Site/Location: Dana Hills High School	Instructional Hours: Up to 900 hours	
Instructional Duty Days: 8/17/20 – 6/03/20		Rate per Instructional Hour: \$45.92	
		Number of Sections Assigned: Five	
Name: COLLEEN MAGANA			
Job Title: Instructor			
CTE Industry Sector: Arts Media and Entertainment	School Site/Location: San Juan Hills High School	Instructional Hours: Up to 180 hours	
Instructional Duty Days: 8/17/20 – 6/03/20		Rate per Instructional Hour: \$39.40	
		Number of Sections Assigned: One	
Name: JOANNE RAMIREZ			
Job Title: Instructor			
CTE Industry Sector: Arts Media and Entertainment	School Site/Location: San Juan Hills High School	Instructional Hours: Up to 900 hours	
Instructional Duty Days: 8/17/20 – 6/03/20		Rate per Instructional Hour: \$45.92	
		Number of Sections Assigned: Five	
Name: LUKE SHUBIN			
Job Title: Instructor			
CTE Industry Sector: Arts Media and Entertainment	School Site/Location: San Juan Hills High School	Instructional Hours: Up to 360 hours	
Instructional Duty Days: TBD – 6/03/20		Rate per Instructional Hour: \$45.92	
		Number of Sections Assigned: Two	

CERTIFICATED PERSONNEL ADDITIONAL ASSIGNMENT

Name:	KATHRYN CLEEK		
Job Title:	Instructor		
CTE Industry Sector:	Health Science & Medical Technology	Instructional Hours:	576 instructional hours + internship hours
School Site/Location:	College and Career Training Center	Rate per Instructional Hour:	\$44.50
Instructional Duty Days:	8/17/20 – 6/03/20	Additional Assignment:	Medical Assisting Instructor/Adult Students

CERTIFICATED PERSONNEL RESIGNATION/SEPARATION

NAME	TITLE	EFFECTIVE DATE	LOCATION
Tim Chambers	Transportation	8/25/20	Capistrano Valley HS
NAME	TITLE	EFFECTIVE DATE	LOCATION
Katelyn Maggi	Arts Media and Entertainment	6/4/20	Capistrano Valley HS
NAME	TITLE	EFFECTIVE DATE	LOCATION
Thomas Pike	Arts Media and Entertainment	6/4/20	San Juan Hills HS
NAME	TITLE	EFFECTIVE DATE	LOCATION
Marla South	Fashion and Interior Design	8/19/20	Capistrano Valley HS

2 AMENDMENT #4
3 COLLEGE & CAREER ADVANTAGE
4 BUSINESS-PLUS SYSTEM SUPPORT
5 AND SOFTWARE SUPPORT SERVICE AGREEMENT

6 The AGREEMENT entered into April 15, 2016, by and between the
7 Orange County Superintendent of Schools, 200 Kalmus Drive, Costa
8 Mesa, California 92626, hereinafter referred to as SUPERINTENDENT,
9 and College & Career Advantage, 33122 Valle road, san Juan
10 Capistrano, California 92675, hereinafter referred to as DISTRICT, is
11 hereby further amended as follows:

12 1.0 Section 5.0 PAYMENT shall be amended to read: DISTRICT agrees
13 to pay SUPERINTENDENT the sum of Twenty-five dollars (\$25,000.00) for
14 annual software support service fees for fiscal year 2020-2021.
15 Annual software support service fees due for each fiscal year shall
16 be paid by DISTRICT on or before August 1st of that fiscal year upon
17 receipt of an itemized invoice from SUPERINTENDENT. SUPERINTENDENT
18 shall evaluate software support service charges annually, for
19 possible upward or downward adjustments, based on SUPERINTENDENT'S
20 actual costs to support Business-Plus software. SUPERINTENDENT will
21 provide DISTRICT written notice of the annual software support
22 service fees due for the renewal period ninety (90) days prior to the
23 end of each renewal period.


24 2.0 Except as expressly herein amended, including any amendments
25 thereto, said AGREEMENT of April 15, 2016, shall in all
respects be and remain in full force and effect.

1 IN WITNESS WHEREOF, the Parties hereto set their hands.

2 DISTRICT: COLLEGE & CAREER
3 ADVANTAGE

ORANGE COUNTY SUPERINTENDENT
OF SCHOOLS

4 BY: _____
Authorized Signature

BY:  _____
Authorized Signature

5 PRINTED NAME: _____

PRINTED NAME: Patricia McCaughey

6 TITLE: _____

TITLE: Administrator

7 DATE: _____

DATE: June 25, 2020

8 College & Career Advantage-Financial-BusinessPlus-Amend#4
9 ZIP6

AMENDMENT #2
COLLEGE & CAREER ADVANTAGE
HUMAN RESOURCES APPLICATION
SOFTWARE SUPPORT SERVICE AGREEMENT

The AGREEMENT entered into July 1, 2018, by and between the Orange County Superintendent of Schools, 200 Kalmus Drive, Costa Mesa, California 92628, hereinafter referred to as SUPERINTENDENT, and College & Career Advantage, 33122 Valle Road, San Juan Capistrano, California 92675, hereinafter referred to as DISTRICT, is hereby further amended as follows:

1.0 Section 5.0 PAYMENT shall be amended to read: DISTRICT agrees to pay SUPERINTENDENT the sum of Ten thousand dollars (\$10,000.00) for SUPERINTENDENT'S Human Resources Application annual software support service fees for fiscal year 2020-2021. Annual software support service fees due for each fiscal year shall be paid by DISTRICT on or before August 1st of that fiscal year upon receipt of an itemized invoice from SUPERINTENDENT. Annual Human Resources Application software support service fees will be evaluated annually for possible upward or downward adjustments. SUPERINTENDENT will provide DISTRICT written notice of the annual Human Resources Application software support service fees due for the renewal period ninety (90) days prior to the end of each renewal period. Renewal fees shall be based on the actual costs incurred by SUPERINTENDENT to support the Human Resources Application software.

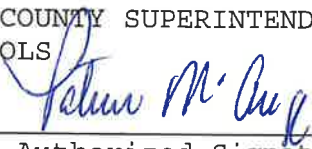
2.0 Except as expressly herein amended, including any amendments thereto, said AGREEMENT shall in all respects be and remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto set their hands.

DISTRICT: COLLEGE& CAREER
ADVANTAGE

ORANGE COUNTY SUPERINTENDENT
OF SCHOOLS

BY: _____
Authorized Signature

BY:  _____
Authorized Signature

PRINT NAME: _____

PRINT NAME: Patricia McCaughey

TITLE: _____

TITLE: Administrator

DATE: _____

DATE: June 25, 2020

College& Career Advantage-HR App(46314) 2020-2021- Amend #2
ZIP6

COLLEGE AND CAREER ADVANTAGE

M e m o r a n d u m

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: September 14, 2020

SUBJECT: MEMORANDUM OF UNDERSTANDING – ORANGE COUNTY
DEPARTMENT OF EDUCATION CREDENTIALING SERVICES

BACKGROUND INFORMATION

College and Career Advantage would like to renew the Memorandum of Understanding with Orange County Department of Education.

Orange County Department of Education is approved by the California Commission on Teacher Credentialing to provide credentialing services and required course work services to new instructors as they begin the credentialing process. The Memorandum of Understanding is for a one year period effective July 1, 2020, through June 30, 2021.

FISCAL IMPLICATIONS

None

RECOMMENDATION

Ratify/approve the Memorandum of Understanding with Orange County Department of Education effective July 1, 2020, through June 30, 2021.

CONSENT CALENDAR

ORANGE COUNTY SUPERINTENDENT OF SCHOOLS
MEMORANDUM OF UNDERSTANDING ("MOU")

This Memorandum of Understanding (MOU) is entered into by and between the Orange County Superintendent of Schools, herein called the "Program Sponsor", and College and Career Advantage, herein called the "District," who agrees to participate in the Orange County Superintendent of Schools Career Technical Education (CTE) Teacher Credentialing Program.

1. PROGRAM SPONSOR: BASIC RESPONSIBILITIES

The Program Sponsor agrees to:

- A. Provide credential services for Designated Subjects CTE Credential candidates
 - Review and advise on eligibility requirements.
 - Analyze application packet to confirm eligibility.
 - Submit to the Commission on Teacher Credentialing (CTC) the approved candidates application for a Preliminary Designated Subjects CTE Credential.
- B. Establish and maintain a partnership with the District
 - Distribute periodic commission and program information.
 - Convene the Institute for Leadership Development (ILD) advisory council a minimum of twice a year to further support collaboration among local Institutions of Higher Education (IHE's), District and all relevant stakeholders.
- C. Provide all program coursework and support
 - Provide CTC approved coursework facilitated by CTE experts delivered in an online environment.
 - Review and analyze data from course evaluations to inform program decisions.
 - Establish partnerships with IHE's and District to identify additional professional development opportunities and support.
- D. Adhere to the Commission on Teacher Credentialing mandates as they apply to educator preparation programs as defined by the 7-year accreditation reporting cycle.

2. DISTRICT: BASIC RESPONSIBILITIES

The District agrees to:

- A. Identify one (1) District contact person.
 - This individual will serve as the District representative to work collaboratively with the ILD Program Coordinator to support their candidate(s) enrollment in the Program Sponsor's CTE Teacher Credentialing Program.
 - This individual will participate in a program orientation to secure a current understanding of program requirements timelines and available resources.
 - This individual will sit on the ILD advisory council representing his/her District interest.
- B. Ensure candidates enroll in the next available CTE cohort following recommendation of preliminary credential.
- C. Accreditation from the CTC recommends that all districts employing CTE preliminary credential holders continue to support candidates by providing a mentor. The District agrees to provide a mentor to all enrolled CTE program candidates. These mentors will work with the Program Sponsor's Program Manager to give ongoing support to these candidates. CTE mentor roles and responsibilities are outlined in Exhibit "A", "CTE Mentor Selection Guidelines, Roles and Responsibilities", which is attached hereto and incorporated by reference herein. CTE mentors must meet the following selection criteria:
 - Minimum of three (3) years of successful teaching experience.
 - Hold a clear Designated Subjects CTE credential.
 - Submit an application to the Program Sponsor's Program Manager.

3. TERM AND TERMINATION

This agreement shall be effective from July 1, 2020 until June 30, 2021 and is renewable annually, by mutual written agreement. The MOU may be amended by mutual written consent of the parties and may be terminated by Program Sponsor upon thirty (30) days advance written notification.

4. PAYMENT

The parties both agree that there will be no payment involved for services rendered. Program tuition and all other costs will be the responsibility of the enrolled candidate.

5. INDEMNIFICATION

Both parties agree to defend, indemnify, save, and hold harmless each other from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property unless such injury, damage or loss results from or is connected with the sole negligence or error or omission of the other party. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

6. INSURANCE

Both parties shall maintain such general liability, property damage, workers' compensation, and auto insurance; and any other insurance as may be necessary, as is required to protect Program Sponsor's and District interests as they may appear.

7. EMPLOYEE FINGERPRINTING

During the entire term of the MOU, both parties, including any/all subcontractors, shall fully comply with the provisions of the Education Code Section 45125.1 when either parties' employees and/or employees of subcontractors will have more than limited contact with Program Sponsor's candidates.

8. GOVERNING LAW/FORUM SELECTION

This MOU is made, entered into and executed in Orange County, California, and the parties agree that any legal action, claim or proceeding arising out of or connected with this Contract shall be filed in the applicable court in Orange County, California. The parties further agree this Contract shall be construed, and all disputes hereunder shall be settled, in accordance with the laws of the State of California.

9. INCORPORATION BY REFERENCE

Any exhibits referenced herein shall be incorporated and made a part of this MOU.

10. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this MOU shall be deemed to be inserted herein and the MOU shall be read and enforced as though it were so inserted and included.

11. NO THIRD PARTY OBLIGATIONS

The execution and delivery of this MOU shall not be deemed to confer any rights upon, nor obligate any parties thereto, to any person or entity other than the parties hereto.

12. TOBACCO-FREE WORKPLACE

When at Program Sponsored-owned or Program Sponsored-leased buildings, both parties hereby agree to comply with the Orange County Board of Education's Policy 3515.1 which states: "It is the intention of the office (OCDE) to provide a smoke-free workplace within all buildings owned or leased by the office (OCDE) commencing June 30, 1995."

13. ALCOHOL AND DRUG-FREE WORKPLACE

Both parties hereby certify under penalty or perjury under the laws of the State of California that they will comply with the requirements of the Drug-Free Workplace Act of 1988 (Government Code Section 8350 et. seq.), and the Orange County Board of Education's Alcohol and Drug-Free Workplace Policy 4034.

14. RECORD RETENTION AND INSPECTION

Both parties shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent records pertaining to this MOU. All records shall be kept and maintained by District/Program Sponsor and made available to Program Sponsor/District during the entire term of this Contract and for a period not less than five (5) years.

15. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this MOU, District certifies to the best of its knowledge and belief that it and its principals:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;
- B. Have not, within a three-year period preceding the execution of this MOU, been convicted of, or had a civil judgment rendered against them, for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (Federal, State or Local) or MOU under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section B above, of this certification; and,
- D. Have not, within a three-year period preceding the execution of this MOU, had one or more public transactions (Federal, State or Local) terminated for cause of default.

ORANGE COUNTY
SUPERINTENDENT OF SCHOOLS

COLLEGE AND CAREER
ADVANTAGE

By


Patricia McCaughey
Administrator

By

Date August 7, 2020

Date _____

College and Career Advantage(50334)Career Technical Education (CTE) Teacher Credentialing Program-NO FEES (2020-2021)
ZIP4

Exhibit "A"

CTE Mentor Selection Guidelines, Roles and Responsibilities

Accreditation from the CTC recommends that all districts employing CTE preliminary credential holders continue to support candidates by providing a mentor. This mentor will work with the OCDE Program Manager to give ongoing support to all enrolled CTE program candidates.

Selection Criteria

- ☐ Certificated, have at least three years of successful teaching experience and verification of recent work experience in an education setting
- ☐ Hold a clear Designated Subjects CTE Credential
- ☐ Trained pedagogical coaches (CTE On-Line Certificated) and support providers to CTE program candidates
- ☐ Curriculum developers and/or leaders
- ☐ Competent in providing complete, accurate, and timely feedback to candidates' questions, concerns or clarification needs.
- ☐ Supportive of program candidates by serving as a lifeline during the preliminary teaching year/s.

District/Employer Responsibilities

- ☐ Select Mentors per selection criteria
- ☐ Complete the candidate's recommendation form and submit the application and recommendation form to OCDE
- ☐ Supervision of Mentors and Candidates
- ☐ Support participation in professional development opportunities
- ☐ Attend Credential Advisory meetings
- ☐ Ensure Early Orientation completion

Mentor Responsibilities

- ☐ Complete application for district recommendation/LEA approval
- ☐ To be qualified, mentors must obtain:
 - Valid, clear DS CTE teaching credential
 - Minimum of 3 years teaching experience
 - Verification of recent work experience in an educational setting
 - Recommendation of district employer
- ☐ Complete CTE Program Mentor Orientation
- ☐ Conduct classroom observations (1 during preliminary credential process)
- ☐ Provide ongoing feedback to candidates
- ☐ Provide required documentation to OCDE Program Staff
- ☐ Attend Advisory, Curriculum Review, and State-wide mentor collaboration Meetings as necessary

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: ROP Governing Board

FROM: Patricia Romo, Executive Director

DATE: September 14, 2020

SUBJECT: REOPENING OF COLLEGE AND CAREER TRAINING CENTER FOR
ADULT PROGRAMS

BACKGROUND INFORMATION

Due to COVID-19, all College and Career Advantage (CCA) adult CTE programs offered through the California Adult Education Program (CAEP) funding source were required to be transitioned to remote instruction as of March, 2020. During that time, in-person skills instruction was delayed for students seeking licensure and employment after completing these training courses. As a result, approximately 120 students are in need of training to meet the competencies required to complete their career and technical education training. In addition, approximately 120 new students have enrolled for the Fall 2020 adult CTE courses who also will need to meet industry and licensure competency requirements through in-person skills training.

CURRENT SITUATION

CCA has been working with the ROP state association, CAROCP; the Community College Chancellor's Office; and the California Adult Education Program (CAEP) Consortia in conjunction with the California Department of Public Health (CDPH) to determine the dates to resume in-person instruction for our adult courses which fall under the essential healthcare workers waiver issued on July 6, 2020. Staff is anticipating an opening date of September 14, 2020 for most adult program courses.

Adult program teachers will be required to teach textbook and lecture lessons online, and only hold in-person training for small groups during hands-on skills training. Using this blended model, adults will not be on campus every day, and classrooms/labs will only be utilized for skills training days. Focus will be given to providing training for students who were not able to complete their skills training last year (19-20) due to COVID-19, followed by current students who have enrolled in courses for 2020-21.

The adult courses that are offered at the College and Career Training Center and classified under the waiver for the continuity of training for essential workers are:

**Medical Assisting
Dental Assisting
Surgical Technologist
Pharmacy Technician**

RECOMMENDATION

It is respectfully recommended the Board review, discuss and approve the reopening of the College and Career Training Center as outlined.

ACTION/ROLL CALL



College and Career Advantage, JPA ROP

The CCA Career Training Center Adult Program plan below outlines the Safety Protocols for the Surgical Technologist, Dental Assisting, Medical Assisting, and Pharmacy Technician courses for the Adult School Educational Programs. The courses listed above, we believe, are critical to continue supporting the infrastructure of "Essential Workers" in the Public Health Sector. The courses are also not practical to conduct with remote learning, thus in-person instruction is critical for the effectiveness and completion of the curriculum.

Health and Safety Protocol Plan:

1. **Class sizes** of 11-14 students will make it possible to maintain physical distancing protocols:
 - a. The classroom/lab size for all courses are substantial enough for physical distancing.
2. College and Career Advantage will provide an **orientation training** to all students on the following topics:
 - a. What is COVID-19 and how is it spread.
 - b. Signs and symptoms of COVID-19.
 - c. Importance of washing hands.
 - d. Physical distance guidelines.
3. **Students should maintain at least 6' of distance at all times.** College and Career Advantage will be using signs, tape marks, or other visual cues on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
4. The class instruction will follow a **blended model**, when possible, that distributes educational time between in-person learning and distance learning. Twenty percent of all instruction will be online for the classes listed above.
5. Students will have **assigned seating charts** should be created for each classroom with student names and best phone number included on the class-wide seating chart. This chart will be provided to health staff if a positive case is identified in a classroom.
6. **Clear protocols for communicating** with students and staff who have come into close/sustained contact with confirmed cases.
7. Students will **limit sharing tools** and supplies as much as possible. Tools and supplies will be sanitized after use by each student.
8. Develop ongoing **channels of communication with Orange County Health Departments** to stay updated on COVID-19 transmission and response in our area.

9. Students will be **paired with the same student** when practicing skills in class to minimize contact among classmates.

10. **The class will take place outdoor**, adjacent to classroom as much as possible when weather conditions allow.

11. **Temperature checks** will be performed before the beginning for class.

12. Students and Instructor will use proper techniques of **hand washing** before and during class. Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is one of the most effective ways to prevent the spread of germs. Hand washing facilities will be maintained to provide adequate supply of hand washing soap and paper towels.

13. Each student will submit a COVID-19 **Health Screening Questionnaire** prior to begin class.

Instructor will be screened by CCA staff prior to each class. **Everyone will be required to properly wear a mask** during the entire duration of the class. Masks will need to be snug and cover both nose and mouth. CCA will provide masks for all students.

14. Students that may be experiencing new or worsening symptoms should stay home and inform their Instructor so a new **contract tracing** case can be started by CCA staff.

15. CCA will establish **routine schedules to clean and disinfect common surfaces** and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.

College and Career Advantage Resuming In-person Instruction Safety Plan



CTE Classrooms and Workspaces

In the workplace, employees are required to take safety precautions daily. Some of those safety precautions may include cleaning and sanitizing. Please train students in these additional safety precautions as part of your safety training for the sector you teach. The safety lessons should take place on the first day of class.

The following guidelines are generalized for CTE classrooms.

1. Encourage individual work.
2. If partner pairing is not an option, consider rotation stations, more stations with tools/lab equipment/etc. Wipe down and sanitize tools/instruments, equipment **BEFORE and AFTER** use by each student. Train students in this safety procedure.
3. Remove/rearrange furniture to meet social distancing standards. (You do not need to remove desks, but you must block every other desk/seat with clearly marked signed or tape that states "Do Not Use".
4. Create student cohorts within each class that only work together when students need peer help or are working on a project.
5. Post limited occupancy expectations for smaller spaces (i.e. storage areas, back rooms of school store, tool rooms, finishing rooms, locker areas, etc.).
6. To reduce the number of students in a CTE laboratory and maintain physical distancing, consider having half of the students remain in the classroom while the other half participates in the laboratory instruction. (Classes will be reduced to 16-20 students)
7. If workstations are unable to be spaced six feet apart to ensure proper social distancing between students, collaborate with school administration to see if

plexiglass walls can be added between workstations.

8. If working with a business or industry partner, limit in person contact and implement virtual meetings or phone calls.
9. Limit outside visitors into the classroom (guest speakers) and try to connect in a virtual setting such as Zoom. When virtual experiences are not practical, social distancing guidelines must be followed.
10. Follow district guidelines on disinfecting CTE areas. CCA requires that each piece of equipment, instruments, tools, desks, and computer be cleaned **BEFORE and AFTER** use by each student.
11. Develop a process workflow for students to work at stations that maintain social distancing and sanitation in between use.
12. Keep groups the same. Use smaller lab groups with clearly defined responsibilities for cleaning, gathering supplies, etc.
13. Increase signage in the classroom with reminders to wash hands, gloves, masks, etc. (Signs will be provided)
14. Sanitizer will be provided in each workstation area.

College and Career Advantage Resuming In-person Instruction Safety Plan



Disinfecting CTE Tools and Equipment

Guidance is shared below specifically for the unique classrooms that are commonly found in CTE programs.

1. Require each student to wipe down tools, instruments, and equipment **BEFORE and AFTER** use to disinfect all CTE equipment. Sanitation of equipment and computers should happen before and after each use. Drying time would be needed for disinfecting equipment.
2. Create folders or packets for each student to have, or get digital copies of materials instead of using textbooks when possible. Textbooks cannot be disinfected, but can be reused after a 72 hour period.
3. Cleaning and sanitizing surfaces should only be done according to the school's policy for other high frequency use areas. Overuse and improper use of disinfectants does not provide any additional protection and can expose students and staff to harmful chemicals. Use only cleaning supplies provided.
4. Sanitize equipment, workstations, and computers before and after each use, following the correct procedure and manufacturer recommendations.
5. If tools and equipment must be shared, properly disinfect (**before and after**) each use.
6. If sharing tools, use assigned numbered tools to individuals or contact pods as much as possible. (Examples: Student number one uses hand tool number one, or students' numbers one through four use hand tool number one).
7. Use individual safety glasses.



California Community Colleges

MEMORANDUM

July 06, 2020

20-013 | Via Email

TO: Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Chief Business Officers
Regional Consortium Chairs
CTE Deans
Statewide Technical Assistance Providers
ASCCC

FROM: Sheneui Weber, Vice Chancellor,
Workforce and Economic Development Division

CC: Eloy Ortiz Oakley, Chancellor
Daisy Gonzales, Deputy Chancellor
Marty Alvarado, Executive Vice Chancellor, Education Services & Support
Lizette Navarette, Vice Chancellor, College Finance & Facilities Planning
CCCCO Staff

RE: Continuity of Education for Programs Supporting the Essential Workforce

The purpose of this memo is to clarify guidance regarding continuity of instruction and resuming in-person training for community college programs serving the **Essential Critical Infrastructure Workforce** during the COVID-19 pandemic.

As delineated by Governor Newsom's **Guidance on Essential Workforce** related to **Executive Order N-33-20** issued on March 19, 2020, community colleges are to continue with the instruction of students in programs that support the Essential Critical Infrastructure Workforce as part of "Government Operations and other community-based essential functions." Programs that meet this criteria and resume in-person instruction and training are required to implement the appropriate physical distancing and **face coverings** protocols, as required by the California Department of Public Health (CDPH), and local public health officials, to reduce person-to-person contact to prevent the spread of COVID-19.

Chancellor's Office, Workforce and Economic Development Division

1102 Q Street, Sacramento, California 95811 | Sixth Floor | 916.445.8752
www.CaliforniaCommunityColleges.cccco.edu

These programs are critical to the workforce needs of California, and hence the necessity for instruction to continue to be delivered in all modalities. In particular, career education programs that support the Essential Critical Infrastructure Workforce are included in the exceptions published in the Governor's directives, allowing these programs to continue even when remote working is not practical.

College Campuses Operation of Instructional Programs

Colleges must continue to do everything possible to maintain the continuity of instruction and training for programs that support these Essential Critical Infrastructure Workforce sectors.

Under the Guidance for Essential Workforce document referenced above, the Essential Workforce within the category "Governmental Operations and Other Community-Based Essential Functions" includes:

- Workers supporting public and private childcare establishments, pre-K establishments, K-12 schools, colleges, and universities for purposes of distance learning, provision of school meals, or care and supervision of minors to support essential workforce across all sectors
- Workers and instructors supporting academies and training facilities and courses for the purpose of graduating students and cadets that comprise the essential workforce for all identified critical sectors

Report of the Safe Campus Reopening Workgroup

We would also like to bring your attention to the recently released report (attached) which provides the Chancellor's Office with considerations and recommendations in supporting districts and colleges as they plan for reopening of their campuses.

The report was developed by a Task Force under the Chief Executive Officers Board for California Community Colleges, and provides a roadmap of available resources for the safe reopening of our campuses. The Report is organized around a charge to focus on six key issues. The broad recommendation is that further action be undertaken locally by subject matter experts. This will include our labor partners as well as state, federal and local governments, Medical professionals, and those directly managing this pandemic response.

Should you have any questions about this memo, please contact me at sweber@cccco.edu.

aa/rr Atkinson, Andelson
Loya, Ruud & Romo
A Professional Law Corporation

Alerts & Articles

California Community College Chancellor's Office Memorandum on Continuity of Education for Programs Supporting the Essential Workforce

07.14.2020

The California Community College Chancellor's Office issued a memorandum dated July 6, 2020 clarifying that, when remote instruction is not practical, community colleges may conduct — and should resume — in-person instruction for programs serving the Essential Critical Infrastructure Workforce, defined below.

ATTORNEYS



Kathryn E. Meola
Partner
Kathryn.Meola@aalrr.com
916-923-1200



Aaron V. O'Donnell
Partner
aodonnell@aalrr.com
562-653-3200

1/2/2020 California Community College Chancellor's Office Memorandum on Community of Education for Programs Supporting the Essential Workforce

Significantly, such classes may be offered only if consistent with local public health orders, and, where authorized, must comply with physical distancing and face coverings requirements established by the California Department of Public Health (CDPH) and local public health officials.

The Governor's Executive Order N-33-20 issued March 19, 2020, and Order of the State Public Health Officer of the same date, which generally directed all Californians to stay home, excepted from the stay-home directive "Essential Critical Infrastructure Workers" needed to maintain continuity of operations of certain designated "critical infrastructure sectors." The State's operative list of "Essential Critical Infrastructure Workers," as amended by the State Public Health Officer on April 28, 2020, includes:

1. Workers supporting public and private childcare establishments, pre-K establishments, K-12 schools, colleges, and universities for the purposes of distance learning, provision of school meals, or care and supervision of minors to support essential workforce across all sectors; and
2. Workers and instructors supporting academies and training facilities and courses for the purpose of graduating students and cadets that compromise the essential workforce for all identified critical sectors.

These designations generally limit community colleges to providing distance learning, but provide a basis to conduct in-person instruction for the essential workforce in critical sectors.



Joshua E. Morrison
Partner
jmorriso@aallrr.com
562-653-3200



Meredith E. Brown
Partner
mbrown@aallrr.com
925-227-9200

The essential critical infrastructure sectors, as identified in the April 28, 2020, designation include:

(i) Health and Public Health Sector; (ii) Transportation and Logistics Sector; (iii) Communications and Information Technology Sector; (iv) Government Operations and Other Community-Based Essential Functions; (v) Critical Manufacturing Sector; and (vi) Industrial, Commercial, Residential and Sheltering Facilities and Services, among others. In-person classes in these areas may be considered when remote instruction is not practical.

On April 28, 2020, the Governor announced a 4-stage "California Roadmap," pursuant to which various industry sectors will gradually be permitted to reopen. At the state level, however, the California Department of Public Health has yet to announce any change in the status of higher education as a sector pursuant to the California Roadmap. Thus, at the state level, the status of higher education remains as defined pursuant to Executive Order N-33-20 and the State Public Health Officer's April 28, 2020 designation of Essential Critical Infrastructure Workers — i.e., limited to distance learning, except instruction that prepares students to work in designated critical infrastructure sectors, which the state does not prevent from being offered in-person.

On May 4, 2020, the Governor issued Executive Order N-60-20 and formally began the process of permitting employers to reopen operations. On May 2020, the State Public Health Officer announced: "All local health jurisdictions in the state may begin gradual movement into Stage 2, as set forth in this

Order, effective on May 8, 2020; however, a local health jurisdiction may implement or continue more restrictive public health measures if the jurisdiction's Local Health Officer believes conditions in that jurisdiction warrant it." For this reason, resuming in-person classes for critical infrastructure sectors should be considered only when consistent with local health orders.

The Los Angeles County Public Health order, for example, originally identified schools and colleges as "essential" only for purposes of conducting distance education — possibly meaning that in-person classes could not be conducted at all — but that restriction has recently been replaced by a more general statement defining Educational Institutions (including public and private colleges and universities) as "essential" without reference to distance education. This has the apparent effect of permitting in-person college classes in Los Angeles County, to the extent authorized by the State with respect to designated critical infrastructure sectors.

In a memorandum to community college Chief Executive Officers and Chief Instructional Offices dated March 20, 2020, the State Chancellor's Office provided guidance for hard to convert courses which included a recommendation that college leadership work directly and on an ongoing basis with their local Department of Health to determine the feasibility, required conditions and possible timelines for continuing in-person instruction in essential infrastructure sectors. The guidance memorandum noted that the Chancellor's Office will be seeking additional statewide clarification from the Governor's Office regarding community

college programs that serve critical infrastructure sectors such as Healthcare and Public Health, Emergency Services and Food and Agriculture sectors and continuation of instruction where appropriate and necessary.

As also noted in the Chancellor's Office's July 6 memo, the Safe Campus Reopening Workgroup has issued its report dated June 25, 2020. The Workgroup engaged stakeholders and developed recommendations, organized around six key issues, for the Chancellor's Office to consider in supporting districts and colleges as they plan for reopening of their campuses. As stated in the report, it necessarily represents a "moment in time," and the constantly changing circumstances of the COVID-19 emergency may affect the currency and/or practicality of the report's recommendations. The report additionally observes, based on information from the California Office of Emergency Services and California Department of Public Health, "it appears broad reopening for in-person college operations will not be permitted until a county is permitted to be in Stage 3," while also noting, "some on-campus activities might qualify as Stage 2 activities."

As California Community Colleges plan for reopening their campuses, a necessary component will be determining which programs support Essential Critical Infrastructure Workforce such that in-person classes may be resumed in accordance with executive orders and state and local public health guidance with respect to COVID-19. Community Colleges should confer with legal

7/2/2020 California Community College Chancellor's Office memorandum on continuity of education for programs supporting the essential health...
counsel on whether, and to what extent, in-person
classes may be resumed.

This AALRR publication is intended for informational purposes only and should not be relied upon in reaching a conclusion in a particular area of law. Applicability of the legal principles discussed may differ substantially in individual situations. Receipt of this or any other AALRR publication does not create an attorney-client relationship. The Firm is not responsible for inadvertent errors that may occur in the publishing process.

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COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: ROP Governing Board
FROM: Cindy Fox, Accountant
DATE: September 14, 2020
SUBJECT: 2019-2020 UNAUDITED ACTUALS

BACKGROUND INFORMATION

Education Code 41023 and 41200 requires the JPA Governing Board to file the 2019-2020 Unaudited Actuals financial reports with the County Superintendents of Schools.

CURRENT SITUATION

The Unaudited Actuals financial reports reflect assets of \$1,960,812 and liabilities of \$1,671,974 resulting in an Ending Fund Balance of \$288,838. The Unaudited Actuals resulted in a fund balance increase of \$54,518 from Estimated Actuals.

This increase in the Ending Fund Balance of \$54,518 was due to the restoration of the FY 17/18 deficit that was incurred due to the delay in receipt of CTEIG funding for the 17/18 Fiscal Year.

The components of CCA's fund balance of \$288,838 for fiscal year ending June 30, 2020, reflect the following:

\$ 10,000	Revolving Cash Fund
\$ 3,884	Prepaid Expenditures
\$ 11,926	Restricted (Handicap Pupils)
\$ 263,028	Reserve for Economic Uncertainties

RECOMMENDATION

It is respectfully requested that the Governing Board approve the certification of the 2019-2020 Unaudited Actuals.

ACTION/VOTE

**Agenda Item 18
September 14, 2020**

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2019-20 UNAUDITED ACTUAL FINANCIAL REPORT. This report was prepared in accordance with Education Code Section 41010 and is hereby approved and filed by the governing board of the JPA pursuant to Education Code sections 41023 and 42100.

Signed: _____
Clerk/Secretary of the JPA Governing Board
(Original signature required)

Date of Meeting: _____

To the Superintendent of Public Instruction:

2019-20 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code sections 41023 and 42100.

Signed: _____
County Superintendent/Designee
(Original signature required)

Date: _____

For additional information on the unaudited actual reports, please contact:

For County Office of Education:

For JPA:

Dean West
Name
Assistant Superintendent
Title
(714) 966-4299
Telephone

E-mail Address

Patricia Romo
Name
Executive Director, CTE
Title
(949) 234-9464
Telephone
piromo@capousd.org
E-mail Address

REQUEST FOR AN APPROVED INDIRECT COST RATE:

JPA's do not receive an approved indirect cost rate unless specifically requested.

(N) Do you want an approved indirect cost rate for use with 2021-22 programs? (Yes/No)

Following is a summary of the critical data elements contained in your unaudited actual data. Since these data may have fiscal implications for your agency, please verify their accuracy before filing your unaudited actual financial reports.

Form	Description	Value
ICR	Preliminary Proposed Indirect Cost Rate Fixed-with-carry-forward indirect cost rate for use in 2021-22, subject to CDE approval (applicable only if an approved indirect cost rate has been requested).	8.58%

Fund: 01 General Fund		
Resource: 0000 Unrestricted		
Description	Object	2019-20 Unaudited Actuals
Ending Fund Balance	979Z	276,912.38
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	10,000.00
Stores	9712	0.00
Prepaid Expenditures	9713	3,884.00
All Others	9719	0.00
Restricted	9740	0.00
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	263,028.38
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund		
Resource: 6360 Pupils with Disabilities Attending ROC/P		
Description	Object	2019-20 Unaudited Actuals
Ending Fund Balance	979Z	11,925.80
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	0.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	11,925.80
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund Resource: 0000 Unrestricted		
Description	Object	2020-21 Budget
Ending Fund Balance	979Z	276,912.38
Components of Ending Fund Balance		
Nonspendable		
Revolving Cash	9711	10,000.00
Stores	9712	0.00
Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	0.00
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	266,912.38
Unassigned/Unappropriated	9790	0.00

Fund: 01 General Fund		
Resource: 6360 Pupils with Disabilities Attending ROC/P		
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Components of Ending Fund Balance		
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Prepaid Expenditures	9713	0.00
All Others	9719	0.00
Restricted	9740	11,925.80
Committed		
Stabilization Arrangements	9750	0.00
Other Commitments	9760	0.00
Assigned		
Other Assignments	9780	0.00
Unassigned/Unappropriated		
Reserve for Economic Uncertainties	9789	0.00
Unassigned/Unappropriated	9790	0.00

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	1,792,330.19	2,007,226.00	12.0%
4) Other Local Revenue		8600-8799	2,289,319.21	1,832,470.88	-20.0%
5) TOTAL, REVENUES			4,081,649.40	3,839,696.88	-5.9%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	1,413,226.79	1,071,195.75	-24.2%
2) Classified Salaries		2000-2999	422,877.23	354,785.00	-16.1%
3) Employee Benefits		3000-3999	756,239.95	633,693.84	-16.2%
4) Books and Supplies		4000-4999	306,822.98	175,532.19	-42.8%
5) Services and Other Operating Expenditures		5000-5999	1,091,896.94	812,372.50	-25.6%
6) Capital Outlay		6000-6999	36,067.25	0.00	-100.0%
Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	792,117.60	New
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			4,027,131.14	3,839,696.88	-4.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			54,518.26	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			54,518.26	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	0.00	288,838.18	New
b) Audit Adjustments		9793	(974,377.00)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			(974,377.00)	288,838.18	-129.6%
d) Other Restatements		9795	1,208,696.92	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)			234,319.92	288,838.18	23.3%
2) Ending Balance, June 30 (E + F1e)			288,838.18	288,838.18	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	10,000.00	10,000.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	3,884.00	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	11,925.80	11,925.80	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	263,028.38	266,912.38	1.5%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	547,683.32		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	10,000.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	178,180.40		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	1,221,064.38		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	3,884.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			1,960,812.10		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	965,140.71		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	706,833.21		
6) TOTAL, LIABILITIES			1,671,973.92		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 + H2) - (I6 + J2)			288,838.18		

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
FEDERAL REVENUE					
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Other State Apportionments					
All Other State Apportionments - Current Year		8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.0%
Indirect Costs Reimbursements		8550	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	792,117.60	New
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	584,838.62	723,401.40	23.7%
Drug/Alcohol/Tobacco Funds	6695	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	1,207,491.57	491,707.00	-59.3%
TOTAL, OTHER STATE REVENUE			1,792,330.19	2,007,226.00	12.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	34,059.41	36,000.00	5.7%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Adult Education Fees		8671	0.00	0.00	0.0%
In-District Premiums/ Contributions		8674	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
Other Local Revenue					
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.0%
All Other Local Revenue		8699	389,438.92	348,650.00	-10.5%
Tuition		8710	0.00	0.00	0.0%
Other Transfers In		8781-8783	1,865,820.88	1,447,820.88	-22.4%
Transfers of Apportionments					
Special Education SELPA Transfers					
From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
ROC/P Transfers					
From Districts or Charter Schools	6360	8791	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			2,289,319.21	1,832,470.88	-20.0%
TOTAL, REVENUES			4,081,649.40	3,839,696.88	-5.9%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	1,304,319.18	853,090.00	-34.6%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	108,907.61	218,105.75	100.3%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			1,413,226.79	1,071,195.75	-24.2%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	0.00	0.00	0.0%
Classified Support Salaries		2200	56,497.50	27,333.34	-51.6%
Classified Supervisors' and Administrators' Salaries		2300	154,315.13	160,493.33	4.0%
Clerical, Technical and Office Salaries		2400	212,064.60	166,958.33	-21.3%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			422,877.23	354,785.00	-16.1%
EMPLOYEE BENEFITS					
STRS		3101-3102	336,557.53	291,024.47	-13.5%
PERS		3201-3202	81,383.39	69,892.65	-14.1%
OASDI/Medicare/Alternative		3301-3302	30,819.57	20,676.72	-32.9%
Health and Welfare Benefits		3401-3402	277,405.31	220,000.00	-20.7%
Unemployment Insurance		3501-3502	2,728.09	2,100.00	-23.0%
Workers' Compensation		3601-3602	25,893.17	28,000.00	8.1%
OPEB, Allocated		3701-3702	1,452.89	2,000.00	37.7%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			756,239.95	633,693.84	-16.2%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	8,781.61	7,452.21	-15.1%
Books and Other Reference Materials		4200	2,605.74	0.00	-100.0%
Materials and Supplies		4300	170,347.04	103,479.98	-39.3%
Noncapitalized Equipment		4400	125,088.59	64,600.00	-48.4%
		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			306,822.98	175,532.19	-42.8%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	55,021.98	0.00	-100.0%
Dues and Memberships		5300	22,574.11	5,378.00	-76.2%
Insurance		5400-5450	51,669.00	51,000.00	-1.3%
Operations and Housekeeping Services		5500	1,516.00	0.00	-100.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	6,097.78	2,000.00	-67.2%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	954,166.52	753,794.50	-21.0%
Communications		5900	851.55	200.00	-76.5%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			1,091,896.94	812,372.50	-25.6%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	36,067.25	0.00	-100.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			36,067.25	0.00	-100.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Tuition					
Tuition, Excess Costs, and/or Deficit Payments					
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
Transfers of Pass-Through Revenues					
To Districts or Charter Schools		7211	0.00	792,117.60	New
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments					
To Districts or Charter Schools	6500	7221	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.0%
OC/P Transfers of Apportionments					
To Districts or Charter Schools	6360	7221	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	792,117.60	New
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENDITURES			4,027,131.14	3,839,696.88	-4.7%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: Special Reserve Fund		8912	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: Special Reserve Fund		7612	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	1,792,330.19	2,007,226.00	12.0%
4) Other Local Revenue		8600-8799	2,289,319.21	1,832,470.88	-20.0%
5) TOTAL, REVENUES			4,081,649.40	3,839,696.88	-5.9%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		3,114,249.40	2,180,315.78	-30.0%
2) Instruction - Related Services	2000-2999		222,551.64	279,966.92	25.8%
3) Pupil Services	3000-3999		229,001.29	216,732.28	-5.4%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		379,872.63	331,847.99	-12.6%
8) Plant Services	8000-8999		81,456.18	38,716.31	-52.5%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	792,117.60	New
10) TOTAL, EXPENDITURES			4,027,131.14	3,839,696.88	-4.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			54,518.26	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			54,518.26	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	0.00	288,838.18	New
b) Audit Adjustments		9793	(974,377.00)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			(974,377.00)	288,838.18	-129.6%
d) Other Restatements		9795	1,208,696.92	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)			234,319.92	288,838.18	23.3%
2) Ending Balance, June 30 (E + F1e)			288,838.18	288,838.18	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	10,000.00	10,000.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	3,884.00	0.00	-100.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	11,925.80	11,925.80	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	263,028.38	266,912.38	1.5%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2019-20 Unaudited Actuals	2020-21 Budget
6360	Pupils with Disabilities Attending ROC/P	11,925.80	11,925.80
Total, Restricted Balance		11,925.80	11,925.80

Part I - General Administrative Share of Plant Services Costs

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

A. Salaries and Benefits - Other General Administration and Centralized Data Processing

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 7200-7700, goals 0000 and 9000) 220,089.34
2. Contracted general administrative positions not paid through payroll
 - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. _____
 - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

B. Salaries and Benefits - All Other Activities

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 2,370,801.74

C. Percentage of Plant Services Costs Attributable to General Administration

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 9.28%

Part II - Adjustments for Employment Separation Costs

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

A. Normal Separation Costs (optional)

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. Retain supporting documentation. _____

B. Abnormal or Mass Separation Costs (required)

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0.00

Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)

A. Indirect Costs

1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	293,245.45
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	14,442.00
3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	0.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	7,559.13
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	0.00
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	315,246.58
9. Carry-Forward Adjustment (Part IV, Line F)	0.00
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	315,246.58

B. Base Costs

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	3,078,182.15
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	222,551.64
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100)	229,001.29
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	0.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	0.00
6. Enterprise (Function 6000, objects 1000-5999 except 4700 and 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	61,754.98
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)	0.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	10,430.20
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	73,897.05
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	0.00
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Student Activity (Fund 08, functions 4000-5999, objects 1000-5999 except 5100)	0.00
15. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Child Development (Fund 12, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
17. Cafeteria (Funds 13 & 61, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
18. Foundation (Funds 19 & 57, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
19. Total Base Costs (Lines B1 through B12 and Lines B13b through B18, minus Line B13a)	3,675,817.31

C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment

(For information only - not for use when claiming/recovering indirect costs)
(Line A8 divided by Line B19)

8.58%

D. Preliminary Proposed Indirect Cost Rate

(For final approved fixed-with-carry-forward rate for use in 2021-22 see www.cde.ca.gov/fg/ac/ic/)
(Line A10 divided by Line B19)

8.58%

Part IV - Carry-forward Adjustment

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

A. Indirect costs incurred in the current year (Part III, Line A8)	315,246.58
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	0.00
2. Carry-forward adjustment amount deferred from prior year(s), if any	0.00
C. Carry-forward adjustment for under- or over-recovery in the current year	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (0%) times Part III, Line B19); zero if negative	0.00
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (0%) times Part III, Line B19) or (the highest rate used to recover costs from any program (0%) times Part III, Line B19); zero if positive	0.00
Preliminary carry-forward adjustment (Line C1 or C2)	0.00
E. Optional allocation of negative carry-forward adjustment over more than one year	
Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	not applicable
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	not applicable
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	not applicable
LEA request for Option 1, Option 2, or Option 3	1
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)	0.00

Approved indirect cost rate: 0.00%
Highest rate used in any program: 0.00%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except Object 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
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Goal	Program/Activity	Direct Costs			Central Admin Costs (col. 3 x Sch. CAC line E) Column 4	Other Costs (Schedule OC) Column 5	Total Costs by Program (col. 3 + 4 + 5) Column 6
		Direct Charged (Schedule DCC) Column 1	Allocated (Schedule AC) Column 2	Subtotal (col. 1 + 2) Column 3			
Instructional Goals	Pre-Kindergarten	0.00	0.00	0.00	0.00		0.00
	1110 Regular Education, K-12	0.00	0.00	0.00	0.00		0.00
	3800 Career Technical Education	0.00	0.00	0.00	0.00		0.00
	4110 Regular Education, Adult	0.00	0.00	0.00	0.00		0.00
	4630 Adult Career Technical Education	0.00	0.00	0.00	0.00		0.00
	5000-5999 Special Education	0.00	0.00	0.00	0.00		0.00
	6000 Regional Occupational Ctr/Prg (ROC/P)	3,647,258.51	0.00	3,647,258.51	379,872.63		4,027,131.14
Other Goals	7110 Nonagency - Educational	0.00	0.00	0.00	0.00		0.00
	7150 Nonagency - Other	0.00	0.00	0.00	0.00		0.00
	8500 Child Care and Development Services	0.00	0.00	0.00	0.00		0.00
	Other Costs						
	Food Services					0.00	0.00
	Enterprise					0.00	0.00
	Facilities Acquisition & Construction					0.00	0.00
	Other Outgo					0.00	0.00
Other Funds	Adult Education, Child Development, Cafeteria, Foundation ([Column 3 + CAC, line C5] times CAC, line E)						
	Indirect Cost Transfers to Other Funds (Net of Funds 01, 09, 62, Function 7210, Object 7350)		0.00	0.00	0.00		0.00
	Total General Fund and Charter Schools Funds Expenditures	3,647,258.51	0.00	3,647,258.51	379,872.63	0.00	4,027,131.14

Unaudited Actuals
2020
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Direct Charged Costs (DCC)

Goal Instructional Goals	Type of Program	Instruction (Functions 1000- 1999)	Instructional Supervision and Administration (Functions 2100- 2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420- 2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3110- 3160 and 3900)	Pupil Transportation (Function 3600)	Ancillary Services (Functions 4000- 4999)	Community Services (Functions 5000- 5999)	General Administration (Functions 7000- 7999, except 7210)*	Plant Maintenance and Operations (Functions 8100- 8400)	Facilities Rents and Leases (Function 8700)	Total
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1110	Regular Education, K-12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000-5999	Special Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6000	ROC/P	3,114,249.40	216,676.64	5,875.00	0.00	229,001.29	0.00	0.00	0.00	0.00	81,456.18	0.00	3,647,258.51
Other Goals													
7110	Nonagency - Educational	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8500	Child Care and Development Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Direct Charged Costs		3,114,249.40	216,676.64	5,875.00	0.00	229,001.29	0.00	0.00	0.00	0.00	81,456.18	0.00	3,647,258.51

* Functions 7100-7199 for goals 8100 and 8500

Goal	Type of Program	Allocated Support Costs (Based on factors input on Form PCRAF)			Total
		Full-Time Equivalents	Classroom Units	Pupils Transported	
Instructional Goals					
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00
1110	Regular Education, K-12	0.00	0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00
5000-5999	Special Education (allocated to 5001)	0.00	0.00	0.00	0.00
6000	ROC/P	0.00	0.00	0.00	0.00
Other Goals					
7110	Nonagency - Educational	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00
8500	Child Care and Development Svcs.	0.00	0.00	0.00	0.00
Other Funds					
--	Adult Education (Fund 11)		0.00		0.00
--	Child Development (Fund 12)	0.00	0.00	0.00	0.00
--	Cafeteria (Funds 13 and 61)		0.00		0.00
Total Allocated Support Costs		0.00	0.00	0.00	0.00

A. Central Administration Costs in General Fund and Charter Schools Funds		
1	Board and Superintendent (Funds 01, 09, and 62, Functions 7100-7180, Goals 0000-6999 and 9000, Objects 1000-7999)	61,754.98
2	External Financial Audits (Funds 01, 09, and 62, Functions 7190-7191, Goals 0000-6999 and 9000, Objects 1000-7999)	0.00
3	Other General Administration (Funds 01, 09, and 62, Functions 7200-7600 except 7210, Goal 0000, Objects 1000-7999)	303,675.65
4	Centralized Data Processing (Funds 01, 09, and 62, Function 7700, Goal 0000, Objects 1000-7999)	14,442.00
5	Total Central Administration Costs in General Fund and Charter Schools Funds	379,872.63
B. Direct Charged and Allocated Costs in General Fund and Charter Schools Funds		
1	Total Direct Charged Costs (from Form PCR, Column 1, Total)	3,647,258.51
2	Total Allocated Costs (from Form PCR, Column 2, Total)	0.00
3	Total Direct Charged and Allocated Costs in General Fund and Charter Schools Funds	3,647,258.51
C. Direct Charged Costs in Other Funds		
1	Adult Education (Fund 11, Objects 1000-5999, except 5100)	0.00
2	Child Development (Fund 12, Objects 1000-5999, except 5100)	0.00
3	Cafeteria (Funds 13 & 61, Objects 1000-5999, except 5100)	0.00
4	Foundation (Funds 19 & 57, Objects 1000-5999, except 5100) (Not applicable to JPAs)	0.00
5	Total Direct Charged Costs in Other Funds	0.00
D. Total Direct Charged and Allocated Costs (B3 + C5)		3,647,258.51
E. Ratio of Central Administration Costs to Direct Charged and Allocated Costs (A5/D)		10.42%

Type of Activity	Food Services (Function 3700)	Enterprise (Function 6000)	Facilities Acquisition & Construction (Function 8500)	Other Outgo (Functions 9000-9999)	Total
Food Services (Objects 1000-5999, 6400, and 6500)	0.00				0.00
Enterprise (Objects 1000-5999, 6400, and 6500)		0.00			0.00
Facilities Acquisition & Construction (Objects 1000-6500)			0.00		0.00
Other Outgo (Objects 1000-7999)					
Total Other Costs	0.00	0.00	0.00	0.00	0.00

		Teacher Full-Time Equivalents			Classroom Units			Pupils Transported	
		Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3100-3199 & 3500)	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Pupil Transportation (Function 3600)	
		FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	CU Factor(s)	CU Factor(s)	PT Factor(s)	
A. Amount of Undistributed Expenditures, Funds 01, 09, and 62, Goals 0000 and 9000 (will be allocated based on factors input)									
B. Enter Allocation Factor(s) by Goal:									
(Note: Allocation factors are only needed for a column if there are undistributed expenditures in line A.)									
Instructional Goals Description									
0001	Pre-Kindergarten								
1110	Regular Education, K-12								
3800	Career Technical Education								
4110	Regular Education, Adult								
4630	Adult Career Technical Education								
5000-5999	Special Education (allocated to 5001)								
6000	ROC/P								
Other Goals Description									
7110	Nonagency - Educational								
7150	Nonagency - Other								
8500	Child Care and Development Services								
Other Funds Description									
--	Adult Education (Fund 11)								
--	Child Development (Fund 12)								
--	Cafeteria (Funds 13 & 61)								
C. Total Allocation Factors		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30
Governmental Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:						
Land Improvements		18,175.00	18,175.00			18,175.00
Buildings		1,176,759.41	1,176,759.41			1,176,759.41
Equipment		137,044.77	137,044.77	36,067.23		173,112.00
Total capital assets being depreciated	0.00	1,331,979.18	1,331,979.18	36,067.23	0.00	1,368,046.41
Accumulated Depreciation for:						
Land Improvements		(10,284.17)	(10,284.17)	(908.75)		(11,192.92)
Buildings		(962,908.40)	(962,908.40)	(31,180.94)		(994,089.34)
Equipment		(77,467.76)	(77,467.76)	(12,982.47)		(90,450.23)
Total accumulated depreciation	0.00	(1,050,660.33)	(1,050,660.33)	(45,072.16)	0.00	(1,095,732.49)
Total capital assets being depreciated, net	0.00	281,318.85	281,318.85	(9,004.93)	0.00	272,313.92
Governmental activity capital assets, net	0.00	281,318.85	281,318.85	(9,004.93)	0.00	272,313.92
Business-Type Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total capital assets being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total accumulated depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets being depreciated, net	0.00	0.00	0.00	0.00	0.00	0.00
Business-type activity capital assets, net	0.00	0.00	0.00	0.00	0.00	0.00

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
Governmental Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Total/Net OPEB Liability			0.00			0.00	
Compensated Absences Payable		39,893.80	39,893.80	15,892.99		55,786.79	
Governmental activities long-term liabilities	0.00	39,893.80	39,893.80	15,892.99	0.00	55,786.79	0.00
Business-Type Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Total/Net OPEB Liability			0.00			0.00	
Compensated Absences Payable			0.00			0.00	
Business-type activities long-term liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Unaudited Actuals
2020-21 Budget
Technical Review Checks
College and Career Advantage ROP JPA

Orange County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

CHECKFUND - (F) - All FUND codes must be valid.	<u>PASSED</u>
CHECKRESOURCE - (W) - All RESOURCE codes must be valid.	<u>PASSED</u>
CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code.	<u>PASSED</u>
CHECKGOAL - (F) - All GOAL codes must be valid.	<u>PASSED</u>
CHECKFUNCTION - (F) - All FUNCTION codes must be valid.	<u>PASSED</u>
CHECKOBJECT - (F) - All OBJECT codes must be valid.	<u>PASSED</u>
CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid.	<u>PASSED</u>
CHK-FDxRS7690x8590 - (F) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions.	<u>PASSED</u>
CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxGOAL - (W) - All FUND and GOAL account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxFUNCTION-B - (F) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid.	<u>PASSED</u>
CHK-RESOURCExOBJECTA - (W) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid.	<u>PASSED</u>
CHK-RESOURCExOBJECTB - (O) - All RESOURCE and OBJECT (objects 9791, 9793, and 9795) account code combinations should be valid.	<u>PASSED</u>
CHK-RES6500xOBJ8091 - (F) - There is no activity in Resource 6500 (Special	

Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). PASSED

CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid. PASSED

CHK-GOALxFUNCTION-A - (F) - Goal and function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC. PASSED

CHK-GOALxFUNCTION-B - (F) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699). PASSED

SPECIAL-ED-GOAL - (F) - Special Education revenue and expenditure transactions (resources 3300-3405, and 6500-6540, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3312, 3318, and 3332. PASSED

GENERAL LEDGER CHECKS

INTERFD-DIR-COST - (F) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds. PASSED

INTERFD-INDIRECT - (F) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds. PASSED

INTERFD-INDIRECT-FN - (F) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function. PASSED

INTERFD-IN-OUT - (F) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629). PASSED

INTRAFFD-DIR-COST - (F) - Transfers of Direct Costs (Object 5710) must net to zero by fund. PASSED

INTRAFFD-INDIRECT - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by fund. PASSED

INTRAFFD-INDIRECT-FN - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by function. PASSED

CONTRIB-UNREST-REV - (F) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund. PASSED

CONTRIB-RESTR-REV - (F) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund. PASSED

LOTTERY-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300). PASSED

PASS-THRU-REV=EXP - (W) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for Resource 3327), by resource.

PASSED

SE-PASS-THRU-REVENUE - (W) - Transfers of special education pass-through revenues are not reported in the general fund for the Administrative Unit of a Special Education Local Plan Area. PASSED

EXCESS-ASSIGN-REU - (F) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 95). PASSED

UNASSIGNED-NEGATIVE - (F) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 95. PASSED

UNR-NET-POSITION-NEG - (F) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 95. PASSED

RS-NET-POSITION-ZERO - (F) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 95. PASSED

EFB-POSITIVE - (W) - All ending fund balances (Object 979Z) should be positive by resource, by fund. PASSED

OBJ-POSITIVE - (W) - All applicable objects should have a positive balance by resource, by fund. PASSED

REV-POSITIVE - (W) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund. PASSED

EXP-POSITIVE - (W) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund. PASSED

CEFB-POSITIVE - (F) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund. PASSED

SUPPLEMENTAL CHECKS

EXPORT CHECKS

CHK-UNBALANCED-A - (W) - Unbalanced and/or incomplete data in any of the forms should be corrected before an official export is completed. PASSED

CHK-UNBALANCED-B - (F) - Unbalanced and/or incomplete data in any of the forms must be corrected before an official export can be completed. PASSED

CHK-DEPENDENCY - (F) - If data have changed that affect other forms, the affected forms must be opened and saved. PASSED

Checks Completed.

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Unaudited Actuals
2019-20 Unaudited Actuals
Technical Review Checks

College and Career Advantage ROP JPA

Orange County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

CHECKFUND - (F) - All FUND codes must be valid.	<u>PASSED</u>
CHECKRESOURCE - (W) - All RESOURCE codes must be valid.	<u>PASSED</u>
CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code.	<u>PASSED</u>
CHECKGOAL - (F) - All GOAL codes must be valid.	<u>PASSED</u>
CHECKFUNCTION - (F) - All FUNCTION codes must be valid.	<u>PASSED</u>
CHECKOBJECT - (F) - All OBJECT codes must be valid.	<u>PASSED</u>
CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid.	<u>PASSED</u>
CHK-FDxRS7690x8590 - (F) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions.	<u>PASSED</u>
CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxGOAL - (W) - All FUND and GOAL account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid.	<u>PASSED</u>
CHK-FUNDxFUNCTION-B - (F) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid.	<u>PASSED</u>
CHK-RESOURCExOBJECTA - (W) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid.	<u>PASSED</u>
CHK-RESOURCExOBJECTB - (O) - All RESOURCE and OBJECT (objects 9791, 9793, and 9795) account code combinations should be valid.	<u>PASSED</u>
CHK-RES6500xOBJ8091 - (F) - There is no activity in Resource 6500 (Special	

Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). PASSED

CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid. PASSED

CHK-GOALxFUNCTION-A - (F) - Goal and function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC. PASSED

CHK-GOALxFUNCTION-B - (F) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699). PASSED

SPECIAL-ED-GOAL - (F) - Special Education revenue and expenditure transactions (resources 3300-3405, and 6500-6540, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3312, 3318, and 3332. PASSED

BALANCE-FDxRS - (F) - Adjusted Beginning Fund Balance plus Revenues minus Expenditures minus Assets minus Deferred Outflows of Resources plus Liabilities plus Deferred Inflows of Resources, must total zero by fund and resource. PASSED

PY-EFB=CY-BFB - (F) - Prior year ending fund balance (preloaded from last year's unaudited actuals submission) must equal current year beginning fund balance (Object 9791). PASSED

PY-EFB=CY-BFB-RES - (F) - Prior year ending balance (preloaded from last year's unaudited actuals submission) must equal current year beginning balance (Object 9791), by fund and resource. PASSED

GENERAL LEDGER CHECKS

INTERFD-DIR-COST - (F) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds. PASSED

INTERFD-INDIRECT - (F) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds. PASSED

INTERFD-INDIRECT-FN - (F) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function. PASSED

INTERFD-IN-OUT - (F) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629). PASSED

DUE-FROM=DUE-TO - (F) - Due from Other Funds (Object 9310) must equal Due to Other Funds (Object 9610). PASSED

INTRA-FD-DIR-COST - (F) - Transfers of Direct Costs (Object 5710) must net to zero by fund. PASSED

INTRA-FD-INDIRECT - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by fund. PASSED

INTRA-FD-INDIRECT-FN - (F) - Transfers of Indirect Costs (Object 7310) must net

to zero by function.

PASSED

CONTRIB-UNREST-REV - (F) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund.

PASSED

CONTRIB-RESTR-REV - (F) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund.

PASSED

LOTTERY-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300).

PASSED

PASS-THRU-REV=EXP - (W) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for Resource 3327), by resource.

PASSED

SE-PASS-THRU-REVENUE - (W) - Transfers of special education pass-through revenues are not reported in the general fund for the Administrative Unit of a Special Education Local Plan Area.

PASSED

CEFB=FD-EQUITY - (F) - Components of Ending Fund Balance/Net Position (objects 9710-9790, 9796, and 9797) must agree with Fund Equity (Assets [objects 9100-9489] plus Deferred Outflows of Resources [objects 9490-9499] minus Liabilities [objects 9500-9689] minus Deferred Inflows of Resources [objects 9690-9699]).

PASSED

EXCESS-ASSIGN-REU - (F) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 95).

PASSED

UNASSIGNED-NEGATIVE - (F) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 95.

PASSED

UNR-NET-POSITION-NEG - (F) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 95.

PASSED

RS-NET-POSITION-ZERO - (F) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 95.

PASSED

EFB-POSITIVE - (W) - All ending fund balances (Object 979Z) should be positive by resource, by fund.

PASSED

OBJ-POSITIVE - (W) - The following objects have a negative balance by resource, by fund:

EXCEPTION

FUND	RESOURCE	OBJECT	VALUE
01	0000	3201	-1,255.03

Explanation: This was a refund of prior PERS contributions for an employee and is correct.

REV-POSITIVE - (W) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund.

PASSED

EXP-POSITIVE - (W) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund. PASSED

AR-AP-POSITIVE - (F) - Accounts Receivable (Object 9200), Due from Other Funds (Object 9310), Accounts Payable (Object 9500), and Due to Other Funds (Object 9610) should have a positive balance by resource, by fund. PASSED

CEFB-POSITIVE - (F) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund. PASSED

NET-INV-CAP-ASSETS - (W) - If capital asset amounts are imported/keyed, objects 9400-9489, (Capital Assets) in funds 61-95, then an amount should be recorded for Object 9796 (Net Investment in Capital Assets) within the same fund. PASSED

SUPPLEMENTAL CHECKS

ICRATE-REQST-PRVDED - (F) - JPAs must indicate in the Unaudited Actual Certification (Form CA) whether or not they are requesting a state approved indirect cost rate. PASSED

ASSET-IMPORT - (F) - If capital asset amounts are imported/keyed (Function 8500, Facilities Acquisition and Construction, or objects 6XXX, Capital Outlay; or objects 9400-9489, Capital Assets, in funds 61-67), then capital asset supplemental data (Form ASSET) must be provided. PASSED

DEBT-IMPORT - (F) - If long-term debt amounts are imported/keyed, the long-term debt supplemental data (Form DEBT) must be provided. PASSED

IC-ADMIN-PLANT-SVCS - (O) - Percentage of plant services costs attributable to general administration should not be zero or exceed 25%. PASSED

IC-PCT - (O) - The straight indirect cost percentage before the carry-forward adjustment (Form ICR, Part III, Line C) is between 2% and 9%. PASSED

IC-POSITIVE - (O) - The indirect cost rate after the carry-forward adjustment (Form ICR, Part III, Line D) should be positive. PASSED

IC-ADMIN-NOT-ZERO - (O) - Other General Administration costs (Part III, Line A1) in Form ICR should not be zero. PASSED

IC-BD-SUPT-NOT-ZERO - (O) - Board and Superintendent costs (Part III, Line B7) in Form ICR should not be zero. PASSED

IC-BD-SUPT-VS-ADMIN - (O) - In Form ICR, the ratio of Board and Superintendent costs (Part III, Line B7) to Other General Administration costs (Part III, Line A1) should not be less than 5%. PASSED

IC-EXCEEDS-LEA-RATE - (O) - The indirect cost rate used in one or more programs (Form ICR, Exhibit A - Rate Used) should not exceed the LEA's approved indirect cost rate. PASSED

PCRAF-UNDISTRIBUTED - (F) - Allocation factors must be entered in Form PCRAF for support functions with costs in undistributed goals (goals 0000 and 9000). PASSED

PCR-ALLOC-NO-DIRECT - (W) - In forms PCR/PCRAF, costs should normally only be

allocated to goals that have direct costs.

PASSED

PCR-GF-EXPENDITURES - (F) - Total Costs by Program in Form PCR, Column 6 should agree with total expenditures (objects 1000-7999) in funds 01, 09, and 62.

PASSED

ASSET-ACCUM-DEPR-NEG - (F) - In Form ASSET, accumulated depreciation for governmental and business-type activities must be zero or negative.

PASSED

ASSET-PY-BAL - (F) - If capital asset ending balances were included in the prior year unaudited actuals, the Schedule of Capital Assets (Form ASSET) must be provided.

PASSED

DEBT-ACTIVITY - (O) - If long-term debt exists, there should be activity entered in the Schedule of Long-Term Liabilities (Form DEBT) for each type of debt.

PASSED

DEBT-POSITIVE - (F) - In Form DEBT, long-term liability ending balances must be positive.

PASSED

DEBT-PY-BAL - (F) - If long-term liability ending balances were included in the prior year unaudited actuals data, the Schedule of Long-Term Liabilities (Form DEBT) must be provided.

PASSED

EXPORT CHECKS

FORM01-PROVIDE - (W) - Form 01 (Form 01I) must be opened and saved.

PASSED

UNAUDIT-CERT-PROVIDE - (F) - Unaudited Actual Certification (Form CA) must be provided.

PASSED

CHK-UNBALANCED-A - (W) - Unbalanced and/or incomplete data in any of the forms should be corrected before an official export is completed.

PASSED

CHK-UNBALANCED-B - (F) - Unbalanced and/or incomplete data in any of the forms must be corrected before an official export can be completed.

PASSED

CHK-DEPENDENCY - (F) - If data have changed that affect other forms, the affected forms must be opened and saved.

PASSED

Checks Completed.

**College and Career Advantage
Budget Adjustments and Transfers After SI
FY 19/20**

Description	Major Object Code	Adjustments Budget Increase/(Decrease)	Transfers Budget Increase/(Decrease)
<u>REVENUES</u>			
Total Revenues	8000's	\$ 315,358.25	
		\$ 315,358.25	\$ -
<u>EXPENSES</u>			
Certificated Salaries	1000's	\$ 1,071.19	\$ 28,050.60
Classified Salaries	2000's	\$ 3,575.54	
Employee Benefits	3000's		\$ (28,050.60)
Books and Supplies	4000's	\$ 36,576.73	
Services and Other Operating Expenditures	5000's	\$ 238,067.56	
Capital Outlay	6000's	\$ 36,067.23	
Other Outgo	7000's		
Total Expenditures		\$ 315,358.25	\$ -
<u>FUND BALANCE, RESERVES</u>			
Beginning Fund Balance	9000's		
Ending Fund Balance	9000's		

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Cindy Fox, Accountant

DATE: September 10, 2020

SUBJECT: ACTUARIAL STUDY OF RETIREE HEALTH LIABILITIES –
UNDER SEPARATE COVER

BACKGROUND INFORMATION

In July 2004, the Governmental Accounting Standards Board (GASB) implemented Statement No. 45 Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions (OPED). GASB 45 was prompted by concern over potentially large government employer obligations for post-employment benefits; it applies to all government entities including public schools.

Subsequently in June 2015, GASB issued Statement No's 74/75 with the primary objectives to improve the usefulness of information and improve the accounting and financial reporting by state and local governments for postemployment benefits.

CURRENT SITUATION

In the development of the actuarial study, CCA used the entry age actuarial cost method in compliance with GASB 74/75.

The CCA entered into an agreement with Total Compensation Systems, Inc. to perform the actuarial study valuation as of June 30, 2020. This study was completed August 12, 2020. A copy has been provided to the auditing firm of Eide Bailly LLP.

RECOMMENDATION

It is respectfully requested that the Governing Board acknowledge receipt of the Actuarial Study of Retiree Health Liabilities prepared by Total Compensation Systems, Inc.

ACTION/ROLL CALL



College and Career Advantage
San Juan Capistrano, California

September 14, 2020

CTE's ROLL IN THE FUTURE OF WORK

The PowerPoint presentation was not complete at the time of publication. The PowerPoint will be completed and presented at the September 14, 2020 Governing Board Meeting.

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Kathy Struiksma, Executive Assistant

DATE: September 14, 2020

SUBJECT: CONFLICT OF INTEREST CODE BIENNIAL REVIEW

BACKGROUND INFORMATION

The Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine it is accurate or, alternatively, that the code must be amended. Most agencies need to amend their code to add new positions, delete old positions, or revise position titles. It is important that each agency review its positions and disclosure categories to ensure that all of the types of financial interests that could pose a conflict of interest for an individual are disclosed.

CURRENT SITUATION

The CCA Governing Board is asked to review the attached exhibits which reflect the addition of one position; Administrator, Instructional Program. Once the Governing Board has approved the conflict of interest code, staff will proceed with filing the approved code online with the Clerk of the Board.

RECOMMENDATION

It is respectfully requested that the Governing Board review and consider approval of the conflict of interest code.

ACTION/ROLL CALL

**Agenda Item 22
September 14, 2020**



Conflict of Interest Code EXHIBIT A (Working Draft)

EXHIBIT A

Entity: Regional Occupational Programs

Agency: College and Career Advantage

Position	Disclosure Category	Files With
Administrator, Instructional Programs	OC-01	COB
Consultant	OC-30	COB
Director, Instructional Services	OC-01	COB
Governing Board Member	OC-01	COB
Legal Counsel	OC-01	COB

Total: 5



Disclosure Descriptions
EXHIBIT B (Working Draft)

EXHIBIT B

Entity: Regional Occupational Programs

Agency: College and Career Advantage

Disclosure Category	Disclosure Description
OC-01	All interests in real property in Orange County, the authority or the District as applicable, as well as investments, business positions and sources of income (including gifts, loans and travel payments).
OC-30	Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation: The County Department Head/Director/General Manager/Superintendent/etc. may determine that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure required. The determination of disclosure is a public record and shall be filed with the Form 700 and retained by the Filing Officer for public inspection.

Grand Total: 2

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board

FROM: Patricia Romo, Executive Director

DATE: September 14, 2020

SUBJECT: FIRST READING – BOARD POLICY 4154, 4254, 4354, HEALTH AND WELFARE BENEFITS

BACKGROUND INFORMATION

Board Policy 4154, 4254, 4354, Health and Welfare Benefits, was last approved June 17, 2010.

CURRENT SITUATION

Board Policy 4154, 4254, 4354 has been updated to include the organization's correct name, and to establish benefit eligible for active employees. Currently CCA requires instructors to teach six (6) periods, or 30 hours per week, to qualify as a full-time, benefit eligible employee. Most districts require an instructor to teach five (5) periods, or 25 hours per week, to qualify as a full-time, benefit eligible employee. To remain competitive and maintain qualified staff to instruct our students and support the organization, it is respectfully requested the Governing Board consider approving full time, benefit eligible status for certificated instructors at 25 hours per week and full time status for classified staff at 35 hours per week.

FISCAL IMPLICATIONS

There are currently two employees who teach five (5) periods, or 25 hours per week, who must contribute toward their benefit coverage. If staff recommendation to lower the threshold to 100% benefit eligibility at 25 hours or more per week, the fiscal impact to the organization would be approximately \$421.93 per month or \$4,219.30 per ten (10) months.

RECOMMENDATION

It is respectfully requested that the Governing Board review and consider approval of the revisions to Board Policy 4154, 4254, 4354, Health and Welfare Benefits.

ACTION/VOTE

option of
ACTION/ROLL CALL

Agenda Item 23
September 14, 2020

HEALTH AND WELFARE BENEFITS

~~The Capistrano-Laguna Beach Regional Occupational Program (ROP)~~ **College and Career Advantage (CCA)** shall provide health and welfare benefits for eligible certificated and classified employees in accordance with state and federal laws **and as specified in Board policy and administrative regulation.**

~~(cf. 4140/4240—Bargaining Units)~~

~~(cf. 4141/4241—Collective Bargaining Agreement)~~

~~Employees shall receive health and welfare benefits as specified in Board policy and administrative regulation.~~

The ROP **CCA**, in addition to Worker's Compensation, will provide a group health insurance plan available to all employees who qualify under the requirements of the current carrier. Classified employees must be employed at least 20 hours per week, and certificated employees must be employed at least 15 hours a week, to qualify for group health insurance to be partially paid by the organization as determined by the Governing Board. Individuals employed for the summer session only, hired on a temporary assignment, or employed on a substitute basis are not eligible for benefit coverage.

Classified employees who are employed ~~40~~ **35 or more hours** and certificated employees **who are** employed ~~30~~ **25 or more** hours per week per semester during the regular school year will be eligible to participate **at 100% FTE** in the group health insurance with a co-payment schedule as determined annually by the ROP **CCA** Board. Part-time classified employees working a minimum of 20 hours and part-time certificated employees working a minimum of 15 hours per week who wish to participate in the group health insurance program will do so on a pro rata basis in relation to actual hours worked. Eligibility for employee insurance plans shall cease upon the employee's retirement or departure from the program. Classified employees covered under the plan who drop below the 20-hour **qualification level** and certificated employees who drop below the 15 hour qualification level in a subsequent **year are** no longer eligible for coverage by the organization, unless approved by the ~~Chief Executive Officer (CEO).~~ **Executive Director.**

Total contributions by ~~the ROP~~ **CCA** toward employee group medical, dental, vision, and life insurance plans shall be determined annually by the ROP **CCA** Board. Contributions by ROP **CCA** employees toward medical, dental, vision, and life insurance plans shall be determined annually by the ROP **CCA** Board in consultation with ROP **CCA** management and employee representatives.

The eligible employee's dependents may be enrolled in the group health insurance program under the requirements and terms established by the insurance plan carrier.

HEALTH AND WELFARE BENEFITS (continued)

For purposes of granting benefits pursuant to state law, a registered domestic partner and his/her student shall have the same rights, protections, and benefits as a spouse and spouse's student. (Family Code 297.5).

The ~~Chief Executive Officer (CEO)~~ **Executive Director** or designee shall not use or disclose any medical information ~~the ROP CCA~~ possesses pertaining to an employee without the employee's authorization obtained in accordance with Civil Code 56.21, except for the purpose of administering and maintaining employee benefit plans and for other purposes specified in law. (Civil Code 56.20)

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

Retired Benefit Covered ~~Certificated~~ Employees

Any former ~~certificated~~ employee, eligible for health and welfare benefits, who retired from ~~the Capistrano—Laguna Beach Regional Occupational Program (ROP)~~ **CCA** under any public retirement system and his/her spouse/domestic partner, shall be permitted to enroll in the health and welfare and/or dental **and vision** care benefit plan currently provided for ~~certificated~~ employees. The plan also shall be available to any surviving spouse/domestic partner of a former ~~certificated~~ employee who either retired from ~~the ROP CCA~~ or was, at the time of death, employed by ~~the ROP CCA~~ and a member of **any retirement system**. ~~the State Teachers' Retirement System.~~ (Education Code 7000)

Any eligible retired ~~certificated~~ employee or surviving spouse/domestic partner shall be allowed to enroll in the coverage within 30 days of losing active employee coverage. (Education Code 7000)

Continuation of Coverage (COBRA)

~~Retired~~ **Certificated or classified employees**, other employees who would otherwise lose coverage due to a qualifying event specified in law and administrative regulation, and their qualified beneficiaries may continue to participate in the ROP's **CCA's** group health and welfare benefits in accordance with state and federal law.

To receive continuation coverage, covered employees and their qualified beneficiaries shall pay the premiums, and other charges, including any increases in premiums, and costs incurred by ~~the ROP CCA~~ in administering this program.

HEALTH AND WELFARE BENEFITS (continued)*Legal Reference:*EDUCATION CODE*7000-7008 Health and welfare benefits, retired certificated employees**17566 Self-insurance fund**35208 Liability insurance**35214 Liability insurance (self-insurance)**44041-44042 Payroll deductions for collection of premiums**44986 Leave of absence, state disability benefits**45136 Benefits for classified employees*CIVIL CODE*56.10-56.16 Disclosure of information by medical providers**56.20-56.245 Use and disclosure of medical information by employers*FAMILY CODE*297-297.5 Rights, protections and benefits under law; registered domestic partners*GOVERNMENT CODE*22750-22944 Public Employees' Medical and Hospital Care Act**53200-53210 Group insurance*HEALTH AND SAFETY CODE*1366.20-1366.29 Cal-COBRA program, health insurance**1367.08 Disclosure of fees and commissions paid related to health care service plan**1373 Health services plan, coverage for dependent children over 18 who are full-time students**1373.621 Continuation coverage, age 60 or older after five years with district**Legal Reference: (continued)*HEALTH AND SAFETY CODE (continued)*1374.58 Coverage for registered domestic partners, health service plans and health insurers*INSURANCE CODE*10116.5 Continuation coverage, age 60 or older after five years with district**10128.50-10128.59 Cal-COBRA program, disability insurance**10277-10278 Group and individual health insurance, coverage for dependent children**10604.5 Annual disclosure of fees and commissions paid**12670-12692.5 Conversion coverage*LABOR CODE*2800.2 Notification of conversion and continuation coverage**~~4856 Health benefits for spouse of peace officer killed in performance of duties~~*UNEMPLOYMENT INSURANCE CODE*2613 Education program; notice of rights and benefits*UNITED STATES CODE, TITLE 1*7 Definition of marriage, spouse*UNITED STATES CODE, TITLE 26*139C COBRA premium assistance, elimination of subsidy for high-income individuals**4980B COBRA continuation coverage**6432 COBRA premium assistance*

6720C COBRA premium assistance, failure to notify health plan of cessation of eligibility

UNITED STATES CODE, TITLE 29

1161-1168 COBRA continuation coverage

UNITED STATES CODE, TITLE 42

1395-1395g Medicare benefits

CODE OF FEDERAL REGULATIONS, TITLE 26

54.4980B-1-54.4980B-10 COBRA continuation coverage

CODE OF FEDERAL REGULATIONS, TITLE 45

164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)

Management Resources:

INTERNAL REVENUE SERVICE GUIDANCE

Premium Assistance for COBRA Benefits, Notice 2009-27

WEB SITES

CSBA: <http://www.csba.org>

California Department of Industrial Relations: <http://www.dir.ca.gov>

California Employment Development Department: <http://www.edd.ca.gov>

Internal Revenue Service: <http://www.irs.gov>

U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services:

<http://www.cms.hhs.gov>

U.S. Department of Labor: <http://www.dol.gov>

Policy

adopted: June 17, 2010

**COLLEGE AND CAREER ADVANTAGE
CAPISTRANO-LAGUNA BEACH ROP**

San Juan Capistrano, California

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board
FROM: Patricia Romo, Executive Director
DATE: September 14, 2020
SUBJECT: FIRST READING - BOARD POLICY 4260, 4360 - VACATION

BACKGROUND INFORMATION

Upon reviewing College and Career Advantage's Administrative Regulations regarding Vacations, it was determined the Organization does not have a Board Policy for Vacations.

CURRENT SITUATION

Board Policy 4260, 4360 - Vacations, is presented to the Board for first reading.

RECOMMENDATION

It is respectfully requested that the Governing Board review and consider approval of Board Policy 4260, 4360 – Vacations.

ACTION/VOTE

option of
ACTION/ROLL CALL

Agenda Item 24
September 14, 2020

VACATIONS

Classified Employees, Teachers on Special Assignment, Management and Supervisory Personnel

Classified employees, Teachers on Special Assignment and Management and Supervisory Personnel shall earn vacation at the prescribed credit at the prescribed rate as part of his/her compensation.

All vacation requests will be reviewed and approved, or not approved, by the immediate supervisor prior to the date(s) requested by the employee.

Upon termination, employees shall be compensated at their daily rate of pay for all earned and unused vacation excluding vacation time already taken, up to and including the day of departure. If the employee has taken vacation which has not yet been earned, a deduction from the final paycheck will be made for the amount of salary which was paid for unearned days of vacation at his/her daily rate of pay.

Classified Employees

Classified employees, except temporary and substitute, in positions not requiring certification nor designated as management, shall accrue vacation as follows:

- 1) Employees shall receive one full day of vacation per full month of service.
- 2) Employees working less than full time, or less than 12 months, shall accrue vacation on a prorated basis.
- 3) After two complete years of service, 12-month employees shall receive three extra days of vacation per year to a maximum under this section of 15 days.

Teachers on Special Assignment (TOSA)

Teachers on Special Assignment are not classified as supervisory or management personnel and shall accrue vacation equal to that of classified employees or as follows:

- 1) Employees shall receive one full day of vacation per full month of service.
- 2) Employees working less than full time, or less than 12 months, shall accrue vacation on a prorated basis.
- 3) After two complete years of service, 12-month employees shall receive three extra days of vacation per year to a maximum under this section of 15 days.

Management and Supervisory Personnel

Vacations shall be granted to certificated and classified management/supervisory employees under the following provisions.

VACATIONS

- 1) Management shall work a 12-month year, unless otherwise determined by action of the Board.
- 2) Upon employment, management shall be entitled to 22 vacation days annually.

Legal Reference:

EDUCATION CODE
45197 Annual Vacations

Policy
adopted:

COLLEGE AND CAREER ADVANTAGE
San Juan Capistrano, California



College and Career Advantage Organizational Goals 2019-20 Update

1. Student Achievement

- a. Develop course curriculum guides that include CTE standards, course outline, lessons, handouts, practices, assessments.
Course curriculum guides have been completed by multiple programs and are kept in storage. Coaches are working with teachers who did not complete them to continue to develop these guides
- b. Develop CTE Teacher Induction Program that consists of six modules to be delivered over a two year period. Module topics to be developed in collaboration with the CUSD TIP and PL staff.
The TIP program is on target and the first three modules have been provided to approximately 12 new teachers. This plan will be completed and delivered to the first cohort by June 2021
- c. Continue the WASC Self-Study process in preparation for accreditation in spring 2022.
While WASC is an on-going process, we are in the beginning stages of our self-study work with all stakeholders. A new Student/Community Profile is almost complete and will be provided to the Board at the June meeting, followed by disbursement to all stakeholders. At our next meetings, teams will be updating outdated Expected Student Learning Results (ESLR's) and begin their work on identifying changes since our last self-study WASC report. COVID-19 has extended the process by one year.
- d. Increase college credit earning courses, UC a-g courses, and honors weighted courses.
All CCA courses have been assessed to ensure they meet the California CTE Model Curriculum Standards and revisions have been made when possible to increase college credit earning, UC a-g and honors weighted courses. We have increased the number of articulations, honors courses and 100% of CCA courses are now UC a-g approved. The goal is to attain at least one of these designations for every CTE course, both District CTE and CCA sponsored.
- e. Develop Student Ambassador Program to provide opportunities for student leadership and community outreach.
We have currently recruited 25 student ambassadors under the direction of the K12 Student Services Manager. These students are being trained to understand CTE as a whole and attend promotional events, campus tours of CTE programs, and represent CCA at PTA and Chamber of Commerce events. COVID-19 interrupted this process but we will resume when possible.

2. Budget/Resource Management

- a. Continue to find grant opportunities to increase resources.

The Executive Director has led the consortiums in multiple grant opportunities including the new Perkins V grant, K12 SWP grant in multiple year applications, the CTEIG in multiple year applications and a K12 Pathway Coordinator position through the CCCCCO. These efforts resulted in approximately \$2 million dollars of additional funding each year for CCA, and additional CTE funds for each JPA partner district.

- b. Work with CDE, Capitol Advisors and School Services to stabilize funding through a variety of sources.

The Executive Director has worked with CDE and the Schools Services/Capitol Advisors groups to lobby for future CTE direct funding vs. grant funding. In addition, she has attended Legislative Education Committee meetings, California Workforce Pathways Joint Advisory Committee (CWPJAC) meetings, State Board of Education (SBE) meetings and CTE related committee meetings to learn about, provide advice, and develop stability in CTE funding.

- c. Maintain classroom and district-wide inventory system.

CCA has worked to restore the inventory system that was lost in the 2015 move to the CUSD district offices and is making progress with that work. Staff will have a classroom inventory by June 2021 for every CCA classroom across the region.

3. Community Engagement and Communication

- a. Strengthen partnerships and collaboration with community-based organizations. CCA staff has joined the various community Chambers of Commerce, PTSA's, and work with multiple business and industry partners.

- b. Strengthen Advisory Board partners and deliveries.

All advisory meetings have been held for 2019-20 and additional partnership agreements have been developed

- c. Strengthen involvement in regional collaborative networks.

Staff is attending OCDE OC Pathway meetings, LAOCRC meetings, and CTEoc meetings.

- d. Market to parents, students, legislators, staff, teachers in local and regional communities.

This is still a work in progress and we will report out at upcoming board meetings.

COLLEGE AND CAREER ADVANTAGE

Memorandum

TO: CCA Governing Board
FROM: Patricia Romo, Executive Director
DATE: September 14, 2020
SUBJECT: ORGANIZATION GOALS – 2020-21

CURRENT SITUATION

The Leadership Team has developed the following draft of the Organizational Goals for 2020-21.

The Organizational Goals will be brought to the December Board meeting for consideration of approval. These Organizational Goals will provide useful guidance for staff and serve as guidelines for action. The approved Organizational Goals will be shared with staff.

RECOMMENDATION

It is respectfully requested that the Governing Board review and discuss the 2020-21 Organizational Goals.

DISCUSSION

**Agenda Item 26
September 14, 2020**



College and Career Advantage Organizational Goals 2020-21

1. Student Achievement

- a. Update and Revise online remote instruction using Canvas Learning Management Software. Update and Revise assessments to align with online instruction.
- b. Develop hybrid CTE model of instruction in order to resume in person instruction.
- c. Develop COVID-19 safety plan for in person instruction.
- d. Further develop CTE Teacher Induction Program that consists of six modules to be delivered over a two year period. Module topics to be developed in collaboration with the CUSD TIP and PL staff. Three modules were developed in 2019-20 and implemented with the first cohort of teachers.
- e. Continue the WASC Self-Study process in preparation for accreditation in Spring/Fall 2022.
- f. Support and expand Futureology department of CUSD. Reinstate and strengthen College and Career Guidance centers at each high school site. Focus on guidance for juniors and seniors in 20-21, expand to freshmen and sophomores in 21-22.

2. Budget/Resource Management

- a. Work with CDE, Capitol Advisors and School Services to stabilize funding through a variety of sources.
- b. Develop and maintain classroom and district-wide inventory system.

3. Community Engagement and Communication

- a. Strengthen partnerships and collaboration with community-based organizations.
- b. Strengthen involvement in regional collaborative networks.
- c. Develop marketing materials focused on parents, students, business partners, legislators, staff, and teachers in local and regional communities.
- d. Update CCA Board Policies (last updated 2010)



COLLEGE AND CAREER ADVANTAGE**COMPENSATION OF EMPLOYEES
2020-2021****VI. Classified Management - College and Career Guidance Coordinator**

SALARY RANGE	Step Increases 3.5%				
	STEP A	STEP B	STEP C	STEP D	STEP E
1	95,111	97,965	101,393	104,942	108,615

Note: Per AR 4251(a); Anniversary increments of 2% are given at 10 years, 15 years, 20 years, and 25 years.

College and Career Advantage Fall 2020 Enrollment

High School	Number of CTE Sections Offered	CTE Enrollment Bell	CTE Enrollment After-Bell	Total CTE Enrollment	Fall 2019 CTE Enrollment Bell	Fall 2019 CTE Enrollment After-Bell	Fall 2019 Total CTE Enrollment
ANHS	41	998	73	1,071	1,169	177	1,346
Cal Prep	1	14	6	20	12	3	15
CVHS	20	523	111	634	604	342	946
DHHS	30	670	89	759	833	163	996
SERRA	8	83	1	84	104	1	105
SCHS	26	651	72	723	549	251	800
SIHHS	44	1,008	82	1,090	1,282	109	1,391
THS	26	755	38	793	991	164	1,155
LBHS	14	201	41	242	231	85	316
HS Totals	210	4,903	513	5,416	5,775	1,295	7,070

Middle School	Fall 2020	Fall 2019
Aliso Viejo	299	304
Arroyo Vista	27	32
Bernice Ayer	27	54
Don Juan Avila	181	229
Carl Hankey	*0	45
Ladera Ranch	272	233
Las Flores	115	144
Marco Forster	156	163
Fred Newhart	152	157
Niguel Hills	199	122
Shorecliffs	34	67
Vista del Mar	151	137
MS Totals	1613	1687

*No Data



COLLEGE AND CAREER ADVANTAGE

NEW COURSE OFFERINGS

Beginning with the Fall 2020 semester, CCA is proposing to offer the following new courses to enhance current course offerings and build upon existing career pathways. This proposal is based on labor market information and local industry needs, school site interests, career opportunities, course sequencing and student interest.

Administration of Justice (Honors) –This course is designed to give students interested in law enforcement an opportunity to explore the criminal justice systems, laws, criminal investigations, crime scene photography, biological evidence (DNA), finger print collection, forensic science and evidence collection.

Aviation II (Honors)- This innovative and exciting course provides advanced instruction in Aviation careers. Current reports show that in the next fifteen to twenty years for there to be over 100,000 jobs related to Unmanned Aerial Systems (UAS) and a demand for 95,000 pilots with a projected shortage in pilots to fulfill those jobs. Therefore, Aviation II Honors helps to inspire and equip students to pursue post-secondary education and careers in aviation/aerospace related fields. Furthermore, students will gain knowledge about the regulations and procedures governing the safe and legal operation of small aircraft. The scope of this course coincides with the knowledge areas in the Federal Aviation Administration's small aircraft knowledge test. Upon completion of this course, students will have gained the knowledge to take and pass the FAA written examination per requirement of the Federal Aviation Regulations (FAR) 61-05 Section 61.3, Private Pilot which is a requirement in obtaining a Private Pilot Certificate.

Catering and Event Planning (Honors) – This internship type course is the capstone course within a food service-based pathway in a Hospitality, Tourism, and Recreation (HTR) academy. In this course, students will be given the opportunity to apply the skills they have developed in the pathway through complex meal preparation and real-world application in an on campus café and community catering events. Additionally, students will cultivate professional skills transferable to the restaurant industry and post-secondary studies in food service, culinary arts, and hospitality management. Throughout each unit students will also relate content to a safety and sanitation element in preparation for the ServSafe Managers exam at course culmination. All students will also explore the historical and cultural context of foods, scientific interactions, and evaluate each meal through extensive research, writing, and collaborative work, as well as through consistent interactions with industry professionals.

Criminal Psychology (Honors) – Students use the application of the science and profession of psychology to resolve questions and issues relating to law and the criminal and civil justice systems. This honors-level course applies psychological theories, principles, and research to issues of concern within the criminal justice system. By examining case studies, trials, laws, and psychological research, students will gain knowledge into psychological aspects of criminal activity, as well as a basic understanding of the role that psychology plays throughout the legal process in both criminal and civil cases. This course is concerned with the prevention, detection, and reduction of crime. Throughout the course, students will acquire knowledge and practice in the application of psychological and forensic methods to understand criminal behavior in order to prepare students for possible careers in forensic psychology or the criminal justice system.

Fabrications Lab (1-semester UC “g”) – In this hands-on applied course consisting of cross-disciplinary projects, students work within a “workshop” to explore, build, and create achievable projects within a wide range of skills or areas. The students get the opportunity to rotate through several different modules using equipment such as virtual welding machines, mills, lathes, vinyl printers, 3d printers and a t-shirt press, students are then able to complete projects based on the student's interests and allow for a progression of skill building. The Lab will cover careers in robotics, sustainability, deconstruction, welding, construction, circuits, motors and switches, engineering, 3D printing, design, manufacturing, machining, etc.

Rapid Prototype (Honors) - This course is designed for students that wish to explore advanced digital media skills consistent with current industry standards and applications. Building on the foundational base established in Foundations of Engineering, students will further expand, develop, and apply their knowledge of elements and principles of 3D media, design, and aesthetics. Students will improve their observational, analytical, and critical thinking skills while obtaining and applying advanced ability in the use of digital technology for artistic expression and production of digital media.

Robotics and Autonomous Systems (Honors)- This 4th level capstone course focuses on computer programs and robotics systems to solve real world mathematics problems using computational thinking, such that they will form generalized algorithmic solutions to model various situations with mathematics. This course requires students to identify patterns and overarching concepts, generalizing them in mathematical terms while connecting the content. Students then test their solutions, verifying computationally or graphically that the answers are reasonable in relation to the situation. Offering solutions to real life problems, and then analyzing the results for accuracy and modifying the programming solutions.

Robotics Design and Fabrication (Honors) - Students will continue their work from Robotics Fundamentals. They will continue to work in engineering teams to design,

build and test increasingly complex robots. The course will illustrate the engineering design process, the importance of integrating sensors, and complex machine control, autonomous control and multi-robot systems. Students will be expected to solve challenges using physical robots and computer simulations. Students will explore additional hardware and software solutions to robotics problems.

Virtual Enterprise Intro – VE Intro allows students to master basic economic principles and concepts. Students will be able to better understand the economic world around them by covering subject areas such as micro and macroeconomics, international economics, and entrepreneurship. Through a combination of project-based learning, lecture, research, and electronic media, students will not only gain exposure to economic principles, but also gain an understanding of the role global and domestic businesses have as well as the impact federal government has on the economy. This will be accomplished by students creating a simulated business where they will determine the nature of their company, its products and services, its management and structure, and learn the daily operations of a business.

RECOMMENDATION

Following discussion, it is recommended the Board review and approve the above course offerings.



COLLEGE AND CAREER ADVANTAGE

The following sections have been cancelled for the 2020 school year due to low enrollment, budget cuts, or lack of a teacher.

School Site	Class Name	Number Of Cancelled Sections
ANHS	Emergency Medical Responder	1
CCA	Culinary Arts	1
CCA	E-Sports	1
CCA	Consumer Automotive Mechanics	1
CCA	Street Law	1
CVHS	Dance Company/Performance	1-Combo Class
CVHS	Sports Medicine	1
CVHS/SJHHS/THS	Stagecraft	3
CVHS	Art of Animation	1
CVHS	Intro to Business/Computer Apps	1 Semester Each
CVHS	Virtual Enterprise 1	1
DHHS	Hotel and Hospitality Careers	1
DHHS/CCA	Audio and Music Production	2
DHHS	Sports Medicine	1
SCHS	Robotics Fundamentals (Level 1)	1
SCHS	Rapid Prototype	1
SCHS	3D Media Design	1
SERRA	Crime Scene Investigations	1
SERRA	Career Technology Investigation Lab	1
SJHHS	Criminal Justice	1
SJHHS	Intro to Business/Computer Apps	1
SJHHS	Medical Core	1
SJHHS	Emergency Medical Responder	1
SJHHS	Administration of Justice	1
	Total Cancelled Sections=	27