

## COLLEGE AND CAREER ADVANTAGE

### BOARD MEETING: September 8, 2021 MINUTES

#### CALL TO ORDER

President Vickers called the meeting to order at 9:07 a.m.

Call to Order

**ROLL CALL:** Present: Trustees Braunstein, McNicholas, Perry, Vickers  
Absent: Trustee Jones

Due to Trustee Vickers' schedule, Trustee McNicholas was asked to run the Board meeting.

Trustee McNicholas led the Pledge of Allegiance.

#### APPROVAL OF AGENDA

On a motion from Trustee Vickers, seconded by Trustee Perry, it carried by a roll call vote of 4-0-1 to approve the agenda.

Approval of  
Agenda

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

#### BOARD COMMENTS

Trustee McNicholas recently attend her high school reunion and commented on the impressive automotive shop at her previous high school.

Board  
Comments

#### EXECUTIVE DIRECTOR'S REPORT

Melanie Inskeep was introduced to Trustees. Melanie is CCA's new Accountant.

Executive  
Director's  
Report

CTEIG funding is again delayed due to new legislation requiring the reporting of IB and AP classes. CTEIG applications have been returned to the California Department of Education (CDE); the applications need to be rewritten and resubmitted. CCA is waiting for CDE to provide the updated application. With the delay of CTEIG funds, drastic cuts may need to be made at the semester.

CCA has submitted information to the state for COVID relief funds available to ROP JPAs. The COVID relief funds will cover the additional costs incurred due to COVID. Legislation has until December 31, 2021 to distribute the COVID relief funds.

## **COMMENTS FROM THE PUBLIC**

There were no comments from the public.

## **Public Comments**

## **CONSENT CALENDAR**

Staff requested Item #9 be pulled from the agenda for further discussion.

On a motion from Trustee Jones, 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 June 23, 2021 as presented.

**Minutes**

Purchase Orders as presented.

**Purchase Orders**

Checks as presented.

**Checks**

Personnel Assignment Order as presented.

**Personnel  
Assignment  
Order**

MOU with University Lab Partners as presented.

**MOU**

Grant Sub-Agreement between RSCCD and CCA as presented.

**Grant Sub-  
Agreement**

CTEIG MOU with CUSD as presented.

**CTEIG MOU with  
CUSD**

CTEIG MOU with LBUSD as presented.

**CTEIG MOU with  
LBUSD**

Appointment of Representative to the South Orange County Regional Consortium as suggested.

**Consortium  
Appointment**

Training Agreement as presented.

**Training  
Agreement**

Board Policy 4000 as presented.

**BP 4000**

Board Policy 4100 as presented.

**BP 4100**

Board Policy 4111 as presented.

**BP 4111**

Board Policy 4111.2 as presented.

**BP 4111.2**

Board Policy 4112.2 as presented.

**BP 4112.2**

Board Policy 4112.61 as presented.

**BP 4112.61**

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

**MEMORANDUMS OF UNDERSTANDING (MOU) BETWEEN COLLEGE AND CAREER ADVANTAGE AND CAPISTRANO UNIFIED SCHOOL DISTRICT**

**MOUs  
Between  
CCA and  
CUSD**

Following discussion of the MOUs and on a motion from Trustee McNicholas, seconded by Trustee Jones, it carried by a roll call vote of 5-0 to approve the MOUs between CCA and CUSD.

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

**UNAUDITED ACTUALS**

**Unaudited  
Actuals**

Melanie Inskeep, CCA Accountant, provided a summary review of the 2020-21 unaudited actuals.

On a motion from Trustee Braunstein, seconded by Trustee Vickers, it carried by a roll call vote of 5-0 to approve certification of the 2020-21 unaudited actuals.

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

Agenda item #21 was moved ahead of agenda item #19.

**COVID TESTING AND VACCINATION VERIFICATION MANDATES FOR WORKERS IN SCHOOL**

**COVID  
Mandates**

CCA is following guidance from the California Department of Public Health requiring proof of COVID vaccination or staff will need to undergo a weekly COVID test. Full compliance with the health order takes effect October 15, 2021.

**ACTUARIAL STUDY OF RETIREE HEALTH LIABILITIES**

**Actuarial  
Study**

After review of the actuarial study, answers to questions will be researched and provided to Trustees in the weekly Board Update.

On a motion from Trustee Jones, seconded by Trustee Perry, it carried by a roll call vote of 5-0 to acknowledge receipt of the Actuarial Study of Retiree Health Liabilities.

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

**BUDGET ADJUSTMENTS AND TRANSFERS AFTER SECOND INTERIM**

Melanie Inskeep, CCA Accountant, provided a summary review of the budget adjustments and transfers made after second interim.

**Budget Adjustments and Transfers**

**UPDATE ON COVID RELIEF BUDGET PLANS**

Information on this item can be found under the Executive Director’s report.

**COVID Relief Budget Plans**

**ORGANIZATIONAL GOALS 2021-22**

Mrs. Romo presented CCA’s Organizational Goals for 2021-22. Progress on the goals will be presented to the Board periodically.

**Organizational Goals 2021-22**

**ENROLLMENT DATA – FALL 2021**

High school and middle school enrollment data for Fall 2021, along with comparison data from Fall 2020, was presented to the Board.

**Enrollment Data – Fall 2021**

**COURSE INVENTORY**

On a motion from Trustee Braunstein, seconded by Trustee Perry, it carried by a roll call vote of 3-0-2 to approve the additional course offerings for Fall 2021.

**Course Inventory**

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

**INSTRUCTIONAL UPDATE ON INTERNSHIPS AND INDUSTRY CERTIFICATIONS**

Mrs. Thomas presented the Board with internship classes for 2020-21 along with Industry Certifications for 2020-21.

**Internships and Industry Certifications**

**MONTHLY BUDGET REPORT**

The budget and income reports as of July 31, 2021, were presented to the Board with a handout of the 2021-22 cash flow projection.

**Monthly Budget Report**

**ADJOURNMENT**

On a motion from Trustee McNicholas, seconded by Trustee Braunstein, it carried by a roll call vote of 3-0-2 to adjourn the meeting at 10:44 a.m.

**Adjournment**

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

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**Vice President**

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**Secretary**