



COLLEGE AND CAREER ADVANTAGE

San Juan Capistrano, CA 92675

GOVERNING BOARD MEETING

December 19, 2022

8:00 a.m.

Training Room 1

33122 Valle Road in San Juan Capistrano

Due to the nature of the COVID-19 pandemic and in accordance with Executive Order N-29-20, 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 a request to address the Board by using [this form](#). Those who have registered to comment will receive an email prior to the meeting with information on how to join and comment via a Zoom link. 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 provide on the next page of this agenda.

RECORDING OF SCHOOL BOARD MEETINGS

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

AGENDA

CALL TO ORDER

	Present	Absent
ROLL CALL: Trustee Perry	_____	_____
Trustee Vickers	_____	_____
CUSD Trustee (TBD)	_____	_____
CUSD Trustee (TBD)	_____	_____
CUSD Trustee (TBD)	_____	_____

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

ACTION/VOTE

Motion _____ Second _____ Vote _____

EXECUTIVE DIRECTOR’S REPORT

REORGANIZATION OF THE BOARD – ELECTION OF PRESIDENT

ACTION/VOTE

Governing Board to consider nominations for the election of President of the Governing Board for 2023.

Nominee _____

Nominated by: _____ Seconded by: _____

Motion _____ Second _____ Vote _____

REORGANIZATION OF THE BOARD – ELECTION OF VICE PRESIDENT

ACTION/VOTE

Governing Board to consider nominations for the election of Vice President of the Governing Board for 2023.

Nominee _____

Nominated by: _____ Seconded by: _____

Motion _____ Second _____ Vote _____

ORAL COMMUNICATIONS

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

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

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

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

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

COMMENTS FROM THE PUBLIC

DISCUSSION

Non-agenda items. Individuals may be limited to 3 minutes.

DISCUSSION/ACTION ITEMS

1. RESOLUTION #01-22/23 – SETTING OF REGULAR MEETING DATES

Pages 1-2
ACTION/ROLL
CALL

Board to review and consider adoption of Resolution #01-22/23 – Setting of Regular Meeting Dates of the CCA Governing Board.

Contact: Paul Weir, Executive Director

Motion _____ Second _____

ROLL CALL: Trustee Perry _____
Trustee Vickers _____
CUSD Trustee (TBD) _____
CUSD Trustee (TBD) _____
CUSD Trustee (TBD) _____

2. RESOLUTION #02-22/23 – AUTHORIZATION OF SIGNATURES

Pages 3-4
ACTION/ROLL
CALL

Board to review and consider adoption of Resolution #02-22/23 - Authorization of Signatures (supporting information).

Contact: Paul Weir, Executive Director

Motion _____ Second _____

ROLL CALL: Trustee Perry _____
Trustee Vickers _____
CUSD Trustee (TBD) _____
CUSD Trustee (TBD) _____
CUSD Trustee (TBD) _____

BOARD COMMENTS

ADJOURNMENT

COLLEGE AND CAREER ADVANTAGE

M e m o r a n d u m

TO: CCA Governing Board

FROM: Paul Weir, Executive Director

DATE: December 19, 2022

SUBJECT: SETTING OF REGULAR MEETING DATES – RESOLUTION #01-22/23

CURRENT SITUATION

As a part of the Annual Organizational Meeting, it is the Board's responsibility to determine the dates the Governing Board will hold its regular meetings.

RECOMMENDATION

It is my recommendation that the College and Career Advantage (CCA) Governing Board continue to meet on the second Thursday of each month listed below with some variations due to scheduled events or reporting timelines. CCA Governing Board meetings typically last 1 ½ hours. The CCA Governing Board currently meets at 9:00 a.m. It is recommended that the Board discuss and decide the meeting time and dates for future CCA Governing Board meetings.

I believe we can hold Board meetings five times per year with no loss of function or undue restrictions. Under extenuating circumstances, special Board meetings could be called.

Therefore, the specific dates for 2023 would be:

Thursday, March 9
Tuesday, June 6
Thursday, September 14
Thursday, December 14
Tuesday, December 19

It is respectfully recommended that the Governing Board consider approval and adoption of Resolution #01-22/23 to set the meeting time and dates of the Governing Board for 2023.

ACTION/ROLL CALL

COLLEGE AND CAREER ADVANTAGE

RESOLUTION #01-22/23

SETTING OF REGULAR MEETING DATES

I, _____, Vice President/Clerk of the Governing Board of College and Career Advantage, hereby certify that the said Board, at a regular meeting thereof, held on the 19th day of December 2022, adopted by a majority vote of said Board the following Resolution.

NOW, THEREFORE, BE IT RESOLVED that the next regular meeting of the Governing Board of College and Career Advantage be held on _____ and every _____ Wednesday of the months of June, September, December, January and March thereafter (with certain exceptions) at the following location:

College and Career Advantage
33122 Valle Road, San Juan Capistrano, CA

AYES () ABSENT ()

NOES () ABSTAIN ()

IN WITNESS OF THE ABOVE STATED ACTION, I have hereunto set my hand this 19th day of December, 2022

Vice President/Clerk

COLLEGE AND CAREER ADVANTAGE

M e m o r a n d u m

TO: CCA Governing Board

FROM: Paul Weir, Executive Director

DATE: December 19, 2022

SUBJECT: AUTHORIZATION OF SIGNATURES – RESOLUTION #02-22/23

CURRENT SITUATION

With the 2023 election of President and Vice President, signature authorities need to be approved for College and Career Advantage documents.

The attached Resolution gives signature authority to the Governing Board President and Vice President as well as the Executive Director.

The CCA's two bank accounts -- revolving cash and clearing accounts -- are not included in this authority. The Executive Director and Accountant are authorized signers on the SchoolsFirst Federal Credit Union account and the Executive Director and the Director, Instructional Services are the authorized signers for the Farmers & Merchants Bank account.

RECOMMENDATION

It is respectfully recommended that the Governing Board consider approval and adoption of Resolution #02-22/23.

ACTION/ROLL CALL

COLLEGE AND CAREER ADVANTAGE

RESOLUTION #02-22/23

AUTHORIZATION OF SIGNATURES

I, _____, Vice President/Clerk of the Governing Board of College and Career Advantage, hereby certify that the said Board, at a regular meeting thereof, held on the 19th day of December 2022, adopted by a majority vote of said Board the following Resolution.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of College and Career Advantage approves the following named persons be authorized to sign necessary documents related to Payroll, Vendor Orders for Payment, Purchase Orders, Contracts, and Travel Reimbursement Requisitions, as indicated, and that all previous authorizations of signature are rescinded. This Resolution further states that the authorization is subject to the following provisions:

	SPECIMEN SIGNATURE	AUTHORIZED TO SIGN				
		Payroll Documents	Vendor Payment Orders	Purchase Orders	Contracts	Travel Reimbursements
Paul Weir		X	X	X	X	X
		X	X	X	X	X
		X	X	X	X	X

Pursuant to provisions of Education Code sections 42630-34/85230-34.

AYES () ABSENT ()

NOES () ABSTAIN ()

IN WITNESS OF THE ABOVE STATED ACTION, I have hereunto set my hand this 19th day of December, 2022.

Vice President/Clerk