

COLLEGE AND CAREER ADVANTAGE

BOARD MEETING: December 9, 2021 MINUTES

Trustee McNicholas called the meeting to order at 9:01 a.m.

Call to Order

Trustee Kelly, alternate Board member for LBUSD, attended for Trustee Vickers.

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

Nicole Berkman led the Pledge of Allegiance.

APPROVAL OF AGENDA

Approval of
Agenda

On a motion from Trustee Perry, seconded by Trustee Braunstein, it carried by vote of 5-0-0 to approve the Agenda as presented.

VOTE: Ayes: Trustees Braunstein, Jones, Kelly, McNicholas, Perry
Nos: None
Absent: None

COMMENTS FROM THE PUBLIC

There were no comments from the public.

Public
Comments

EXECUTIVE DIRECTOR COMMENTS

Mrs. Romo reported on the November 11, 2021 Professional Development Day which was held at the new Career Center at Capistrano Valley High School. All CTE teachers, both CCA and District, attended.

Executive
Director
Comments

Item 1.3, Funding, was moved up to become item 1.1

FUNDING

COVID-19 Supplemental Funding for JPA Regional Occupational Centers and Programs has been received. The Supplemental Funding will enable CCA to focus on improvements that could not be completed the last few years due to funding restrictions. Mrs. Romo also discussed K12 Strong Workforce Program funding and the possibility of dedicated CTEIG funding.

POSITIONS NEEDED

CCA will be hiring an accounts payable/purchasing clerk to assist with additional purchases made possible by the receipt of COVID-19 Supplemental Funding.

CCA currently employs three skills assistants and plans to hire additional skills assistants to help students master skills taught in the classroom.

CAREER CENTERS

Three career centers are complete and three other career centers are under construction with the hope of opening fall 2022. Meetings have been held with Maintenance and Operations and the next career center opening will be at San Clemente High School.

PARTNERSHIPS

New partnerships have been established with the City of Mission Viejo to offer a regional lifeguard program which will be open to all students and will be offered as an after-bell class.

CCA has partnered with Laguna Arts Museum. The partnership will provide students opportunities to learn how to display art, set up a business, promote art, fundraise and much more.

LBUSD and CCA have partnered to offer adult education programs in cyber security and culinary arts/hotel hospitality. Classes will be offered in the evening.

INTERNSHIPS

High school internship programs have been on hold due to COVID-19 and vaccination requirements however adult students have been able to participate in internship programs.

SKILLS ASSISTANTS/STEM MENTORS

Katherine Amoukhteh, former engineering teacher, has been hired as a STEM mentor with the main focus of supporting the engineering program. Katherine will also provide ideas for new and exciting trends in engineering and will work to develop a pathway for esports.

2020-21 AUDIT UPDATE

The filing deadline for the 2020-21 audit has been extended to January 31, 2022. The audit will be Board approved at a special Board meeting in January prior to submitting the report.

CONSENT CALENDAR

Staff requested that Consent Calendar Item #9 be pulled for further discussion.

On a motion from Trustee Jones, seconded by Trustee Braunstein, it carried by a roll call vote of 5-0-0 to approve the consent calendar to include the following:

Minutes of the Board meeting on September 8, 2021, as presented.

Minutes

Purchase Orders as presented.

**Purchase
Orders**

Checks as presented.

Checks

Personnel Assignment Order as presented.

Personnel
Assignment
Order

Donations as presented.

Donations

MOU between University Lab Partners (ULP) and the Regional Occupational Programs in the North Orange County Region and the South Orange County Region as presented.

ULP MOU

Partnership for Achieving Student Success (Cal-PASS Plus) – Member Institution Memorandum of Understanding.

Cal-PASS
Plus MOU

Memorandum of Understanding between CCA and Laguna Beach Unified School District for Adult Education Programs as presented.

MOU Adult
Education

Grant Sub-Agreement between Rancho Santiago Community College District and CCA.

Grant Sub-
Agreement

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

MEMORANDUM OF UNDERSTANDING WITH LAGUNA BEACH UNIFIED SCHOOL DISTRICT

LBUSD MOU

Following discussion and on a motion from Trustee Jones, seconded by Trustee Braunstein, it carried by a vote of 5-0-0 to approve the Memorandum of Understanding with Laguna Beach Unified School District.

VOTE: Ayes: Trustees Braunstein, Jones, Kelly, McNicholas, Perry
Nos: None
Absent: None

SINGLE BUDGET ADOPTION

Single Budget
Adoption

On a motion from Trustee Jones, seconded by Trustee Braunstein, it carried by a vote of 5-0-0 to approve continuing the single budget adoption process for fiscal year 2022-2023.

VOTE: Ayes: Trustees Braunstein, Jones, Kelly, McNicholas, Perry
Nos: None
Absent: None

FIRST INTERIM REPORT

First Interim
Report

Trustees were provided with an updated version of the First Interim Report. Melanie Inskeep, Accountant, provided Trustees a summary review of the

First Interim Report. Following discussion and on a motion from Trustee Jones, seconded by Trustee Braunstein, it carried by a vote of 5-0-0 to certify the First Interim Report.

VOTE: Ayes: Trustees Braunstein, Jones, Kelly, McNicholas, Perry
Nos: None
Absent: None

REINSTATEMENT OF 2021-22 FURLOUGH DAYS

On a motion from Trustee Jones, seconded by Trustee Braunstein, it carried by a vote of 5-0-0 to reinstate 2021-22 furlough days.

**Reinstatement
of 2021-22
Furlough
Days**

VOTE: Ayes: Trustees Braunstein, Jones, Kelly, McNicholas, Perry
Nos: None
Absent: None

REINSTATEMENT OF STEP INCREASES

On a motion from Trustee Braunstein, seconded by Trustee Perry, it carried by a vote of 5-0-0 to reinstate step increases.

**Reinstatement
of Step
Increases**

VOTE: Ayes: Trustees Braunstein, Jones, Kelly, McNicholas, Perry
Nos: None
Absent: None

SALARY SCHEDULE ADJUSTMENT

On a motion from Trustee Braunstein, seconded by Trustee Perry, it carried by a vote of 5-0-0 to approve a 5% increase to salary schedules.

**Salary
Schedule
Adjustment**

VOTE: Ayes: Trustees Braunstein, Jones, Kelly, McNicholas, Perry
Nos: None
Absent: None

COVID RELIEF STAFF STIPEND

On a motion from Trustee Jones, seconded by Trustee Kelly, it carried by a vote of 5-0-0 to approve a COVID relief staff stipend.

**COVID Relief
Staff Stipend**

VOTE: Ayes: Trustees Braunstein, Jones, Kelly, McNicholas, Perry
Nos: None
Absent: None

CERTIFICATED STAFF CREDENTIALING INCENTIVE

On a motion from Trustee Braunstein, seconded by Trustee Kelly, it carried by a vote of 5-0-0 to approve a certificated staff credentialing incentive.

**Certificated
Staff
Credentialing
Incentive**

VOTE: Ayes: Trustees Braunstein, Jones, Kelly, McNicholas, Perry
Nos: None
Absent: None

MID-YEAR REVIEW OF THE 2021-22 ORGANIZATIONAL GOALS

Mrs. Romo provided a summary of the mid-year review of the 2021-22 Organizational Goals and responded to Board member questions.

Mid-Year Review 2021-22 Org Goals

ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION (ACTE) CAREER TECH VISION 2021

On a motion from Trustee Jones, seconded by Trustee Braunstein, it carried by a vote of 5-0-0 to ratify/approve conference attendance at the Career Tech Vision 2021 conference.

ACTE Career Tech Vision 2021

VOTE: Ayes: Trustees Braunstein, Jones, Kelly, McNicholas, Perry
 Nos: None
 Absent: None

BOARD COMMENTS

Trustee Kelly stated he enjoys receiving our Board agenda and exhibits and was very impressed with everything CCA is doing and has accomplished.

Board Comments

ADJOURNMENT

On a motion from Trustee Jones, seconded by Trustee Braunstein, it carried by a vote of 5-0-0 to adjourn the meeting at 11:05 a.m.

Adjournment

VOTE: Ayes: Trustees Braunstein, Jones, Kelly, McNicholas, Perry
 Nos: None
 Absent: None

Vice President

Secretary