NORTH ORANGE COUNTY ROP

**BOARD OF TRUSTEES**
**REGULAR MEETING**

# MINUTES

**Board of Trustees Regular Meeting**
July 14, 2021
Board Room, 385 N Muller St.
Anaheim, CA 92801

Regular Session 4:00 P.M.

Closed Session Following Presentations/Recognitions

**Attendance Taken at 4:00 PM:**
Present:
Ms. Marilyn Buchi, President
Ms. Karin Freeman, Vice President, Clerk
Ms. Meg Cutuli
Mr. Al Jabbar
Dr. Chester Jeng
Ms. Annemarie Randle-Trejo
Absent:
Ms. Gail Lyons

Updated Attendance:
Ms. Gail Lyons was updated to present at: 4:24 PM
Mr. Al Jabbar was updated to absent at: 4:34 PM
Mr. Al Jabbar was updated to present at: 4:48 PM

Staff:
Superintendent: Dr. Terri Giamarino
Assistant Superintendent, Educational Services: Mr. Dana Lynch
Assistant Superintendent, Business Services: Dr. Michelle Owen
Parliamentarian: Ms. Jenifer Reddick

Staff:
Casey Beck, Christina Campbell-Probst, Dr. Kenia Cueto, Dr. Ligia Hallstrom, Wendy Jiacoma, Gail Kairis, Kathi Kent, Thom Metcalf, Michele Schirmers, Sriindayani Segoro-Nguyen, Casey Riggs, Linda Skipper, Jenilee Umali, Tonia Watkins

**1. Open session/Call to Order**

Minutes: President Buchi opened the meeting to regular session at 4:00 p.m.

**A. Flag Salute: Ligia Hallstrom, Ed.D.**

**2. Review of Agenda**

**A. Changes**

**B. Additions**

**C. Deletions**

**3. * Adoption of Agenda**

**Motion Passed:** Passed with a motion by Mr. Al Jabbar and a second by Ms. Karin Freeman.

| | |
|---|---|
| Yes | Ms. Marilyn Buchi |
| Yes | Ms. Meg Cutuli |
| Yes | Ms. Karin Freeman |
| Yes | Mr. Al Jabbar |
| Yes | Dr. Chester Jeng |
| Absent | Ms. Gail Lyons |
| Yes | Ms. Annemarie Randle-Trejo |

**4. Presentations/Recognitions**

Minutes: There were no presentations or recognitions.

**5. Closed Session**

Quick Summary: No items will be discussed in Closed Session.

Minutes: The Board did not go in to Closed Session.

**6. Reconvene Into Open Session**

Quick Summary: Closed Session report.

Minutes: The Board did not go into Closed Session. No report was given.

**7. * Approval of Minutes**

Quick Summary: Approve the minutes of the regular meeting of the Board of Trustees on June 9, 2021.

**Motion Passed:** Passed with a motion by Ms. Karin Freeman and a second by Mr. Al Jabbar.

| | |
|---|---|
| Yes | Ms. Marilyn Buchi |
| Yes | Ms. Meg Cutuli |

| | |
|---|---|
| Yes | Ms. Karin Freeman |
| Yes | Mr. Al Jabbar |
| Yes | Dr. Chester Jeng |
| Absent | Ms. Gail Lyons |
| Yes | Ms. Annemarie Randle-Trejo |

**8. Public Hearing**

**A. Request for Recognition**

Quick Summary: This place on the agenda is reserved for public participation. North Orange County ROP encourages citizens to attend Board meetings and welcomes their views on topics relevant to the ROP.

Minutes: President Buchi opened the meeting to a public hearing at 4:03 p.m. There was no participation, so the public hearing was closed.

**9. Superintendent's Report**

Minutes: Dr. Giamarino shared that new teacher training begins July 19th and is led by Administrator of Instructional Programs, Gail Kairis & the Educational Services Team. Board members are invited to lunch between 12-1pm.

The Back-to-School In-Service is on August 5th. Board members are invited to the general session from 8-9:30 a.m. This year marks the beginning of NOCROP's 50th year. To pay homage to 1971, the theme of the in-service is the ‘70s.

Dr. Giamarino provided the following summer updates:
The summer session of the Medical Innovation, Research, and Entrepreneurship course hosted by University Lab Partners begins on Monday. There were 180+ middle school students who participated in the summer sessions offered at Fullerton School District. In August, Educational Services will present more detailed information on NOCROP's summer sessions.

**A. The Superintendent may comment on activities of the ROP.**

**B. Communications**

Quick Summary: There are no communications this month.

**10. * Consent Calendar**

Quick Summary: Routine items recommended by the administration and listed on the consent calendar are deemed to have been considered in full, and are acted on by the Board of Trustees in one motion as a single action item. Any item(s) a Board

member requests removed from the consent calendar will be considered at a later time in the meeting.

**Motion Passed:** To approve Consent Calendar as presented, excluding Item 10A7 which will be considered separately. Passed with a motion by Ms. Meg Cutuli and a second by Mr. Al Jabbar.

| | |
|---|---|
| Yes | Ms. Marilyn Buchi |
| Yes | Ms. Meg Cutuli |
| Yes | Ms. Karin Freeman |
| Yes | Mr. Al Jabbar |
| Yes | Dr. Chester Jeng |
| Absent | Ms. Gail Lyons |
| Yes | Ms. Annemarie Randle-Trejo |

Minutes: President Buchi pulled item 10A7 from the consent calendar. This item will be discussed separately.

**A. Administrative and Business Services**

**1. Ratify Balance Sheet and Income Statement and authorize total liabilities and fund balance in the amount of $21,066,673.44, and ending fund balance in the amount of $20,292,575.64.**

Quick Summary: Financials Balance Sheet and Income Statement

**2. Receive Cash Flow Report for the period ending June 30, 2021.**

Quick Summary: Cash Flow Revenue and Expenditures

**3. Receive the Student Body Fund Report for the period ending June 30, 2021.**

Quick Summary: June 2021 Student Body Fund Balance Report

**4. Ratify/approve check #00055973 through #00056041 in the amount of $294,604.21 as listed for the period of May 26, 2021, through June 30, 2021.**

Quick Summary: May and June 2021 Checks

**5. Ratify/approve the listed purchase orders in the amount of $26,725.74 for the period of May 26, 2021, through June 30, 2021.**

Quick Summary: May and June 2021 Purchase Orders

**6. Ratify/approve personnel employment related recommendations as presented.**

Quick Summary: Personnel Recommendations

**7. Approve the purchase of Switch Lab Electric Vehicles and Curriculum with Switch Vehicles, Inc.**

Quick Summary: Purchase of Switch Lab Electric Vehicles and Curriculum

**Motion Passed:** Approve the purchase of Switch Lab Electric Vehicles and Curriculum with Switch Vehicles, Inc. in the amount of $255,368.40. Passed with a motion by Ms. Meg Cutuli and a second by Ms. Annemarie Randle-Trejo.

| | |
|---|---|
| Yes | Ms. Marilyn Buchi |
| Yes | Ms. Meg Cutuli |
| Yes | Ms. Karin Freeman |
| Yes | Mr. Al Jabbar |
| Yes | Dr. Chester Jeng |
| Absent | Ms. Gail Lyons |
| Yes | Ms. Annemarie Randle-Trejo |

Minutes: Administrator of Instructional Programs, Gail Kairis presented detailed information regarding the purchase of Switch Lab Electric Vehicles.

The North Orange County ROP Systems Diagnostics Service and Repair Pathway team has been researching the safest and most effective way for our automotive program to stay current with Industry Standards by addressing a growing need for e-vehicle mechanics.

NOCROP has K-12 Strong WorkForce grant funding that provides the opportunity to purchase the SWITCH LAB E-Vehicle kits. These kits come with 4 full days of teacher training, including the experience of building a car. The training is scheduled for July 26 30. The kit also includes curriculum and an electronic car. Once assembled, the car is drivable. It is designed to be taken apart and put back together over and over.

This STEM training integrates the physics of electricity and how electrical systems work. Electrical systems are part of many of the different industry sectors from medical devices to culinary sous vide.

Upon Board approval, all six of our Systems Diagnostics Service and Repair Pathway programs at Buena Park High School, La Habra High School, Sunny Hills High School, Savanna High School, Loara High School and Katella High School will be receiving the E-vehicle kits this fall.

**B. Educational Services**

**1. Authorize execution of training agreements to use community classroom facilities for the 2021-2022 school year.**

Quick Summary: Training Agreements to Use Community Classroom Facilities

**2. Ratify/approve the agreement between Rancho Santiago Community College District and North Orange County ROP.**

Quick Summary: Grant agreement between North Orange County ROP and Rancho Santiago Community College District (RSCCD) for the Strong Workforce Program K12 Pathway Grant (Round 3)

**3. Approve the contract with Knott's Berry Farm Hotel.**

Quick Summary: Contract between the Knott's Berry Farm Hotel and North Orange County ROP (NOCROP)

**4. Approve renewal of Training Agreements to use Community Classroom facilities for the 2021-2022 school year.**

Quick Summary: Renewal of Training Agreements to use Community Classroom Facilities

**C. General**

**1. Receive the monthly visibility report.**

Quick Summary: Visibility Report

**11. Action Items**

**A. Administrative and Business Services**

**1. Burnham Benefits Insurance Services Presentation**

**1. *Approve the consultant agreement between North Orange County ROP and the Burnham Benefits Insurance Services for the period of August 1, 2021, through June 30, 2022.**

Quick Summary: Consultant Agreement between North Orange County ROP and the Burnham Benefits Insurance Services

**Motion Passed:** Approve the consultant agreement between North Orange County ROP and the Burnham Benefits Insurance Services for the period of August 1, 2021, through June 30, 2022. Passed with a motion by Ms. Gail Lyons and a second by Ms. Meg Cutuli.

| | |
|---|---|
| Yes | Ms. Marilyn Buchi |
| Yes | Ms. Meg Cutuli |
| Yes | Ms. Karin Freeman |
| Absent | Mr. Al Jabbar |
| Yes | Dr. Chester Jeng |
| Yes | Ms. Gail Lyons |
| Yes | Ms. Annemarie Randle-Trejo |

## B. Educational Services

**1. * Approve the contract with North Orange County ROP and Interact for Marketing and Outreach from August 2021 to December 31, 2021.**

Quick Summary: Contract between Interact and North Orange County ROP (NOCROP)

**Motion Passed:** Approve the contract with North Orange County ROP and Interact for Marketing and Outreach from August 2021 to December 31, 2021. Passed with a motion by Ms. Annemarie Randle-Trejo and a second by Ms. Meg Cutuli.

| | |
|---|---|
| Yes | Ms. Marilyn Buchi |
| Yes | Ms. Meg Cutuli |
| Yes | Ms. Karin Freeman |
| Absent | Mr. Al Jabbar |
| Yes | Dr. Chester Jeng |
| Yes | Ms. Gail Lyons |
| Yes | Ms. Annemarie Randle-Trejo |

**2. * Approve the contract with North Orange County ROP and Upstream for Marketing and Outreach from August 2021 to December 31, 2021.**

Quick Summary: Contract between Upstream IT Solutions and North Orange County ROP (NOCROP)

**Motion Passed:** Approve the contract with North Orange County ROP and Upstream for Marketing and Outreach from August 2021 to December 31, 2021. Passed with a motion by Ms. Meg Cutuli and a second by Ms. Gail Lyons.

| | |
|---|---|
| Yes | Ms. Marilyn Buchi |
| Yes | Ms. Meg Cutuli |
| Yes | Ms. Karin Freeman |

| | |
|---|---|
| Absent | Mr. Al Jabbar |
| Yes | Dr. Chester Jeng |
| Yes | Ms. Gail Lyons |
| Yes | Ms. Annemarie Randle-Trejo |

**C. General**

**1. *Approve an amendment to the employment contract for Mr. Dana Lynch as the Assistant Superintendent of Educational Services, pursuant to Government Code 54953(c)(3), providing (1) a term of August 12, 2020, through June 30, 2024, and (2) a 3% increase of the annual base salary to $159,650.**

Quick Summary: Approve an amendment to the employment contract of the Assistant Superintendent of Educational Services, pursuant to Government Code 54953(c)(3).

**Motion Passed:** Approve an amendment to the employment contract for Mr. Dana Lynch as the Assistant Superintendent of Educational Services, pursuant to Government Code 54953(c)(3), providing (1) a term of August 12, 2020, through June 30, 2024, and (2) a 3% increase of the annual base salary to $159,650. Passed with a motion by Ms. Karin Freeman and a second by Ms. Annemarie Randle-Trejo.

| | |
|---|---|
| Yes | Ms. Marilyn Buchi |
| Yes | Ms. Meg Cutuli |
| Yes | Ms. Karin Freeman |
| Absent | Mr. Al Jabbar |
| Yes | Dr. Chester Jeng |
| Yes | Ms. Gail Lyons |
| Yes | Ms. Annemarie Randle-Trejo |

**2. *Approve an amendment to the employment contract for Dr. Michelle Owen as the Assistant Superintendent of Business Services, pursuant to Government Code 54953(c)(3), providing (1) a term of November 4, 2020, through June 30, 2024, and (2) a 3% increase of the annual base salary to $149,350.**

Quick Summary: Approve an amendment to the employment contract for Dr. Michelle Owen as the Assistant Superintendent of Business Services, pursuant to Government Code 54953(c)(3).

**Motion Passed:** Approve an amendment to the employment contract for Dr. Michelle Owen as the Assistant Superintendent of Business Services, pursuant to Government Code 54953(c)(3), providing (1) a term of November

4, 2020, through June 30, 2024, and (2) a 3% increase of the annual base salary to $149,350. Passed with a motion by Ms. Annemarie Randle-Trejo and a second by Ms. Meg Cutuli.

| | |
|---|---|
| Yes | Ms. Marilyn Buchi |
| Yes | Ms. Meg Cutuli |
| Yes | Ms. Karin Freeman |
| Absent | Mr. Al Jabbar |
| Yes | Dr. Chester Jeng |
| Yes | Ms. Gail Lyons |
| Yes | Ms. Annemarie Randle-Trejo |

**3. *Approve the employment contract for Dr. Terri Giamarino as the Superintendent of North Orange County ROP, pursuant to Government Code 54953(c)(3), providing (1) a term of July 1, 2021 through June 30, 2024, and (2) a 3% increase of the annual base salary to $183,996.**

Quick Summary: Approve the employment contract for Dr. Terri Giamarino as the Superintendent of North Orange County ROP, pursuant to Government Code 54953 (c)(3).

**Motion Passed:** Approve the employment contract for Dr. Terri Giamarino as the Superintendent of North Orange County ROP, pursuant to Government Code 54953(c)(3), providing (1) a term of July 1, 2021, through June 30, 2024, and (2) a 3% increase of the annual base salary to $183,996. Passed with a motion by Ms. Annemarie Randle-Trejo and a second by Ms. Meg Cutuli.

| | |
|---|---|
| Yes | Ms. Marilyn Buchi |
| Yes | Ms. Meg Cutuli |
| Yes | Ms. Karin Freeman |
| Absent | Mr. Al Jabbar |
| Yes | Dr. Chester Jeng |
| Yes | Ms. Gail Lyons |
| Yes | Ms. Annemarie Randle-Trejo |

**4. *Approve the 2021-2022 Board of Trustees'/Superintendent's Priorities.**

Quick Summary: 2021-2022 Board of Trustees'/Superintendent's Priorities

**Motion Passed:** Approve the 2021-2022 Board of Trustees'/Superintendent's Priorities. Passed with a motion by Ms. Annemarie Randle-Trejo and a second by Ms. Karin Freeman.

| | |
|---|---|
| Yes | Ms. Marilyn Buchi |
| Yes | Ms. Meg Cutuli |

| | |
|---|---|
| Yes | Ms. Karin Freeman |
| Absent | Mr. Al Jabbar |
| Yes | Dr. Chester Jeng |
| Yes | Ms. Gail Lyons |
| Yes | Ms. Annemarie Randle-Trejo |

**5. ** Adopt Resolution 2021-06, Board Compensation for Missed Meeting to approve the full compensation of Annemarie Randle-Trejo for the month of June 2021.**

Quick Summary: Resolution 2021-06, Board Compensation for Missed Meeting

**Motion Passed:** Adopt Resolution 2021-06, Board Compensation for Missed Meeting to approve the full compensation of Annemarie Randle-Trejo for the month of June 2021. Passed with a motion by Ms. Karin Freeman and a second by Ms. Meg Cutuli.

| | |
|---|---|
| Yes | Ms. Marilyn Buchi |
| Yes | Ms. Meg Cutuli |
| Yes | Ms. Karin Freeman |
| Absent | Mr. Al Jabbar |
| Yes | Dr. Chester Jeng |
| Yes | Ms. Gail Lyons |
| Yes | Ms. Annemarie Randle-Trejo |

Minutes:
Roll Call:

Ms. Randle-Trejo

Ms. Cutuli

Dr. Jeng

Ms. Lyons

Ms. Freeman

Ms. Buchi

Ayes: 6 Noes: 0 Abstain: 0 Absent: 1

## 12. Reports

### A. Board Report

Quick Summary: This section of the agenda is reserved for comments from members of the Board of Trustees.

**1. Conferences, workshops and meetings**

**2. ROP class visitations and activities**

**3. Participating district's activities**

**4. CSBA and OCSBA activities**

### B. Superintendent's Report

Minutes: Dr. Giamarino introduced two new Leadership team members, Thom Metcalf and Casey Riggs, as the Coordinators, Curriculum and Assessment. She wished a happy birthday to both Annemarie Randle-Trejo and Karin Freeman. She thanked the Board for their support over the past 16 months.

## 13. Specific Dates to Remember

Quick Summary:

| | |
|---|---|
| 8/5/2021 | Back to School In-service Education Center |
| 8/11/2021 | Regular Board Meeting of the North Orange County ROP<br>Board of Trustees<br>4:00 p.m.<br>Education Center<br>385 N. Muller St.<br>Anaheim, CA 92801 |
| 8/19/2021 | VN Graduation<br>6 p.m.<br>Knott's Berry Farm Hotel |

## 14. * Adjournment

Quick Summary: Adjourn the Board of Trustees meeting.

**Motion Passed:** Passed with a motion by Ms. Karin Freeman and a second by Ms. Meg Cutuli.

Yes Ms. Marilyn Buchi
Yes Ms. Meg Cutuli
Yes Ms. Karin Freeman
Yes Mr. Al Jabbar

Yes Dr. Chester Jeng
Yes Ms. Gail Lyons
Yes Ms. Annemarie Randle-Trejo

Minutes: The meeting adjourned at 5:06 p.m.

Date Approved: 8/11/2021

Theresa M. Giamarino, Ed.D., Secretary
Board of Trustees

Marilyn Buchi, President
Board of Trustees